



CROWN CLUB GUIDELINES

Crown Club Officer Duties

President

1. Run all executive and monthly meetings.
2. Follow Parliamentary Procedure during meetings.
3. Follow up with other officers to ensure their duties are being carried out.
4. Receive Treasurer's report and other officers' reports prior to preparing the monthly meeting agenda.
5. Serve as a liaison between Crown Club and Junior Auxiliary.
6. Serve as Co-Chairperson of the Membership Committee.

Vice-President

1. Work directly with the President and keep current with all Crown Club activities in the event she has to assume one or several of the duties of the President.
2. Execute all duties listed for the office of President should the President be unable to fulfill those duties.
3. Provide training about the policies and procedures of Crown Club for all new members.
4. Serve as Co-Chairperson of the Membership Committee with the President.

Treasurer

1. Maintain and balance the Crown Club checking account with the help of the JA Treasurer.
2. Give a Treasurer's report at each executive and monthly club meeting.
3. Create and maintain a yearly budget for operations.
4. Keep all financial records of Crown Club up to date.
5. Serve as Chairperson of the Finance Committee.

Recording Secretary

1. Record and maintain all minutes during executive and monthly meetings.
2. File minutes in an organized fashion.
3. Present the minutes from the previous month's meeting for approval.
4. Keep a roll of the attendance of members at all meetings.
5. Find a representative from Crown Club to fulfill the responsibilities of Secretary should she be unable to attend a meeting.
6. Serve as Chairperson of the Program Committee.

Corresponding Secretary

1. Track and maintain each member's hours.
2. Ensure Parliamentary Procedure rules are followed during meetings.
3. Compose letters and thank you notes on behalf of the Crown Club.
4. Serve as Chairperson of the Service Committee.

Reporter

1. Coordinate with local media to publicize Crown Club events.
2. Maintain a scrapbook for the club.
3. Take pictures at all Crown Club events or secure pictures from a member in attendance.
4. Serve as Chairperson of the Public Relations Committee.

Committees

Membership

The Membership Committee reviews all Crown Club applications and makes sure new members meet the criteria as set forth in the Crown Club Constitution. The Committee sends out invitations to the applicants who meet or exceed the criteria.

Finance

The Finance Committee sets the budget for the year. This committee works closely with the JA Chair to be sure all obligations are met within the budget.

The Committee also plans finance projects for the club.

Program

The Program Committee plans at least 3 programs (speakers, field trips, seminars, etc.) during the year. Programs should be of an educational nature and relate to the service projects of the club.

Service

The Service Committee chooses the service projects for the year. The committee makes sure the service project(s) will reflect positively on the Crown Club, Junior Auxiliary, and community.

Public Relations

The Public Relations Committee works to publicize the activities of the Crown Club and works with the Public Relations Committee of the sponsoring Junior Auxiliary to maintain a history of the organizations.