



P.O. Box 549
Archer City, TX 76351
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SHTX OFFICER ROLES & RESPONSIBILITIES

President

- Preside over all meetings.
- Prepare and distribute the agenda for meetings.
- Coordinate the work of the group through the other officers and committees.
- Encourage other officers and members to take on leadership responsibilities.
- Provide assistance, guidance, and praise to other youth when appropriate.
- Act as a facilitator of group discussions by summarizing, clarifying, etc.
- Know the basics of meeting procedures to ensure smooth meetings.
- Maintain frequent contact with the SHTX youth parent sponsor.
- Work closely with the SHTX youth parent sponsor and SHTX executive director on all planning.
- Keep the SHTX youth parent sponsor and SHTX executive director informed of all activities.
- Speak at events or meetings, when required.
- Call executive meetings, as needed.
- Participate in group-sponsored activities.

Vice President

- Work closely with the president.
- Assume the president's duties, if necessary.
- Coordinate the work of committees and chair a committee.
- Assist the president in drafting meeting agendas.
- Speak at events or meetings, when required.
- Participate in group-sponsored activities.

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Secretary

- Take notes of the proceedings of all meetings
- Prepare and distribute minutes in a timely manner.
- Submit agendas and minutes to SHTX parent sponsor for filing.
- Send thank you notes, cards, or correspondence to donors and others as necessary.
- Participate in group-sponsored activities.

Social Media Officer

- Plan and create engaging social media content to promote the SHTX youth activities.
- Monitor, moderate, and respond to audience comments.
- Contribute to the communications and marketing efforts of SHTX.
- Encourage members to participate in social media activity.
- Participate in group-sponsored activities.

At Large Delegates

- At least one At Large Delegate must participate in the Youth Novice division
- Help the officers with association activities

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