

# Interact Officer Roles 2022-2023

NAME : \_\_\_\_\_ Grade: \_\_\_\_\_

<p><b>President</b></p> <ul style="list-style-type: none"> <li>• Create Agenda for meetings</li> <li>• Remind officers that there is a meeting every Tuesday morning the week of regular meetings.</li> <li>• Attend Officer Meetings</li> <li>• Call Meeting to order and keep meeting running smoothly</li> <li>• Assign tasks to officers to complete with due dates.</li> <li>• Run Club meetings with enthusiasm</li> <li>• Delegate responsibilities, but retain ultimate responsibility to see that jobs are completed</li> <li>• Seek out community events and make contact with other organizations on clubs behalf.</li> <li>• Attend the majority of Interact Events.</li> <li>• Is the 'face' of the club and serves as a positive role model for others.</li> </ul>	<p><b>Vice President</b></p> <ul style="list-style-type: none"> <li>• Preside in the absence of president</li> <li>• Help president with all the tasks listed under the task for President</li> <li>• Succeed to office of president in the event that the president is removed or quits</li> <li>• Communicate with members frequently</li> <li>• Conduct meetings with enthusiasm.</li> <li>• Seek out community events and make contact with other organizations on clubs behalf.</li> <li>• Attend the majority of Interact Events</li> </ul>	<p><b>Secretary</b></p> <ul style="list-style-type: none"> <li>• Maintain detailed minutes (notes) for all officer meetings</li> <li>• Take attendance at all meetings, keep a roster in an organized binder.</li> <li>• Maintain a spreadsheet to record participation of members at meetings</li> <li>• Maintain records of members community service hours.</li> <li>• Collect photos of hours logs via google form</li> <li>• Determine who gets trophies, pins and awards for those with the most hours for the banquet.</li> </ul>
<p><b>Treasurer</b></p> <ul style="list-style-type: none"> <li>• Create budget for each project or fundraiser</li> <li>• Collect money and write receipts when applicable</li> <li>• Count money and submit to bookkeeper</li> <li>• Fill out and submit purchase order, and check requests to bookkeepers</li> <li>• Get printout of our balance from bookkeeper and let us know how much money we have</li> <li>• Go online and find prices of various things that we will need and help us make a budget</li> <li>• Make a budget for our banquet which includes awards, trophies etc</li> </ul>	<p><b>Director of Local Service</b></p> <ul style="list-style-type: none"> <li>• In charge of coordinating local service events in our local community (i.e. Animal Shelter)</li> <li>• Use various websites to look up community service events</li> <li>• In charge of creating service events to be done on campus (i.e. Letters to Santa)</li> <li>• Provide Leadership as needed to make Interact projects successful.</li> <li>• Attend the majority of on campus and local events.</li> <li>• Work with Membership Chairperson to coordinate local team bonding events (bowling, etc)</li> </ul>	<p><b>Director of Global Service</b></p> <ul style="list-style-type: none"> <li>• Provide Leadership to plan Global service events. (i.e. Rise Against Hunger, Hurricane Relief).</li> <li>• Work with the Treasurer to come up with fundraising ideas for global service.</li> <li>• Seek out ideas of global causes that need our help</li> <li>• Create awareness on campus about the Global cause</li> <li>• Work with publicists to promote causes on social media.</li> </ul>
<p><b>Membership Chairperson</b></p> <ul style="list-style-type: none"> <li>• In charge of club rush preparations, set up and recruitment</li> <li>• Welcome new members</li> <li>• Write thank you notes to members who participate in projects</li> <li>• Encourage absent members to return to meetings</li> <li>• Send out reminders for upcoming events</li> <li>• In charge of team building activities (bowling, thanksgiving/friendsgiving etc.)</li> <li>• Think of creative and fun ways to get new members and keep members coming to meetings and events</li> </ul>	<p><b>Publicist</b></p> <ul style="list-style-type: none"> <li>• Advertise meetings by sending posting on social media and remind</li> <li>• Place announcements to be read on BNN</li> <li>• Advertise meetings by placing posters in hallways.</li> <li>• Advertise drive on other projects as needed to promote interact projects</li> <li>• Work with Historians to obtain photos to use in advertising.</li> </ul>	<p><b>Lead Historian</b></p> <ul style="list-style-type: none"> <li>• Attend many events on campus and off campus</li> <li>• Have a reliable phone with a camera (or camera) to be able to take photos</li> <li>• Very important to attend many of the events</li> <li>• Take candid photos or photos with people posing</li> <li>• Photos of meetings, events</li> <li>• Post on Social Media</li> <li>• Work with a publicist for advertising.</li> <li>• We will recruit underclassmen to help you with historian duties. You will be in charge of coordinating them and yourself on what jobs they will have to do. What events they will go to and who will be posting on social media.</li> </ul>