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| Officer | Duties: |
| President | Lead Club Executive Meetings | Promote the DCP | Attend District-sponsored Officer Training | Greet Guests | Prepare Successor For Office |
| VP of Education | Promote the Education Program | Plan effective and fun meetings | Help Orient New Members | Monitor mentors performances | Promote involvement beyond the club |
| VP of Membership | Make a plan for club membership | -Guest Orientation-Orientation packet | Have the club vote in new members | Hold membership drive at least twice a year | Invite visitors to join.Send thank you and invite them back. |
| VP of Public Relations | Newspaper announcements | Flyers/NewslettersPosters | D6 website at www.d6tm.org | -Maintain club website-Facebook?-Other | -Consider TV stations-Radio |
| Secretary | Handle general club correspondence | Maintain club archives and history | Maintain and distribute club roster | Include details of speech title/date in minutes | Arrange for a replacement if unable to attend a meeting |
| Treasurer | Pay bills | Keep records of all financial transactions | Consider debit card for club dues | Collect and send dues to World Headquarters by Oct 1 and April 1 | Submit new member applications to World Headquarters within 48 hours (or President) |
| Sergeant At Arms | Secure meeting Location | Set up and clean up | Post Directions as needed | Set out materials for guests | Call meeting to order |