



AOF Officer Duties

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The President: Who can run for this? Members who have been in AOF for 1 complete year

1. Leads the monthly meetings, sees that agenda is prepared and followed.
2. Attends the AOF Board meeting once a month.
3. Meets with director on a bi-monthly basis.
4. Delegates responsibilities when necessary.
5. Excellent communication skills are required!

The Vice President: Who can run for this? Members who have been in AOF for 1 complete year

1. Assists the president with his/her duties and responsibilities.
2. Presides over the chapter and committee meetings in the absence of the president.
3. Assumes the full responsibilities of the president should he/she be absent for a long period or leave the chapter permanently.

The Secretary: Who can run for this? Any current member

1. Keeps an accurate record of each meeting, including the minutes.
2. Keeps an up-to-date roll/attendance of members.
3. Handles correspondence of organization and keeps a proper file of copies of all outgoing and incoming correspondence.
4. Notifies members of meetings.
5. Prepares all necessary AOF reports.
6. Is responsible for e-mailing items of common interest and benefit to the AOF members.
7. Reads letters and/or other communications at chapter meetings.
8. Gives chapter information about any unfinished business or any new business which is before the chapter for the first time.

The Treasurer: Who can run for this? Any current member

1. Receives and accounts for all funds which come into the organizations treasury.
2. Assists in the preparation of a statement of estimated receipts and expenditures for the year.
3. Keeps financial records neat, accurate, and up-to-date.
4. Protects the financial reputation of the chapter by seeing that its obligations are met promptly.
5. Helps plan and execute the ways and means of providing for chapter income.

The Reporter: Who can run for this? Any current member

1. Seeks, gathers, and classifies all AOF news.
2. May prepare articles for publication in school and local newspapers.
3. Deals with public relations (posting announcements, promoting AOF, etc.)



AOF Officer Application Form

Name: _____ Today's Date: _____

Phone: _____ E-mail: _____

Years in AOF: (circle one): 1 2 3 Current GPA: _____

Current Grade (circle one): 9th 10th 11th 12th Homeroom Teacher: _____

Are you an active member of AOF (attended 80% of all AOF activities)? Yes ___ No ___

What position are you interested in?

____ President ____ Vice President ____ Treasurer
____ Secretary ____ Reporter

What special skills do you have that would help you with your selected office?

Explain why you believe you would be a good AOF officer:

Are you involved in any other extra-curricular activities or sports? Yes ___ No ___
If so, what?

Will this extracurricular activity/sport interfere with your attendance to AOF activities?
Yes ___ No ___

Please describe participation and leadership in any other school, community, social, or church related activities or organizations.
