**General Guidelines for Interact Club Officers**

**Rotary District 5910**

 

President

* Preside over meetings.
* Appoint committees and serve as ex-officio member of those.
* Help members develop and become involved.
* Ensure that club activities are promoted, staffed, and completed.
* Identify members’ skills and interests, utilizing them for projects.

Vice President

* Presides over meetings when President is absent.
* Handles special assignments for the President.
* Follow up on projects and activities to ensure completion.
* Aid President in assessing the skill sets and interests of members.
* Offer ideas for projects and fundraisers.
* Be a contributing member of the leadership team, helping organize and carry out projects.

Secretary

* Maintain club records, including membership records.
* Determine voting eligibility from membership records.
* Take minutes at meetings.
* Prepare meeting agendas with the President.
* Be a contributing member of the leadership team, helping organize and carry out projects.

Treasurer

* Collect membership dues and keep membership records with secretary.
* Collect fundraiser income.
* Tally membership dues or other income and give to sponsor.
* Keep records of funds spent.
* Be a contributing member of the leadership team, helping organize and carry out projects.