

CJSF Officer Responsibilities

President

- conduct all meetings
- work with officers in developing the next meeting's agenda
- contact City Lights Volunteer Program and hand out all forms, explain each volunteer activity, and deliver necessary forms to the CL office
- work directly with CJSF advisor
- participate in planning of CJSF activities

Vice President

- attend all meetings
- preside at meetings if the President is absent
- keep members from speaking out; hands must be raised to be acknowledged by the president before speaking
- work along with the treasurer in printing and distributing CJSF membership cards as members pay their dues
- assist in the duties of other officers as needed
- assist in the planning of CJSF activities

Secretary

- attend all meetings
- record all business at each meeting
- turned in typed notes to the CJSF advisor within three school days
- review "old business" at each meeting based on previous meetings' notes
- assist other officers as needed

Treasurer

- attend all meetings
- keep track of CJSF account balance
- collect and record membership dues
- give an updated list of members who have paid their dues to the Vice President
- count and keep track of money made during fund raisers (card sales, etc.)
- turn in all CJSF money to the advisor to be deposited in the CJSF account
- assist other officers as needed

Activities Director

- attend all meetings
- take charge in coordinating CJSF sponsored activities
- develop a Work Schedule list for activities
- purchase supplies needed for activities (you will be given funds from our CJSF account to use)
- work with CJSF advisor on the semester field trips
- assist officers as needed