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| **Psi Chi Chapter Officers**

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| Officer GuidelinesThe most active and successful chapters are those in which members work together as a team by taking part in the activities and work of the Chapter. One of the most important duties is to preserve the continuity of the chapter by ensuring that all information and materials are passed to each new set of officers. Each Chapter is different. As officers, you get to decide what activities and speakers are the most beneficial for your individual chapter. The following is a suggested duty list for officers. The actual duties may vary or be delegated differently depending on how many seats are filled, and at the current President’s digression. PRESIDENT* Be a role model.
* Attend OSI officer orientation and submit updated society forms to OSI.
* Lead membership by defining and pursuing the goals and objectives of chapter.
* Delegate and assign responsibilities to fellow officers.
* Oversee fellow officers are performing their officer duties.
* Find out what resources are available locally and Society-wide.
* Establish regular meeting times for entire chapter, officers, and advisors.
* Keep a list of objectives with dates and deadlines.
* Inform members and community of application deadlines.
* Organize nomination and election of any new officers.
* Ensure the online registration for new members is completed.
* Ensure orders for certificates, shirts, food, etc. is accurate.
* Ensure all needed supplies make it to meetings/events.
* Keep an eye on the Facebook page for members’ comments/concerns.
* Coordinate shirt orders if done.
* Aid in scheduling speakers for meetings.
* Hold office hours to accept new officer applications and handle Chapter business.

VICE-PRESIDENT* Attend OSI officer orientation with President.
* Assist fellow officers through delegated tasks.
* Assist the Secretary in preparing report of chapter activities.
* Aid in scheduling speakers for meetings.
* Help complete online registration for new members.
* Hold office hours to accept new officer applications and handle Chapter business.

SECRETARY* Take and record minutes of each meeting.
* Maintain all records of the chapter.
* Manage chapter’s email account.
* Post flyers for meetings, elections, inductions, and Chapter activities as needed.
* Ensure office is kept orderly.
* Aid in scheduling speakers for meetings.
* Hold office hours to accept new officer applications and handle Chapter business.

TREASURER* Ensure the CFE bank account is switched over to your and the active President’s names.
* Fill out Tax Exemption form.
* Verify information concerning Psi Chi funds, deposits, and accounts.
* Establish a working budget with your chapter.
* Pay all bills promptly.
* Report to chapter on a regular basis, including an end-of-the-semester report.
* Keep financial records and receipts.
* Notify officers if funds are low so a fundraising event can be planned.
* Be in charge of cash-box at fundraising activities.
* Hold office hours to accept new officer applications and handle Chapter business.

HISTORIAN* See that photographs are taken at Psi Chi events and important meetings/ceremonies.
* Promote awareness of Psi Chi.
* Ensure that the chapter's historical records are properly preserved.
* Share Chapter’s photographs on social media (Instagram, Facebook, and KnightsConnect).
* Send out day of meeting reminders on Instagram.
* Publicize all Psi Chi events, programs, and activities.
* Maintain tabling tri-fold with updated meeting information.
* Hold office hours to accept new officer applications and handle Chapter business.

EVENTS COORDNATOR* Reserve rooms, food, technological aids etc. for meetings and induction ceremony.
* Create Facebook event pages for meetings and events.
* Help plan/organize Service Projects.
* Help plan/organize Fund-raising projects with help from Treasurer.
* Aid in scheduling any optional Symposia/Colloquia/Workshops/Field Trip/Conferences.
* Hold office hours to accept new officer applications and handle Chapter business.

WEBMASTER* Maintain chapter’s website and social media sites (Facebook and KnightsConnect) with accurate/ updated information.
* Obtain meeting minutes from Secretary and upload them to the website in a timely manner.
* Film an audio/visual medias for website.
* Hold office hours to accept new officer applications and handle Chapter business.
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