

LOCAL OFFICER ROLES AND RESPONSIBILITIES

The following local officers need to work as a cooperative team to accomplish the goals set forth by the organization.

President

- Represent the chapter in public relations and official functions
- Work with advisor to prepare agendas for meetings
- Schedule meetings
- Preside over meetings according to accepted rules of parliamentary procedure
- Create committees and delegate tasks
- Oversee operations of chapter by coordinating activities and evaluating the progress

Vice President

- Preside over any meetings in which the President is absent
- Help out in any capacity the President needs
- Coordinate committee work
- Work closely with the President and Advisor to assess progress toward chapter goals
- Maintain a chapter resource file

Secretary

- Take roll call at meetings—use a checklist
- Prepare and present minutes at meetings—use a template
- Be responsible for chapter correspondence
- Maintain member attendance and activity records and issue membership cards
- Type up minutes and distribute in a timely fashion

Treasurer

- Work with school adult on managing funds—use software (Excel, Quickbooks, etc.)
- Request checks and make deposits with copies of receipts
- Present treasurer's reports at chapter meetings
- Collect dues and money from fundraisers, donations, etc.

Parliamentarian

- Be familiar with Roberts Rules of Order to ensure correct operation of meeting

Reporter

- Write news releases and submit to area newspapers and/or state reporter
- Take photos to go along with news releases

Historian

- Develop and maintain a scrapbook of memorabilia in which to record the chapter's history
- Research and prepare items of significance of the chapter's history
- Prepare displays of chapter activities and submit stories of former members to the media
- Assist the reporter in providing photography for chapter needs

Sentinel/Sergeant-at-Arms

- Assist the President in maintaining order
- Keep the meeting room, chapter equipment and supplies in proper condition
- Welcome guests and visitors
- Keep the meeting room comfortable
- Take charge of candidates for degree ceremonies
- Assist with special features and refreshments