**Club Officer Main Duties**

**PRESIDENT**:

- Open-close all meetings:

  -- recognize guests

  -- recognize member milestone accomplishments

  -- conduct any needed club business

  -- announce upcoming events of note

- set a 12-month plan for the club using the Club Success Plan

- lead the executive team

- monitor the club status and health

- Pathways Base Camp manager backup

**VICE PRESIDENT EDUCATION**:

- plan all meeting agendas with optional, occasional special meetings

- recruit members to serve in meeting roles, especially each meeting Toastmaster

- assist the Toastmaster at preparation of each meeting

- assure all new members are assigned a mentor

- Pathways Base Camp manager for the club members

**VICE PRESIDENT MEMBERSHIP**:

- greet guests, assure they get a guest packet, answer any questions

- follow up with guests to get them to become members

- assist current members with needs so they continue as a member

- assure the club has a constant inventory of guest packets

**VICE PRESIDENT PUBLIC RELATIONS**:

- Externally promote the club to bring in guests

- Bluejacket has a website plus Facebook, Meetup, LinkedIn and YouTube accounts

- encourage members to invite guests

**SECRETARY**:

- provide minutes for regular meetings and officer meetings

- submit to International any changes in who holds a club office

- assure the annual International Convention proxy is handled

- Pathways Base Camp manager backup

**TREASURER**:

- collect semi-annual dues (October 1 and April 1) from the members

- submit applications for all new members

- order club supplies as needed

- pay club bills and maintain the club bank account

**SERGEANT-AT-ARMS**:

- set up and clean up the meeting room for all club meetings

- for the club officer meetings, if necessary, reserve a meeting room

**ZOOM MASTER**:

- handle all aspects of setting up Zoom for all meetings

- be the Host of Zoom during all meetings