

**BTE Class Officer Description**

BTE Student Class Officers provide an opportunity for leadership and elevating youth voice within a BTE Site. We invite each BTE Site to shape the roles below to fit your needs. We have tried to give you some sense of the duties expected from each position. However, we are also leaving it open in order to allow for your creativity and innovation. Time requirements vary by office, but should only be an hour/week or less, on average.

We are leaving it up to the Site Coordinators and elected officers to determine the schedule and content of meetings. The Site Coordinator and BTE Champion as well as your mentors are available to assist the elected officials with the operations and may offer suggestions.

***The BTE President***

The President is the primary student contact for the organization and the “external spokesperson” of the group who regularly interacts with other student organizations, school administration, university officials, and Johnson & Johnson. They are the liaison between the student organization and the advisor and other university or community contacts. The responsibilities of this position tend to include but are not limited to:

* Scheduling a minimum of two internal student meetings per semester
* Scheduling any officer meetings
* Effectively running the meetings, preparing the agenda
* Developing annual goals for the BTE Site to strive toward
* Ensuring continued membership engagement by planning and researching the needs and wants of the organization and its members
* Ensuring other club officers are performing effectively
* Working closely with leaders and officer team to plan club meetings and activities.
* Checks with the secretary-treasurer before each meeting to see that the minutes and the treasurer's report are up-to-date
* Keep meetings moving, allow discussion on only one topic at a time, and finish on time
* Appoint committees as necessary for operation of the Site activities
* Represent the BTE Site in the community
* Resolve conflicts within your BTE cohort
* Be a good example for other members
* Attend BTE steering committee meetings as necessary

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1. Effective Site president knows where their time goes. Analyze your schedule and manage your time, so you will be productive and efficient.
2. Effective Site presidents focus on outward contributions. In other words, they concentrate on results rather than the tasks themselves. Look up from your work and outward toward your goals. The Site president lives and acts in two dimensions:
   * 1. Preparing for the future, and
     2. Building for the results long before they are achieved.
3. Effective Site presidents build on strengths, their own and those of others. They acknowledge and accept their abilities and weaknesses. They are able to accept the best in others without being threatened. They help others grow by giving them opportunities and responsibilities.
4. Effective Site presidents concentrate on the few major areas where superior performance will produce outstanding results. Set and stick to priorities. Here are some suggestions:

a. Focus on the future as opposed to the past.

b. Focus on opportunities rather than problems.

c. Choose your own directions and listen to your own "drummer."

d. Be an innovator and make a difference.

5. Effective Site presidents make good, rational decisions that benefit the group.

***BTE VICE PRESIDENT***

The office of vice president is a highly flexible position which can be extremely valuable. The vice president and president must work together to ensure the value of the office. There are several guidelines which can aid in this task.

1. The vice president must be as knowledgeable about all Site activities as the president. This means both the administration of the Site and the Site programs. This allows the vice president to step into the office when the president is absent or unable to serve.
2. The vice president must work closely with the president in defining and executing the goals of the Site and assists the president with his or her responsibilities.
3. The vice president can serve in a variety of positions; project chair, representative for BTE, etc.
4. Supervise student organization meetings in the absence of the President.
5. Assist the President with the oversight of the organization including fundraising, event planning, etc.
6. Work with the Treasurer to prepare an annual budget.
7. Schedule locations for meetings and events.

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***SECRETARY***

The secretary's position is one of the most important. You are a main contact. One of the first requirements necessary is to be thoroughly familiar with the duties of your position and what is expected of you. You must be organized! It is suggested that you keep a digital folder or a three-ring binder separated by tabs for the different reports and information you are required to maintain. You will find, in a great majority of cases, when officers, committee members, or other members of your cohort have questions, they will be directed to the secretary.

The secretary should have knowledge of the functions and the purpose of BTE on the local and the international level so that you will be able to assist the president or any other member of the club when a question arises.

***Objectives of the Secretary***

1. Record and keep minutes of all Site meetings and provide copies to the appropriate parties.
2. Maintain club correspondence working with the Site Coordinator.
3. Record member attendance records at school meetings.
4. Send thank you notes, as appropriate.

***General Meeting Duties***

1. Ensure all aspects of the club meetings are in order from an administrative perspective.
2. Inform any speaker of his or her allotted speaking time, when you have a guest speaker at a school meeting.
3. Send the speaker a thank you note.
4. Record minutes of all meetings and club business meetings. These records should include members present, guests present, presiding officer, speaker and subject, highlights of address for newsletter (this should be provided to the historians and site coordinator), and any business conducted.
5. Keep attendance records.

**A Good Secretary will:**

* Sit beside the president in front of the members during meetings
* Keep accurate records of membership and attendance at each meeting
* Take notes of each meeting and write accurate minutes for secretary's notebook, provide these notes to the Site Coordinator
* Write letters, “Thank You” notes, and other correspondence on behalf of the club
* Assist the executive board in clerical duties
* Type letters and reports
* Keep a log of dates and meetings for main events
* Be responsible for the mail that the club/organization receives
* Publicize club events to the BTE community

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***High School Representatives and Historians***

The HS Representatives will attend the steering committee meetings to ensure that each school’s voice is heard at the meetings. They will collect the opinions or concerns from their respective schools and present them at the meeting.

They will also maintain a record of the Site’s activities and prepare a newsletter to record the activities and report upon them (i.e., Facebook or Instagram page). They will also maintain detailed records of the Site’s activities, written text as well as pictures, video, etc.

It is the duty of the historians to keep a record or history of the club’s activities and achievements during the year. These two individuals should take pictures at projects, socials, fieldtrips, and special events. It is recommended that these individuals be in charge of preparing award nominations, if the Site decided to have awards. These nominations should not be left to be thrown together at the end of the year. The historian should be compiling award nominations all year long. The criteria to be followed should be requested from the Site Coordinator early in the year. Historians should plan to attend all events.

The Site newsletter is the mouthpiece and link between the Site and its members. It should be interesting and fun for the members to read. This role should also look for ways to promote the Site through the school and local newspapers, television stations and radio stations. They should prepare a Site newsletter for the membership concerning all aspects of Site activities.

Some items to include are:

* 1. Upcoming meetings, activities, etc.
  2. Project reports
  3. Notes on members' accomplishments
  4. Special honors bestowed upon members
  5. And more!