

Annexure 2 – Roles and Responsibilities of Office Bearers

Roles & responsibilities of the candidates to be clearly oriented at the beginning.

President	Vice President
Representation of Club	Representation of the Club in the absence of the President
Support to Teachers in conducting activities as mentioned in activity & lead conclude the session discussion.	Co-lead the conclude the session discussion in class and as required in other tasks.
Update Desh Apnayen Wall for each activity. (as mentioned in each activity)	Maintain Actizen Club activity records (work done in activities, Desh Apnayen Wall material - who all has given, etc.).
Fill/submit the activity reports (IVR/google form)	Submit the activity reports on behalf of President if s/he is not available. (IVR/google form)
Ensure Vice President gets 5 students to fill out Reflection Sheets. (IVR/Google Form)	Get 5 students to fill out Reflection sheet. (IVR/Google Form)