**Hamilton American Red Cross Club Elections 2019**

**3/08/19, General meeting, choir room @ 2:20pm**

1. **What are the requirements for speeches?**

Speeches are 1.30 to 2 minutes long. The speeches can have 4 points: you can talk about what you have done for the club, what you will do, how you plan to do that, and qualifications. That's it. Nothing more. And you cannot mention any other candidate. Failing to follow any of these rules leads to a disqualification. If you are not running for an office, you are not allowed to make a speech. No theatrics.

1. **What is the order of elections? Can I run for another office if I am not elected?**

The order is President, Vice President, 2 Volunteer Coordinators, Secretary, Treasurer, Junior Representative, and lastly Sophomore Representative. Yes, you can run for another office if you are not elected for one.

1. **What are the officer positions available for the 2018-2019 school year and descriptions?**

**President:** leading the club, heading officer meetings and general meetings, helping organize meetings, events, and volunteer opportunities with other officers, contributing to delegation of duties to officers, communicating between Grand Canyon Chapter of Red Cross and Hamilton club body. Responsible for club renewal (Hamilton and Grand Canyon Chapter), Membership paperwork/payment, club fair, Homecoming Carnival, Hamilton’s Activities American Red Cross page, website, club announcements, and graduation cords. Knowledge of the website, upto calendar, weebly, signup genius, and Excel a must. Presidential candidates must be a club member during the 2018-19 school year. President-elect plans the end-of-year party in May under the advisement of President and Vice President.

**Vice President**: top person the President consults, works with officers in decision making, substitute if President is absent in heading officer meetings and general meetings. Responsible for T-shirt design/order/sales and organizing December holiday party. Vice President-elect plans the end-of-year party in May under the advisement of President and Vice President.

**Secretary**: taking notes during all meetings, helping build agendas for meetings based on topics discussed in officer meetings. Responsible for maintaining email lists and email communication. Knowledge of Excel and MailChimp a plus. Communicating with bookstore, keeping minutes in district-approved format. Must be on top of paperwork.

**Treasurer:** tracking and maintaining club funding information, communicating with administration regarding any club money. Responsible for money related to fundraisers, purchase orders, and procurement.

**2 Volunteer Coordinators:** finding volunteer events, contacting the event supervisors and advisors, following up with organizations prior to events. Posting events on website and calendar. Knowledge of the website, upto calendar, weebly, and signup genius a plus. This can be a time-consuming job and requires dedication.

**Representatives:** Support and volunteer at the club’s events, fundraisers, and product drives. Help other officers with projects. Manage the website and take pictures for the club at volunteering events, effectively taking over historian duties. Communicate with yearbook.

**(Freshman representative will be selected next year in Fall 2019)**