

## Notre Dame Club Officer Elections

- Club officer elections must be held during the month of April during a regular club meeting.
- Students interested in running for a club officer position must notify the club moderator.
- Students interested in running for a club officer position must have participated in the club during the current year (attended a minimum of 6 club meetings) in order to run for a club officer position for the next school year.
- Students interested in running for a club officer position may NOT be an elected/selected member of ASB School/Class Council, SADD, SAB, PMLT or TASC without permission from the Director of Student Leadership and Activities. ASB & CM Homeroom Reps may be a club officer.
- Students interested in running for a club officer position must have and maintain a GPA of 2.0.
- Only current club members (attended a minimum of 6 club meetings) will be allowed to vote for new club officers.
- All candidates will be required to submit a written ballot statement online in March (no heads-down hands-up voting).
- Club officer positions include: President, Vice President, Secretary and Treasure. A club may require additional officers, as needed with approval from the Director of Student Leadership and Activities.

## Notre Dame Club Officer Positions

**President:** presides over all club meetings, prepares agendas, establishes committees as needed, monitors the status and follow through of all committee and officer work. The President must attend the monthly Club president check in (First Tuesday of every month at lunch in D107) and is also responsible for the midyear and end of summary report on club activities.

**Vice President:** assumes presidential duties when president is unable to do so. Typically, the VP will coordinate and share in the presidential workload. The VP should/could also be assigned a specific duty that correlates with club needs (i.e. publicity, spotlight week coordinator, historian, etc.)

**Secretary:** records minutes at all meetings (both the large club meetings and the planning meetings with club moderator), submit minutes for approval, keeps club attendance, project records, and handles all club correspondence. The Secretary is responsible for publishing approved minutes on Moodle Club page and emailing the list of club attendance to ASB School Council Vice President after every meeting.

**Treasurer:** handles all financial needs of the club: requests petty cash from ASB, submits reimbursements, counts, records and submits all deposits, maintains accurate record of club finances.