



Club Manager

The Club Manager's primary duties are to make sure that the room is set properly for the meeting, that sufficient supplies are available, and to back up fellow officers in their duties.

Club Manager's Checklist

Prior to start of meeting:

- Observe if President and Vice President are in attendance. If not, be prepared to step into their role(s).
- Work with membership to get room set properly, with pencils and voting slips at each seat.
- Put out name cards for members to pick up and take to their seats, when they arrive.

After Meeting

- Direct the reset of the room with the help of the membership.
- Refile any materials left out.
- Take a quick inventory of Ribbons, Evaluator Forms, Wordmaster, and Timekeeper forms, and have the Vice President note on the meeting report form if more should be printed.

Familiarize yourself with the duties of your co-officers. Their checklists are available with the member supplies.