

## Overview of Officer Responsibilities

*The following officers are members of the chapter's Executive Committee. This suggested list of officer responsibilities may need to be adapted to fit the chapter's structure.*

### **President**

- Preside over all general membership and Executive Committee meetings;
- Organize officer elections and officer transition;
- Complete Annual Report after Treasurer has completed the financial section;
- Appoint committee members when necessary;
- Monitor performance of committees;
- Guide the Executive Committee in setting chapter goals and preparing the chapter calendar;
- Recognize membership accomplishments;
- Be familiar with governing principles of Kappa Delta Pi;
- Participate in chapter programs and activities; and
- Submit reports as required.

### **Vice President**

- Preside in absence of the President;
- Chair the Program Committee and conduct programs designed to maximize member retention; and
- Conduct all public relations for the chapter. Ideally, public relations should be conducted by an entire committee, with Vice President serving as chair.

### **Membership Chair**

- Preside over meetings of the Membership Committee;
- Manage selection of members;
- Host recruitment efforts; and
- Create and implement ongoing methods for retaining membership.

### **Treasurer**

- Receive and record all new initiate documents;
- Keep accurate records of chapter funds;
- Complete the financial section of the Annual Report;
- Access university funding;
- Coordinate the budget preparation process; and
- Assist Vice President, Program Committee, and Foundation Representative with development of fund-raisers.

### **Secretary**

- Maintain minutes and attendance records at meetings;
- Formulate agenda, in conjunction with the President, to be used at meetings;
- Submit New Initiate Information Forms and fees within two weeks after the initiation;
- Conduct all chapter correspondence; and
- Maintain accurate records of active, inactive, and chapter membership.

### **Historian**

- Preserve all chapter documents and historical records;
- Develop a photographic history of the chapter;
- Call Headquarters at least four weeks prior to chapter's initiation for historical information (if not already obtained); and
- Document chapter activities and forward to Society Headquarters.

### **Foundation Representative**

- Develop fund-raising programs to motivate individuals to donate to Kappa Delta Pi's Educational Foundation;
- Promote Foundation scholarships; and
- Become the liaison between the chapter and the Kappa Delta Pi Educational Foundation.

### **Counselor (including Associate Counselors, if applicable)**

- Install the officers of the local chapter;
- Serve as a member of the chapter's Executive Committee;
- Mentor chapter officers;
- Serve on the Membership Committee;
- Assist in planning chapter activities; and
- Act as a liaison between the chapter, college faculty, and administration to keep others informed of activities and events.