

WLCS Officer Nomination Form

Name: _____

Address: _____

Phone: _____

Current Year in School: _____

What Office would you like to be elected to? _____

Why do you want to run for this office? _____

What do you think Washington Leadership & Community Service club should offer to the membership, the school, and the community?

Are you willing to attend all meetings? _____

Are you willing to participate in all major events? _____

Are you willing to show effective leadership? _____

Please list your qualifications? _____

Signature: _____ Date: _____

WLCS Officer Responsibilities

All Officers Must:

- Attend every WLCS meeting
- Participate in all major events
- Show effective leadership

Student Council Representative:

- Attend all WCHS Student Council meetings and report back to the president and faculty advisors
- Attend all WLCS Meetings to report to the club

President:

- Preside over all WLCS Meetings and Functions
- Delegate responsibilities to various members of committees
- Work closely with the High School Faculty Sponsors
- Prepare agendas for each meeting and submit them to the sponsor for approval and typing at least one day before each meeting
- Be sure that all officers and committee chairpersons will attend all meetings

Vice-President:

- Act as Parliamentarian at all meetings
- Assume the Presidency if a vacancy occurs
- Be responsible for keeping records on attendance, participation, and other functions regarding membership
- Be responsible for the recording of service project on spreadsheet and folders!

Treasurer:

- Work closely with Mrs. Cassulo
- Collect all dues
- Compile and keep all financial records and pay all bills
- Turn in any school funds as collected and work with Mrs. Roberts
- Keep track of the financial progress of the club in regards to the projected budget and have that information available for the each meeting

Secretary:

- Take minutes of every meeting and give a copy to the sponsors and to the Director of Student Activities, Mrs. Wright
- Take attendance and give copies to the Vice-President and the Faculty Sponsors
- Be responsible for all club correspondence
- Be responsible for all press releases with the Faculty Sponsors.