**Service Club Officer Descriptions**

**President:** The president prepares the meeting agendas with the advisors on a monthly basis and runs the monthly meetings. The president is second in command of inductions and shoulders much of this responsibility with the Vice President.

**Vice President:** This individual coordinates inductions. He or she identifies committee members and ensures that all tags and posters are made, food is brought for the reception, etc.

**Secretary:** The secretary takes minutes at every meeting and sends them out over e-mail to all members. The secretary also takes attendance at every meeting. Most importantly, the secretary keeps a Google.doc or running list of who wishes to complete which available service projects. This document acts as the record of all service projects.

**Treasurer:** The treasurer collects dues and maintains the spreadsheet that shows the obligations members have or have not completed.