

Duties of Officer Schools

President:

- *Hosts the District Meeting in November at their school
- *Raise appropriate funds to cover the expenses of the Meeting (the District Meeting should always MAKE money for the District)
- *Appoint and oversee all committees formed by the District for the Meeting
- *Serve on the Executive Board of the District
- * This is a Senior High school position only

First Vice-President:

- *Assumes the duties of President if that office is unable to perform its duties
- *Acquire discussion group leaders for the high school workshop at the District Meeting
- *Serve on the Executive Board of the District
- *This is a Senior High school position only

Second Vice-President:

- *Acquire Discussion Group leaders for the Junior High workshops at the District Meeting
- *Serve on the Executive Board of the District
- *This is a Junior High/Middle School position

Secretary:

- *Records and types the minutes of each association meeting
- *Report minutes of previous convention at the fall convention as well as the State Advisor Meeting
- *Hosts the "Mailroom" at the District Meeting
- *Serve on the Executive Board of the District
- *Create and design an activities book/calendar/idea exchange
- *This is a Senior High school position only