



## **Omega CHAPTER Job Descriptions of Officers**

### **PRESIDENT:**

- ❖ Conducts regular meetings of Chapter, Executive Board and Chapter activities
- ❖ Appoints a Parliamentarian
- ❖ Prepares agendas for Chapter and Executive Board meetings
- ❖ Serves as a member of the State Executive Board and participates in all its meetings
- ❖ Appoints all Standing and Special Committees
- ❖ Issues invitations to prospective members after the Chapter vote
- ❖ Serves as *ex-officio* member of all Chapter Committees except Nominations
- ❖ Prepares a digital and hard copy record of her biennium for the Chapter History
- ❖ Receives information from International and State to support this position
- ❖ Receives *Pi Lights*, State President's newsletter and information from State Committee Chairs and International to share with Chapter members by email
- ❖ Ensures members are aware of member news
- ❖ Receives assistance from Chapter members
- ❖ Collaborates with Co-President if one is nominated and elected

### **FIRST VICE PRESIDENT:**

- ❖ Acts as Chair of the Educational Excellence Committee (EEC)
- ❖ Prepares annual Chapter Program with the assistance of the EEC
- ❖ Distributes the annual program to members by the June Chapter Meeting
- ❖ Supervises monthly Program Committees to ensure that all preparations are completed
- ❖ Serves as Presiding Officer in the absence of the President
- ❖ Performs duties as assigned by Chapter President and/or Executive Board
- ❖ Collaborates with Co-Vice President if one is nominated and elected

### **SECOND VICE PRESIDENT:**

- ❖ Serves as President in absence of the President and First Vice President
- ❖ Responsible for ensuring that the Hostess Committee for each meeting is ready and for distributing meeting information to Chapter members
- ❖ Sends reminders for meetings to Chapter members
- ❖ Orders nametags
- ❖ Coordinates the "Pink Pig" program
- ❖ Performs duties as assigned by the President and/or Executive Board
- ❖ Maintains returned keys, pins and President's pins of deceased or resigned members
- ❖ Collaborates with Co-Vice President if one is nominated and elected

**SECRETARY:**

- ❖ Keeps minutes of all Chapter and Executive Board Meetings
- ❖ Furnishes President with written and digital copies within two weeks after each meeting
- ❖ Serves as Secretary to Executive Board
- ❖ Maintain the past minutes of the Chapter in accordance with State guidelines ...  
According to State guidelines, all Chapter Minutes are archived indefinitely and turned into State Headquarters in the event of dissolution of the Chapter.
- ❖ Performs duties as assigned by the President and/or Executive Board.

**TREASURER:**

- ❖ Receives and pays all monies belonging to the Chapter
- ❖ Keeps an accurate record of all receipts and expenditures
- ❖ Keeps a file of receipts, bills, cancelled checks and bank statements ... According to State and IRS guidelines, these files are archived for seven years.
- ❖ Presents a report at each Chapter meeting
- ❖ Submits accounts for annual audit to include receipts, bills, cancelled checks and bank statements as well as record of all receipts and expenditures
- ❖ Serves as an *ex officio* member without vote on the Executive Board
- ❖ Serves as *ex officio* member of Finance Committee in the process of budget development and supervision of the Chapter's finances
- ❖ Purchases gifts for retirees and obtains the new President's pin for the Installation Ceremony
- ❖ Completes and files all financial reports for State, International and IRS by designated due dates

**EAST CENTRAL AREA COUNCIL Member-at-Large:**

- ❖ Elected at the time of the regular biennial elections
- ❖ Serves as a member of the East Central Area Council for two years
- ❖ Attends the East Central Area Council meetings
- ❖ Assists with the planning and attends the biennial East Central Area Conference
- ❖ Reports to Chapter pertinent information about the Area Council plans and dates

***Please note the following:***

- \* No Chapter member automatically assumes another position.
- \* Please notify the Nominations Committee if you are interested in a Chapter Officer position. Elections are every two years.
- \* Before notifying the Nominations Committee, please obtain permission first if you plan to nominate a member for an Officer position.
- \* Elections are held at the next monthly Chapter Meeting, following the announcement by the Nominations Committee of the slate of Officers for the next biennium.
- \* It is the sole responsibility of the Nominations Committee to present a full slate of Officers to the Chapter for consideration a month before the Chapter vote to include President, First and Second Vice Presidents, Secretary, Treasurer and Area Council Member-at-Large. The Parliamentarian is appointed by the elected President.