



Southeastern Academy Charter School
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 Lumberton, North Carolina 28358
 (910)738-7828



**Elections for Junior Beta Club will take place on Tuesday, May 16, 2023.
 The following officers will be elected to serve the club members:**

President

The president presides at meetings; initiates activities and sees they are carried out; appoints committees and sees that they function; lends continuity to the chapter; and makes certain jobs are distributed among as many of the members as possible. The president should be aware of the importance of teamwork, and that the distinction of being elected is an honor not to be treated lightly. The president is the face of Beta in all official school business.

Vice President

The vice president presides in the absence of the president. This officer confers with the president and Chapter Sponsor often and should be kept informed and involved in the activities. The vice president will oversee webpage communication. The vice president, along with the Chapter Sponsor, may also assume the duties of program chair of the induction ceremony. This requires inviting speakers and making other necessary arrangements, and seeing that the program is effected in good order. *As a committed chapter officer, the vice president will plan a fall service project to be carried out by the club.*

Secretary

The secretary keeps the minutes of the meetings, both of the business transacted and of programs and activities. He/she sends out announcements of future meetings and the minutes of previous meetings. Other duties of this officer may include creating bulletin boards and signs needed by the chapter, being responsible for local speakers, acting as host or hostess at chapter programs, and *servng as chair for a December service activity.*

Treasurer

The treasurer, working with the sponsor, handles the chapter's money matters. He/she should administer chapter funds and keep the other officers apprised of chapter finances. Although the sponsor should be responsible for sending in fees, the treasurer may be enlisted to help with collection duties. The treasurer will be responsible for *planning a fall club fundraiser.*

Class Representatives (Rising 5th-8th Graders)

The class representative working with the above officers will lead the club in planning and carrying out projects through communication and project committee chairing. Class representatives will be elected from the at-large membership of their grade level. *They will be responsible for planning a spring service project.*

**The elected officers in each of these areas will be meeting Tuesday, May 16th at 1:45pm
 to plan events and projects for the 2023-24 club year.**

My child _____ would like to run for the office of _____. He/she understands the roles of their prospective office and the time commitment officers make to the club. My child & I also understand they must remain a member in good standing in order to hold these offices. I will support my child in this effort by making arrangements for their attendance at meetings and projects.

_____ (parent/guardian) _____ (date)

***All nominations must be made by Friday, May 5, 2023,
 and nominees must return parent approval forms in order to run for office.***