

President:

- * Lead meetings with the Vice President
- * Make sure all officers are on the same page with activities and ideas
- * Create agenda ideas and give them to the secretary
- * Collaborate with teen advisors and officers in creating scheduled events for our FCTT members

Vice President:

- * Lead meetings when the President is not there
- * Run meetings when the President is not there
- * Communicate with members during meetings
- * See meetings on task
- * Conduct all voting done in meetings
- * Assist the President when communicating with advisors and/or group members
- * Make sure all members are on the same page with activities and ideas

Secretary:

- * Prepare agendas once received from President
- * Take attendance at each meeting
- * Make schedules for everything
- * Keep things in check
- * Make sure everyone is on the same page such as activities and ideas