

# *PENGUIN EMPIRE*

## 2014-2015 LEADERSHIP POSITIONS

### President:

1. Organization and delegation of responsibilities
2. Keep club focused on member fundraising efforts (liaison to fundraising mentor)
3. Responsible for organizing team meetings
4. Dedicated to being at all team meetings, if possible
5. Be the team ambassador in the pit, to field judges and other visitors. Answer questions and make sure all members in pit know how to field questions.
6. Responsible for team-to-team socializing – such as multi-team dinners or handing out prizes to other teams
7. Creating and writing with other officers, incl. secretary, club meeting agenda
8. Involved in Fundraising Team

### Vice-President:

1. Shares and carries out presidential duties
2. Leads meetings when president can't make it or is not available
3. Usually expected to become president the next year (therefore must not be a senior)

### Secretary:

1. Communications (Makes sure everyone in the club, including mentors/advisors/parents gets necessary information.)
2. Methods of communication: website, schedule, special events list, email, school PA announcements, word of mouth
3. Compile agendas
4. Take and Distribute Minutes
5. Track action items – What are the weekly goals? Were they completed?
6. Create Team Contact List
7. Take Roll at meetings

### Treasurer:

1. Track funds from fundraisers
2. Works with Lisa Walera (School Office) to update current balance and report to club
3. Assist in developing the budget
4. Involved in the Fundraising Team