



21st Century Community Learning Center
Forest Grove High School
1401 Nichols Dr.
Forest Grove, OR 97116

CLC Program Director: Michele Hetrick
Activities Director: Erin Burke

Club Officers

Forest Grove High School

Serving as a club officer is a privilege and a big responsibility. Members and volunteers of your Club will depend on you to help lead and guide the club through the year. You will need to be committed to working together to carry out the goals of your club. Review the officer duties below and make a commitment to do your very best!

President

The president is the head of the club. He/she should preside in such a manner that all members will feel free to take part. A properly conducted meeting is an excellent example of true democracy.

A Good President will:

- Work closely with volunteer leaders and officer team to plan club meetings and activities.
- Check with the secretary-treasurer before each meeting to see that the minutes and the treasurer's report are up-to-date.
- Prepare the agenda.
- Preside at all meetings using parliamentary procedure in a fair and courteous manner.
- Use a gavel to: call the meeting to order (3 times), restore order (as needed), announce results of a vote (1 time), adjourn (1 time)
- Keep meetings moving, allow discussion on only one topic at a time, and finish on time.
- Restate motions in a clear manner when conducting votes.
- Appoint committees as necessary for operation of the club.
- Vote in case of a tie.
- Suggests goals for the club to strive toward.
- Be a good example for other members

Vice-President

The Vice President is the key to good club meetings! He/She should work very closely with the President in planning and preparing for meetings.

Email: mhetrick@fgsd.k12.or.us

Phone: 503-359-2432 x 3510

Office: 2101

Office Hours: 10:30am to 5:30pm

Starting a club?

You will need to check in with Ms. Hetrick in 2101 or Ms. Burke in 2404 to fill out club charter paperwork. You may find the paperwork online at www.clcforestgrove.weebly.com.

Important Events

Club Rush - September

This will happen in early September in order for you to recruit new members. You must have a tri-fold or other display, current members, and a message to give to students.

CLC Showcase – May

This is a showcase event where your club will provide a display that commutates your year and demonstrates to staff, students, and the community all of the things your club did to make a difference this year.

CLC Clubs - Ongoing

Not all clubs are considered CLC. Therefore if you would like your club to be considered for CLC, please contact Mrs. Hetrick in room 2101. There are further requirements that will need to be addressed.

A Good Vice President will:

- Work closely with the President.
- Work with leaders, officers, and members to plan educational programs and events for the year.
- Schedule member demonstrations for each club meeting.
- Check progress and help committee chairs complete their assignments.
- Learn parliamentary procedure and be ready to preside over meetings if the president is absent.
- Involve each member in one or more meetings during the year.
- Be a good example for other members

Secretary /Treasurer

The secretary is important because he/she keeps a lasting record of club meetings, decisions, activities, and involvement.

A Good Secretary will:

- Sit beside the president in front of the members during meetings.
- Keep accurate records of membership and attendance at each meeting
- Take notes of each meeting and write accurate minutes for secretary's notebook
- Read the minutes of the previous at beginning of each meeting
- Write letters, “Thank You” notes, and other correspondence on behalf of the club
- Report income and expenses of club account and collect fees as necessary from members
- Keep CLC informed of new members and provides minutes of each meeting.
- Be a good example for other members

Keys to having a good meeting

- Check to see that the people who will be on the program are prepared.
- Have the meeting room ready – seats arranged, lights on,
- Start and stop the meeting on time.
- Conduct the meeting according to parliamentary procedure.
- Have the minutes ready to read.
- Keep the business session short.
- Make announcements short.
- Do things that everyone enjoys.
- Have interesting, fun and educational programs that keep all members involved.
- Involve others in the program by having them introducing guests, present demonstrations, etc.

