



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