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**Running for JOI Club Secretary**

Executive Responsibilities:

* Help the President create Agendas for Club meetings
* Presides at all Club meetings if President and/or Vice President is absent
* Keeps records of the members by developing a Roster and attendance records.
* Keeps records/notes of all proposals for Club Activities and Projects
* Attends the JOI District Conference which is held once a year
* Keeps records of leaders who are developing Projects and their teams/committee members.
* Helps Project Leaders to supervise and schedule committee members for projects by letting club members know of times, dates, etc.
* Keeps all in club accountable with keeping track of the Hours of Service each has performed.

(Please feel free to write on the back of this paper if you need more room)

I would like to run for JOI Club Secretary for the 20XX-XX School term:

Ideas I have for a successful club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Experience I have had that would help me be a good Secretary:

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