FARMINGTON – FARMINGTON HILLS OPTMIST CLUB

Junior Optimists

Children Active in Community Service

www.f2hoptimists.org

Student Officer Position

Students who would like to run for a Junior Optimist Club Officer Position should read this and answer the questions on the right. You will have a chance to present this to club members before we elect our leaders at a meeting held in late October or early November.

Duties of the Club President

Planning, organizing, and carry out responsibilities associated with your role as the club's chief executive officer. Remember, planning and preparation count, and "enthusiasm is contagious."

- Appointing and delegating persons to perform tasks, ensure that the task is done.
- Attending community meetings.
- Evaluating club meetings and operations.
- Goal setting for results.
- Continuously monitor the club's progress toward goal accomplishment.
- Motivating and establishing a climate of enthusiasm, openness, and concern.
- Presiding over club and board meetings, making sure they are well planned and organized, flow smoothly, end on time, and that each member has fun and fellowship. You are responsible for agenda setting and for making certain the vice-president is prepared to preside in your absence.
- Seek input and explore alternatives before making important decisions.
- Reporting club activities at our monthly at the Costick Center.

Duties of the Club Vice President

To assist the president, and stand in for him or her in case of absence. All of the above skills and tasks are necessary. Should be prepared to take over for the President at any meeting, able to chair subcommittees and report back to the President or club on progress.

Duties of the Club Secretary

To accurately estimate, budget, and forecast the costs and revenues associated with club activities, obtain quotes from vendors. Collect funds if there is fundraising or other financial activity, keep accurate financial records. Should have some familiarity with spreadsheets and excellent math skills.

School Name	
Office Desired	
Student Name	
Student Grade	

Why do you think you would be a good candidate for this office? You can write about your skills, personality, vision for the club, past experience or anything else you think is important.

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