



ASHTAVAKRA INSTITUTE OF REHABILITATION SCIENCES AND RESEARCH

Approved by Rehabilitation Council of India

DUTIES OF OFFICE BEARERS

- * President will call the meetings; liaises with the teachers, school administration, etc., on behalf of the club; takes a leadership role in organizing events and in planning, managing projects.
- * Vice President will perform same duty in the absence of President.
- * Secretary: Keeps the minutes of the meetings; sends copies of the minutes to concerned persons including Director, parents, etc.; maintains the record of attendance of members; prepares the report of activities at the end of every institute term and one at the end of the year.
- * Joint Secretary will perform same duty in the absence of Secretary.
- * Treasurer: He/she collects and manages all the money of the club; keeps accounts of the funds received, spent, etc.
- * Materials Manager: Is in charge of the safe keeping of all the equipment, materials, books, videos, charts, etc., of the club.

These office bearers could be elected by the members. In order to give more students a chance to take responsibility, office bearers could hold office for a period for a semester, or one academic session.

- Executive body will meet once in a month.
- Vice President will report to Mentor faculty.
- One Executive member of each group will write monthly report and give it to Vice President who will present it in Executive body meeting of the month.

Extracted from ECO CLUB MANUAL (FOR ECO CLUB INCHARGES) issued by State Council of Educational Research and Training; Varun Marg, Defence Colony, New Delhi ; Chapter1: ECO-CLUB, Pg. No. 7.