



Oak Grove Elementary Ecology Club 2009-2010 Officer Interest Form

Name: _____ Track: _____

I am interested in the following positions: (Please rank with 1 being top choice)

- President
- Vice-President
- Administrative Assistant
- Drink-Pouch Brigade Captain
- Historian

Job Descriptions:

President- Runs the meetings, and stays in constant communication with Mrs. Walker. They meet with Ms. Jarman (if needed) and represent the Green Otters at every event. They are responsible for creating a snack calendar for meetings. They are responsible for the “Clean-Up Crew.”

Vice President- Creates the agenda for each meeting, reviews the rules/expectations at each meeting, and sends out emails to members of the Green Otters. They oversee the Drink Pouch Brigade Captain.

Administrative Assistant- Will take attendance at each meeting/event. Is responsible for taking notes during each meeting, typing the minutes, and emailing the minutes to Mrs. Walker (to be put on the website), and to each member. They must stay in communication with Mrs. Walker and President regarding members and attendance. They are responsible for the “Electric Ollie” report.

Drink-Pouch Brigade Captain- Creates teams to check the boxes in the cafeteria and helps count pouches to be mailed. They are responsible for getting the pouches ready to be mailed. Has a team that cleans/empties the pouches. They work with the Vice President and are responsible for the Drink-Pouch Brigade.

Historian- Takes pictures at each meeting (Mrs. Walker will provide the camera), and keeps a copy of every agenda and meeting minutes in a binder. They have the responsibility of capturing the “history” of the club for the year. They are responsible for the poster-making committee. Works with the President and Administrative Assistant to do whatever is needed for meetings.