



OFFICER DUTIES

Ready-Reference

Officer	Roles and Notes
President	<ol style="list-style-type: none">1. Guide the chapter and officer team in setting goals.2. Preside over meetings.3. Maintain order.4. Sign chapter certificates and important documents. <p><i>Notes:</i> <i>Presidents must be fair and impartial, and protect the rights of all members. Use good judgment. Be a curious learner. Listen actively to all member thoughts. Remain calm even in situations of conflict. Lead with humility and control of each situation.</i></p>
Vice President	<ol style="list-style-type: none">1. Preside over meetings when the president cannot.2. Assume the duties of the presidency if the position suddenly becomes vacant before the end of the term.3. Appoint all committees.4. Plan the Program of Work planning meeting. <p><i>Notes:</i> <i>Vice presidents must check in frequently with committee chairs and the other officers to be prepared at all times.</i></p>
Secretary	<ol style="list-style-type: none">1. Record all the minutes at each officer team and chapter meeting. Read them at the meeting that follows.2. Provide meeting notices to members.3. Maintain official documents such as the chapter by-laws and constitution.4. Keep accurate records of all chapter specifics including the membership list, reports and minutes. <p><i>Notes:</i> <i>Secretaries are looked to as the keepers of important information. Organization is critical and accuracy is invaluable.</i></p>

Officer	Roles and Notes
Treasurer	<ol style="list-style-type: none"> 1. Provide receipts for dues and other payments collected from members. 2. Provide a financial report at meetings. 3. Follow the chapter procedures for paying bills. 4. Manage the collection of chapter dues. <p><i>Notes:</i> <i>Treasurers must be trustworthy and accurate in keeping records. Transparency is key to communicating the chapter's financial standing.</i></p>
Reporter	<ol style="list-style-type: none"> 1. Attend as many chapter activities as possible. 2. Take pictures at chapter activities or identify someone to do this when unavailable. 3. Write a news article for each chapter activity. 4. Submit the article to local publications in a timely fashion. <p><i>Notes:</i> <i>Reporters build the bridge between the local community and chapter. Communication must be timely and clear. Use as many media resources as possible to spread the word about the chapter.</i></p>
Parliamentarian	<ol style="list-style-type: none"> 1. Be knowledgeable about parliamentary procedure. 2. Be familiar with and available to refer to <i>Robert's Rules of Order</i> during meetings. 3. Offer guidance to members during meetings for effective and efficient meetings. 4. Work with the president to ensure parliamentary procedure is followed. <p><i>Notes:</i> <i>Parliamentarians are not expected to be perfect in using parliamentary procedure. Rather, they are to be committed to helping others learn how to use it. They ensure meetings are run efficiently, members are protected and business is conducted efficiently.</i></p>
Additional Officer Sentinel	<ol style="list-style-type: none"> 1. Welcome members to each meeting. 2. Set up the meeting space. 3. Plan recruitment activities. 4. Plan for refreshments and social activities at each meeting. <p><i>Notes:</i> <i>Sentinels see that meetings are comfortable and engaging for all members. This ensures that members willingly attend and actively participate in meetings.</i></p>
Additional Officer Historian	<ol style="list-style-type: none"> 1. Collect pictures from chapter activities. 2. Collect news articles from the chapter activities. 3. Create or update the chapter scrapbook. 4. Create a display of chapter history for special chapter events or banquets. <p><i>Notes:</i> <i>Historians maintain chapter progress. Their work serves as a reference for future officers. Accuracy and dedication are expected.</i></p>



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Ready-Reference

President

- Presides over all chapter meetings
- Is able to work with people and encourage them to work for the chapter
- Possesses the ability to delegate effectively
- Is able to make impartial judgments
- Keeps members informed
- Conducts meetings using parliamentary procedure

Vice President

- Presides at meetings and functions in the absence of the president
- Is well informed of the issues and skilled in handling the chapter's business
- Carries specific responsibility for program planning
- With the parliamentarian, is responsible for the arrangement of the meeting room
- Assists the president

Treasurer

- Keeps the record of chapter funds
- Bills for annual dues
- Sends out membership records
- Pays all approved bills
- Maintains accurate records of income and expenses
- Prepares financial statements

Reporter

- Gets news about the chapter before the public
- Is able or willing to learn to write news stories on chapter activities
- Prepares and distributes news releases to local media

Parliamentarian

- Acts as the chapter authority and consultant to the president on procedural matters
- Has a working knowledge of parliamentary law and gives opinions based on it
- Calls attention to errors in procedure

Print this page to distribute to interested candidates.