**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