



SEAM Club Executive Board Roles & Responsibilities

President

- Acts as the main liaison between the club and Keep Massachusetts Beautiful
- Schedules and leads club meetings
- Delegates tasks accordingly and oversees the work of all board members

Vice President

- Sends reminders to club members regarding meetings
- Takes attendance and tracks participation at cleanups
- Runs club meetings when the president cannot attend

Treasurer

- Manages the club's budget and any fundraising proceeds
- Collaborates with the team to organize fundraisers supporting KMB's mission
- Tracks expenses and donations

Public Relations Chair

- Promotes club meetings, cleanups, and other events
- Manages the club's social media accounts (Instagram & TikTok) to promote events and educate peers on environmental issues
- Documents events with photos and videos for KMB and school publications

Community Outreach Chair

- Connects with local elementary and middle schools to organize educational presentations and activities
- Coordinates with local DPW or Trash & Recycling Department to support cleanup logistics

General Members

- Participate in cleanups and events
- Assist in planning and promotion efforts

Executive Board Transition Plan

To maintain club momentum and ensure strong alignment with Keep Massachusetts Beautiful, each affiliated SEAM club is required to follow a structured leadership transition process each spring. This process ensures that incoming student leaders are well-prepared and supported before fully assuming their roles.

Mentorship & Shadowing

Each outgoing officer is required to:

- Schedule a 1-on-1 meeting with their incoming counterpart
- Review key responsibilities and expectations for the role
- Share essential tools, including:
 - Templates
 - Login credentials
 - Calendars
 - Email access and social media details

KMB Meetings

- The new president will attend an onboarding meeting with the outgoing president and a KMB representative.
- The full incoming Executive Board will participate in a virtual or in-person welcome session with KMB to review expectations, available resources, and opportunities for the year ahead.

Transition Period

- During the final month of the school year, meetings will be fully led by the new Executive Board, with outgoing leaders available for support as needed.
- Plans for the beginning of the next school year will be laid out.

Example Transition Timeline:

April 30 – Applications Open

May 10 – Applications Close

May 11 – Current Executive Board meets to review applications

May 12–19 – Executive Board conducts interviews

May 20 – Selected members are notified, and new Executive Board is announced

May 21–28 – Full transition meeting held between incoming and outgoing Executive Boards

May 29 – Incoming president meets with outgoing President and a KMB representative

May 31 – Full new Executive Board meets with KMB representative

June 1–23 – Weekly club meetings co-led by both Executive Boards, with the new board gradually taking full leadership