**Literacy officer duties**

* President
  + Preside over all general meetings
  + Write the agenda for meetings
  + Calls officers meetings on a regular basis
  + Oversee all activities
  + Keeps advisor on track
  + Maintains club calendar
  + Makes any necessary executive decisions
  + Recruits new members
* First vice-president
  + Steps in for president if needed
  + Assists with poetry team
  + Maintains contact with poet mentor
  + Maintains social media presence
  + Recruits new members
* Second vice-president
  + Heads up book club
  + Creates discussion questions & determines pacing
  + Heads up end of the year celebration
  + Recruits new members
* Secretary
  + Takes minutes at general meetings
  + Helps First Vice President with social media presence
  + Responsible for communication among members along with advisor
  + Keeps list of members and their schedules along with advisor
* Treasurer
  + Submits treasurer reports at all general meetings
  + Keeps an account of income and outflow
  + Works with bookkeeper and advisor
  + Communicates with vendors when necessary
  + Organizes and manages fundraisers
* Publicity manager
  + Submits announcements to TV news, DHHS Facebook and DHHS website
  + Creates and hangs posters around campus
  + Creates flyers to hand out
* Historian
  + Takes pictures at all events
  + Makes scrapbook
  + Preserves any documents to put in archives or scrapbook