Sample Board Member Descriptions

Hello, I'm the President

I…

Maintain Contact with Make-A-Wish through emails, phone calls, status reports and occasional meetings.

Run Club Meetings and make sure they are thoroughly planned and organized.

Know what’s happening in my club! I stay involved in all events and outreach throughout the year.

Attend pertinent meetings on my campus keep a good relationship with my school to improve my club’s effectiveness and reputation.

Recognize a job well done to preserve club members’ interest and make sure their work goes noticed.

Train the President Elect on all presidential responsibilities to guarantee continued success for next year.

Hello, I'm the Vice-President

I…

Help plan and run meetings with the president and know all of the steps and things to consider when planning them. I help make sure club meetings are fun and productive.

Make sure events run smoothly by helping set up and assisting the president. I know the who, what, when, why, and how of everything that goes on in the club.

Assist all other officers as needed.

Perform all presidential duties in the President’s absence.

Hello, I'm the Secretary

I…

Keep an organized notebook that contains contact information for all members and Board Members, minutes of meetings, sign-in sheets, a log of community service hours, information on organizing and running events, and any other pertinent information to the club.

Keep the minutes of the meetings by taking notes on who is present and what’s discussed. This is important for my records as well as my school and Make-A-Wish.

Summarize all events including location information, attending officers, how it went, tips for improvement, and any other information that will be useful to future Board Members. Taking these notes can help the club improve each year!

Send a Monthly Check-In or Meeting Minutes to the Make-A-Wish Coordinator.

Hello, I'm the Treasurer

I…

Handle all money that is raised, donated to Make-A-Wish, and occasionally used for club expenses. I work hard to keep expenses as low as possible so that the donations we collect are donated to help wish kids, as they were intended!

Collect and record club dues at the beginning of the year. This includes keeping track of which members have not yet given their club dues to participate.

Track funds and make deposits to Make-A-Wish by making sure all money is collected and accounted for at each event. I fill out Form H with the President each time we submit donations to Make-A-Wish after a fundraiser.

Handle our club account and keep a friendly relationship with the ASB office at my school. I am responsible when using the school’s account, and I make sure we are in accordance with all school rules before submitting money into the account.
Hello, I’m the President Elect

I...

Every club should elect 2 to 4 club members that will train to potentially become the president next year. The president elect will be trained by the president and vice president and must be a junior, sophomore or freshman.

At the end of the school year, the club can vote for the new president, vice-president, and president elect for the next school year.

Hello, I’m the Publicity Chair

I...

Make eye-catching signs, posters, and fliers to ensure the success of our fundraisers and events. I follow the guidelines in my club packet and run ALL materials past my Make-A-Wish coordinator before printing!

Place Announcements over the school’s P.A. System that are informative and interesting to let my school know about club events.

Send out reminders to club members about meetings and events via email, and send the secretary’s wrap-ups to club meetings to keep everyone informed.

Take pictures at all events that we can use for publicity purposes as well as a visual record for your club. I email them to my Make-A-Wish coordinator too so she can include them in the monthly officer newsletter!

Keep your school updated on your club’s progress toward adopting a wish of a local child so they know how much they’ve helped.

Hello, I’m the Fundraising Chair

I...

Brainstorm fundraising ideas including one-time events (like a one-day car wash) and ongoing events (like a week of Make-A-Wish bracelet sales). I meet with the club officers and bring these ideas to life!

Manage fundraising events and try to coordinate at least one fundraiser each month.

Coordinate merchandise sales for fundraising and coordinate with Make-A-Wish to purchase fundraising materials at least two weeks in advance.

Oversee Event Committees to help plan big fundraisers outside meeting times. I also communicate with the president any updates from the committee.

Create a “How-To planning” document for the future club members to use to plan the fundraiser again in the future and learn from what worked and needed improvement.

Hello, I’m the Special Events Chair

I...

Organize and host the Club Rush table to recruit new members and get people excited about our cause!

Schedule Make-A-Wish speakers to come to club meetings and inspire club members to support our cause! I submit speaker requests at least two weeks in advance.

Plan occasional team-building events such as going out to frozen yogurt, having a pizza party at a club meeting, and coordinating a Secret Santa event to keep everyone enthusiastic.

Keep an eye out for volunteer opportunities in the Make-A-Wish monthly newsletter to get the club involved through volunteering, as well.

Am in charge of any event sign-ups and pass on the contact information to the Event Lead for the day.