

OFFICER RESPONSIBILITIES

President

- Prepare meeting agendas and lead meetings
- Appoint and establish necessary committees
- Vote only in the case of a tie
- Develop goals for the chapter with help from other officers and advisors
- Oversee chapter projects
- Oversee award entry preparation

Vice President of Leadership

- Direct the chapter in the use of parliamentary procedure for meetings
- Act on behalf of the Chapter President in his/her absence.
- Oversee all leadership activities
- Coordinate the preparation of the Leadership Hallmark Award entry

Vice President of Scholarship

- Oversee all Honors Study Topic activities
- Coordinate the chapter's participation in the Honors Satellite Seminars
- Encourage academic excellence
- Coordinate the preparation of the Scholarship Hallmark Award entry

Vice President of Service

- Report the chapter to Headquarters as a Chapter of Service
- Develop activities that promote volunteerism and community service using the International Service Program
- Coordinate the preparation of the Service Hallmark Award entry

Vice President of Fellowship

- Encourage scholarly fellowship at all levels of the Society
- Implement strategies to increase membership
- Register the chapter as a participant in the Pinnacle Scholarship Award Program
- Coordinate the chapter's Enhanced Membership Program

Treasurer

- Open and/or maintain a financial account for the chapter
- Receive all money and write all checks
- Keep a set of financial records that shall be audited and notarized at the end of each officer term
- Present the chapter's financial records at business meetings
- File all financial records in the chapter's official files at the end of each academic term

Note: Many colleges require that a chapter advisor approve any expenditure. Officers should consult the advisor to determine the college's policies on finances for campus organizations.

Recording Officer

- Take and present minutes at each chapter meeting
- Keep records of all chapter activities
- Maintain an historical record of chapter events which may include photos, flyers and descriptions of chapter events
- Place all records in the Chapter Record Book at the end of each academic year

Public Relations Officer

- Promote the chapter at all levels of the organization
- Write and submit articles to campus and community newspapers
- Produce issues of the chapter newsletter
- Oversee the development and updates to the chapter website
- Take photographs at all chapter events
- Regularly forward chapter newsletters to the Chapter Programs Coordinator at Phi Theta Kappa Headquarters