

2017-2018

LEO Club Officer Duties and Responsibilities

President	<u>Leeda Clem (12th)</u> -meets with sponsor to create meeting agenda; runs meetings. -contacts Lion Tim with sponsor -organizes school sponsored events -seeks hours opportunities -seeks administration permissions/signatures for paperwork -heads ideas with sponsor -delegates to vice president and other officers as needed
Vice President	<u>Andrea Carranza (12th)</u> -assists president and sponsor with duties -fills in for president as needed -oversees all other officers to promote responsibility and unity
Director of Public Relations	<u>Arianna Salinas (12th)</u> -promotes growth of club -seeks hours opportunities -builds club within community -helps club gain more exposure on and off campus -leads North Jr. High visit to recruit incoming freshmen
Director of Membership	<u>Jose Perez (12th)</u> -oversees members' hours -works with secretary to ensure meeting attendance -alerts those in danger of losing membership due to poor meeting attendance and/or lack of hours

Secretary	<u>Veronica Palacios (11th)</u> -oversees all written correspondence -oversees meeting minutes -oversees meeting sign-in sheets -oversees all club paperwork -oversees Remind 101 messages to all members
Treasurer	<u>David Flores (11th)</u> -works directly with sponsor to handle club funds -oversees all fundraising, ticket sales, etc. -creates funding ideas
Historian	<u>Daniel Flores (11th)</u> -takes all pictures of meetings, club gatherings, events, etc. -ensures website/yearbook are updated with current pictures