

One of the perks of the flexibility allowed in a Student Y is that it allows student officers to take ownership of the club, hence allowing the advisor to assume a supervisory position while the real work is done by students. Here is a guide to what responsibilities you should share with which officers and how to follow up on those responsibilities.

President:

- The President should work with the rest of the chapter leadership early in the year to set goals the year in regard to service, fundraising, and assembly/conference participation- you can use the Yearly Planner spreadsheet to help with that.
- The President should be aware of all communications from the Kentucky YMCA- please be sure an accurate e-mail address is listed for your chapter President on your affiliation form to ensure that he or she receives all official updates.
- The President should assemble the rest of the chapter leadership before each at large club meeting to plan an agenda, which should be distributed or prominently displayed at the meeting. This pre-meeting also serves as an opportunity to check in with the Yearly Planner spreadsheet and troubleshoot any issues that may have come up since the last meeting.
- The President should plan any programs, activities, or guest speakers that will be featured in at large club meetings, including visits from your Regional Director. You should be copied on all communications with guest presenters, but feel free to empower your President to handle logistics.
- *Chapters who choose to have a Vice President or a President Elect should use that role as a the President's support- they should be the first line of delegation for the President.

Secretary:

- The Secretary should complete the Monthly Chapter Report Form spreadsheet by the last day of each month.
- The Secretary should complete all KYA and KUNA registration paperwork, with the exception of financial information, which should be plugged in by you.
- The Secretary should maintain all club records, including meeting minutes (per *Robert's Rules of Order*) and attendance, service hours, and assembly participation.

Treasurer

- The Treasurer should plan and maintain the club's budget, tracking credits (from membership dues and fundraisers) as well as debits.
- The Treasurer should spearhead all fundraising efforts, both philanthropic and administrative, looking to you for support in receiving the proper permission from your school or board of education.
- The Treasurer should assist you in collecting membership dues and assembly fees (if allowed to do so by your school).

Service Chair

- The Service Chair should spearhead all official chapter service projects, or delegate them to a proper committee
- The Service Chair should complete a service report form for each project, as well as informing the Secretary of all projects in which 20% or more of the club members participate to ensure that they are included in the Monthly Chapter Report Form.

Public Relations Chair

- The Public Relations Chair should manage all official chapter social media outlets (facebook, twitter, instagram, vine, groupme, etc.); being sure to follow KY YMCA and your Regional Director where appropriate.
- The Public Relations Chair should supply photos of each project to the Service Chair for inclusion with the Service Report Form.
- The Public Relations Chair should create and distribute press releases to all local media outlets for all chapter projects and events.