Alpha Chi
Officer Responsibilities
(chapter example from 2010-11)

President:
• Plan chapter meetings (bi-monthly), club chapels, inductions, and socials
• Schedule annual activities on campus calendar
• Direct executive and chapter meetings
• Other roles as determined by officers
• Set leadership style for officers and peers
• Supervise peer officers
• Present at conventions

Vice President:
• Organize University Fair (when scheduled)
• Oversee Committee Chairs
  *Chapter/Scholarly Events: Faculty Research Forum, Student Research Forum
  *Public Relations

Secretary:
• Meeting minutes (word processed and e-mailed)
• Maintain files
• Compile needed letters to members and faculty (request as speakers, thank you)
• Oversee website and press releases

Treasurer:
• Monthly financial reports – work closely with Sponsor and/or EU Controller
• Prepare annual budget projections based on history
• Oversee convention plans
• Take care of all orders (buying and spending)

Members:
• Plan inductions
• Plan Faculty and Research Forums
• Choose convention delegates and speakers
• Present research

Committees:
• Public Relations: website, posters/signs, campus announcements, press releases, PR all activities [work closely with secretary and VP]

Chapter/Scholarly Events: Assists in organization of all events