

Latin Club Officers

Requirements for all student officers include exemplifying good citizenship and maintaining a “C” or better average in the Latin class. Attendance of officers at any club or officer meeting/event is EXPECTED and can ONLY be excused by the Advisor or one of the Consuls. Notice must be given PRIOR to the meeting/event. Any officer who does not meet these requirements or fails to perform their duties adequately may be removed by the advisor and/or a majority vote of club officers. In such instance, the advisor and consuls jointly will appoint a suitable replacement. **Student officers must be enrolled in Latin Class.**

Consules (Co-Presidents) - There are **two** consuls of the Latin Club. The consuls act as co-presidents of the club and are expected to attend most events. **Requirements:** Must have been a club officer or NJJCL Board member the previous year. Must be able to stay after school 1-2 days a week if needed.

Duties include:

- Preside over all meetings, using Robert’s Rules of Order
- Develop agendas for officer & club meetings in conjunction with the advisor
- Ensure that the club is in good standing with the NJJCL & NJCL
- Delegating responsibilities to club officers/committees as needed.
- In charge of the club REMIND and Google Classroom.
- Coordinate events and oversee activities of other officers. Ensure that officers are completing their duties in a timely fashion.

Proconsul (Vice-President) – The proconsul is in charge of spirit and the National JCL contests. The proconsul is in charge of events when the consuls are absent. **Requirements:** Must have been a club member the previous year. Must be able to stay after school 1-2 days a week if needed.

Duties include:

- Assist the consuls in all their undertakings and be ready to assume charge in their absence.
- Oversee spirit for state convention, T-shirts for Venus De Volleyball & Convention
- Create the National Activities contest entry
- Ensure that other National contest entries are being submitted; complete them if needed
- Oversee Club Social Media (Twitter, Facebook, Instagram)
- Create the submission for Most Active Latin Club in NJ
- Assist other officers as needed

Quaestor (Treasurer)

Duties include:

- Maintain accurate & timely financial records for the club via a spreadsheet
- Collect and count financial transactions for the club, including dues, fundraising, et al.
- Request checks and payments for the club as needed

Scriba (Secretary)

Duties include:

- Maintain members list & attendance records
- Record detailed minutes of all meetings
- Provide minutes of meetings to the advisor, officers, and members in a timely fashion
- Aid others in creating any forms which are needed for the club
- Fill out forms for club events

Webmaster

Duties include:

- Create and maintain a website for the club
- Update the website regularly
- Enter the Web Site Contest for Nationals/State Convention
- Post club meetings, events, and minutes on the website
- Aid the Historians as needed

Aedile (Publicity Chair)

Duties include:

- Make announcements for meetings and events (announcements, View News, Remind, Google Classroom, etc.) or ensure that reminders are sent.
- Create & distribute promotional materials for the club, events, etc.
- Promote Latin and the club throughout the school and community
- Write or solicit articles for the school newspaper and local papers
- Create a Publicity Portfolio for the National Convention
- Submit monthly Publicity contest entries for Nationals
- Maintain the Bulletin boards by updating monthly with events and meetings

Community Service Chair

Duties include:

- Organize community service projects throughout the year, including the Blood Drive, March of Dimes, etc.
- Supervise and direct any community service events & activities
- Plan community service activities that align with the State & National contests
- Create the Community Service entries for State & National contests
- Enter the Club of the Month contest; coordinate with the Proconsul, as it is both Spirit & Service

Historians - There are **two** Historians.

Duties include:

- Create the club scrapbook, in accordance with National guidelines
- Document club events & functions (photography, videography) & collect memorabilia from events
- Work with the webmaster as well as State historians & webmasters to share materials
- Enter State & National Photo of the Month contests
- Organize State & National video contest entries (club promotion, convention promotion)

Newsletter Editor(s) – There may be **two**.

Duties include:

- Publish 4 newsletters a year
 - Parents' Night (Fall), Winter, Spring, Summer
- Submit newsletters for the National local publications contest

Fundraising Chair

Duties include:

- Organizing club fundraising events, including staffing.
- Develop ways of fundraising for the club
- Maintain any club fundraising materials (ex: shirts to sell)
- Aid the Quaestor as needed with financial transactions

Blood Drive Coordinator - There are **two** Blood Drive Coordinators

Duties include:

- Organizing the Clearview Blood Drive, which includes registration, publicity, volunteers, etc.
- Coordinate with the Red Cross Club to utilize volunteers
- Organize food for students donors and Red Cross Workers

Food Drive Coordinator

Duties include:

- Organizing the Food Drive, including flyers, pickups, school collections, etc.
- Communicate with the South Jersey Food Bank for bins and Pack the Bus
- Organize Pack the Bus
- Apply for the Governor's Cup and Students Change Hunger competition

March of Dimes Coordinator

Duties include:

- Organizing March of Dimes fundraisers, including pumpkins in the fall, ribbons in the spring
- Attend the March of Dimes planning dinner
- Organize and lead the walk in the spring

Senatores (Class Representatives)

There is 1 Senator per grade level/class. The new Latin I classes may have more. Duties include:

- Share information with classmates about meetings and events (individually and in front of the class)
- Aid other officers as needed in fulfilling their duties, particularly in staffing events, publicity, and fundraising
- Share comments and concerns of classmates with the officers
- Aid other officers' committees, especially the Aedile

APPLY BY CLICKING THE LINK: - <https://forms.gle/ijnkfVPWeKRJ7cKU8>