

Club Governance

Governing the Club

Sample Agenda for Club

Meetings

GOVERNING THE CLUB

Every club should have officers who can lead the club in a positive direction. The election of officers helps students gain leadership skills that will benefit them in the future. The club should be student-led as much as possible. By encouraging student officers to assume responsibility, you are building the skills of your students as well as relieving some of the pressure on your already hectic schedule.

The information included in this section suggests a format for providing students with an organized structure for running their club.

The Club Committee

To better govern your club and accomplish tasks more effectively, you may want to form an executive committee consisting of the president, vice president, secretary, and treasurer. The club advisor usually serves as an ex-officio, nonvoting member of the executive committee. After talking with all club members, this group of officers should meet regularly to establish the goals of the club and then help carry out those goals by planning meetings, events, and activities.

The suggested responsibilities of the executive committee are:

1. To implement the administrative policy within the budget limitations.
2. To give direction in solving club problems.
3. To act upon all official petitions and recommendations received from the members and school administrators.
4. To establish standing and ad hoc committees as needed.
5. To hold elections for club officers and appoint a nominating committee.
6. To assume other responsibilities as determined by the constitution and bylaws of the club.

The executive committee should be the group responsible for GOing APE and establishing the goals, objectives, activities, plans and evaluation for the year. Because they are elected, they should poll club members about their interests and wishes for the club. Information on goal setting and an information sheet entitled "Welcome to the Club Meeting" can be found in the "Goals, Activities & Accomplishments: Planning for the Year" section. Before doing your planning for the year, you may want to conduct a brainstorming session with all members and ask them to complete this form so the executive committee is aware of the needs of the members.

The executive committee should also plan each meeting of the club. Having an agenda is an effective means for keeping order and getting things done. A sample agenda can also be found in this section.

Officers' Roles and Responsibilities

Knowing individual roles and responsibilities helps officers become even more effective. Here are some suggested positions and job descriptions that can form your executive committee.

Faculty Advisor:

1. Facilitate the coordination of all activities regarding the club.
2. Recruit prospective members.
3. Develop proposed goals and a calendar of events based on student input.
4. Process teachers' requests for assistance.
5. Communicate with the school counselors or career counselors about activities pertinent to career awareness.
6. Communicate with the CEC sponsoring unit and state/provincial unit and inform them of activities in which they can participate or when their assistance is needed.
7. Speak to groups such as the PTA, civic organizations, etc. to receive support.
8. Encourage and help nurture leadership skills among the members.
9. Allow members to do as much as they can by themselves.

Officers

President:

1. Work with the club advisor in setting the calendar of events, planning agendas for meetings, and recruiting members.
2. Preside over all meetings.
3. Serve as the spokesperson for the club.
4. Assist in fundraising and planned activities.
5. Conduct elections of new officers.
6. Submit an annual report to the CEC state/provincial unit.

Vice President:

1. Assist the president with fundraising and planned activities.
2. Preside over meetings in the absence of the president.
3. Recruit members and future leaders for officer positions.
4. Serve as chair of at least one activity or fundraiser.

Secretary:

1. Maintain records on all members, including names, phone numbers, and addresses.
2. Take minutes at all meetings and send out invitations and thank you notes.
3. Assist president in completing annual report form for the CEC state/provincial unit.
4. Prepare and submit pertinent articles or announcements of events for the school newspaper, school Web site, or for posting on student activity bulletin boards.

Treasurer:

1. Keep proper itemized accounts of receipts and expenditures.
2. Present financial report at each official club meeting.
3. Assist the advisor, president, and other officers in preparing an itemized budget for the year.
4. Assist with fundraising in activities in collecting and depositing money.

Optional Offices or Committees**Newsletter Editor:**

1. Collect information and write articles for the newsletter.
2. Work with other students who wish to write articles.
3. Develop flyers or announcements for meetings, social events, fundraising activities, etc.

Class Representatives:

1. Represent the voice of individual classes.
2. Serve as the public relations person and share information.
3. Coordinate class activities that promote disability awareness.

Historian:

1. Keep records of all publicity, pictures, and minutes that are related to the club's programs.
2. Serve as the photographer and take pictures.
3. Begin a scrapbook that can be passed down each year.

Officers should be elected annually. Your Club constitution should detail how the officers are selected to run for office, how they are elected, and the way that officers may be replaced if the duties of office are not being fulfilled.

BUILD AN AGENDA					

The _____ Club Meeting

Date: _____

Time: _____

Place: _____

- I. Call to order
- II. Sign-in sheet
- III. Minutes of last meeting (read by: _____)
- IV. Financial report (given by: _____)
- V. Correspondence the club has received (read by: _____)
- VI. Officer reports
 - A. _____ (given by: _____)
 - B. _____ (given by: _____)
 - C. _____ (given by: _____)
 - D. _____ (given by: _____)
- VII. Committee reports
 - A. _____ (given by: _____)
 - B. _____ (given by: _____)
 - C. _____ (given by: _____)
 - D. _____ (given by: _____)
- VIII. Old business
- IX. New business
- X. Announcements
- XI. Adjournment
- XII. Social gathering