Club 19:14 Student Officer Positions

2016-2017

Officers are the student leaders of the Club. Student leaders will set an example by exhibiting a high standard in their speech and personal behavior. Student leaders are appointed by Club Directors and will serve a term of one year. All submissions will be received by time determined by Club Board and they serve their term from September through August of each Club year. Each officer will meet the following minimum qualifications:

* Have been a Club member at least 1-2 years.
* Have competed at Regionals in a speech event.
* Must be in agreement with the Club 19:14 statement of faith.
* One-year commitment.
* Committed to attending all Club meetings.
* Committed to competing in at least three speech events, two of which must be prepared events, and work toward having their speeches ready for coaching early in the year.
* Have a heart to help fellow Club members in anything the leadership asks to be done.  This includes: teaching Newbie U., encouraging students, Club announcements, teaching the Juniors, assisting with camp logistics, planning socials, helping with set up/clean up, and coaching other students.
* Committed to being an example of what Club 19:14 is all about: this would refer to our rules, guidelines and policies

Additional qualifications for each office will be found in the officer descriptions below. Flexibility is encouraged as these may be tweaked as the year goes along.

**President - MIKAH**

The President is there to keep the Club’s focus where it should be – on our Lord and Savior, Jesus Christ. He/She is responsible for:

* Scheduling people to present Club devotions and/or leading them at the beginning of each meeting. Outlines need to be submitted to the Adult Intern Coordinator by Friday before the presentation.
* Coordinating and/or making announcements on Club day - provide any written announcement sheet to the Historian after meetings
* Leading or appointing others to lead prayer at meetings, tournaments, and whenever needed

**Vice President - NIKAO**

The vice president is responsible for the social aspects of the Club. He/she will be responsible for:

* Scheduling three social events during the fall semester, one home movie night, one game night, and one event at an outside venue like ice skating, air soft/paint ball wars, bowling, English country / swing dancing, etc. The movie or game night could double as a Christmas party.
* Communicating news of social events to all members - this includes ballot parties after tournaments
* ~~Organizing post-tournament ballot parties~~
* Sending out birthday greetings or other congratulations via email
* Greeting club members as they arrive for meetings, and facilitating name tag usage early in the year.
* Showing new members how the social aspect of tournaments works. i.e..student hangout area, watching speeches together, etc. **(Id like to brainstorm this a bit and see what the kids come up with)**

**Jrs. Coordinator - CHRIS**

The Juniors Coordinator is in charge of facilitating teaching for our Club juniors program. Responsible for:

* Schedule the interns to rotate through teaching the Juniors on Club Days.
* Confirm that interns know they dates they are assigned and send reminders to those scheduled several days before each Club meeting.
* Get Juniors lessons and be sure individual interns know what portions are their responsibility.
* Update the Adult Intern Coordinator on progress/issues and brainstorm solutions.

**Secretary/Historian - DENIKA**

The Secretary/Historian records the current news and memories of Club 19:14 through use of note taking, photography, video, CDs, DVDs, etc. as well as managing the Club library. His/her responsibilities can include:

* Keeping minutes of meeting day announcements, Club day instruction highlights, etc., posting them afterwards to the yahoo groups and sending a copy to the Webmaster.
* Recording speeches
* Making sideshows - to facilitate this internet based photo storage should be set up and made available to families throughout the year. Periodically remind families to upload photos.
* Managing the Club library, facilitating return of all items by due date

**Sergeant(s) at Arms - GABE**

The Sergeants at Arms are in charge of facilities (generally there are several people in this position). The duties involved are:

* Reporting to Facility Coordinator
* Club day set up and take down tables, chairs, podiums – replacing all items in their original places once Club is finished. **Delegating some areas or specific tasks to fellow interns is appropriate.**
* Checking every room to make sure it’s clean when Club day is finished
* Making sure facilities work smoothly and be available if/when they don’t

**Webmaster - REESE**

The Webmaster is in charge of updating the website on a regular basis, receiving information from other officers and posting it.

* Keeping Club information current - posting Secretary’s announcements after club meetings
* Keeping tournament information on calendar - checking for accuracy with the NCFCA website
* Posting and maintaining pictures - coordinating with historian to update photos