

INTERESTED IN A LEADERSHIP ROLE? CHECK OUT THE

RESPONSIBILITIES OF EXECUTIVE BOARD MEMBERS



Serving as a leader is an exciting opportunity to showcase your leadership skills and provide inspiration to other Members. Being a leader of a new Chapter allows you to leave a strong legacy for years and years to come! YOU get to build and shape the culture of the Phi Sigma Pi Chapter on your campus.

The duties below highlight each Officer's responsibilities for their positions. In addition to these duties, all Chapter Officers should:

- **Prioritize attendance at Chapter and E-Board meetings and Chapter events**
- **Keep notes on their position throughout the year to submit to the Chapter Secretary**
- **Facilitate a four-week transitional period for incoming Officers of the Chapter**

PRESIDENT

- Work toward obtaining Chapter recognition through institution;
- Preside over weekly Chapter Meetings;
- Find and secure a Faculty Advisor;
- Fill out forms in the Chapter portal by due dates.

VICE PRESIDENT

- Lead the creation of four Committees (Service, Scholarship, Fellowship & Fundraising);
- Assist Committees with brainstorming & planning Chapter events;
- Lead event evaluation conversations & submit events for awards.

SECRETARY

- Assist President with the paperwork needed for Chapter recognition through your academic institution;
- Send reminders to Chapter Members about events;
- Create PowerPoint and take minutes during weekly Chapter Meetings.

TREASURER

- Set up the Chapter bank account and EIN number;
- Collect and submit dues each term;
- Create a Chapter budget.

PARLIAMENTARIAN

- Create Chapter Bylaws and Operating Policies using given templates;
- Educate Chapter on the policies during Chapter Meetings;
- Oversee Chapter Meetings to make sure policies are being upheld.

HISTORIAN

- Take pictures during Chapter events;
- Create social media accounts;
- Keep social media accounts active by posting regularly.

INITIATE ADVISOR

- Assist with the planning & execution of Recruitment events;
- Plan & lead the Initiation Program;
- Integrate new Members into the Chapter.

For a deeper dive into learning best practices of being a Chapter Leader, check out the [Chapter Officer Training](#) in the E-Learning Center on CORE!

