



NATIONAL PHARAOHS SOCIETY

## About Chapter Officers

Chapters choose student officers to assist the Chapter Advisors with chapter leadership, recruitment of new members and creation of a vibrant chapter. Chapter Officers encourage student-generated and student-directed activities and support efforts to have democratically and fairly elected officers. Chapters decide which officer positions suit their needs.

## Choosing Chapter Officers

### Offices

Chapters decide for themselves which officer positions will be beneficial and may have as few or as many officers as they need. One benefit of having many officers is that more students are actively involved in chapter management; a benefit of having fewer officers is that it often is easier to reach consensus and make decisions. The Chapter Officers will make up the chapter's Executive Board.

### Terms

Except as provided below in the Timing section, Chapter Officers serve one-year terms. Incumbent officers are eligible for additional terms.

### Timing

Unless a chapter is chartered in the Fall, Chapter Officers will be elected in the Spring of each year. If a chapter is chartered in the Fall, it will hold elections in the Fall. Any officers elected in the Fall shall serve until the Spring election. Retiring officers should meet with new officers to discuss chapter operation and job duties.

### Selection

Each chapter member shall have one vote in the election of officers. When an office is vacated, the Chapter Advisor may appoint a member to fill the vacancy or may hold an interim election. Any officer appointed or elected to fill a vacancy shall serve the unexpired term of the officer vacating the position. Chapter Advisors are encouraged to hold elections unless there are not enough active members to hold an election. In fairness to all, there should be ample notification of when and where elections will take place. All current members must be invited to attend and vote.

### Eligibility

Only active chapter members are eligible to run for officer positions. Active members are those who already have been inducted as members of the National Pharaohs Society and who have active status in the Society's chapter management system.

## Installation Ceremony

New officers should be installed with an appropriate ceremony to impress upon them the seriousness of their undertaking. The ceremony should be performed in substantial compliance with the Induction Ceremony provided to the Chapter Advisor by the National Office.

## Officer Positions

### President

The President is truly the key to a successful chapter. An effective President presents a model of leadership for the chapter and the campus.

Among other things, the Chapter President will have the following duties:

- Ensure continuity from year to year and plan an orientation for new officers as soon after the election as possible.
- Organize the new officers' orientation with the assistance of the Chapter Advisor and the outgoing President.
- Keep a notebook of ideas for programs, fundraisers, and service projects, noting the ones that have been particularly successful on your campus.
- Outgoing President should pass the notebook on to the next President and inform the Advisor that it has been done.
- Newly elected President should obtain the notebook from the outgoing President.
- With the outgoing President, the newly elected President should review the President's notebook.
- Newly elected President should inform the Chapter Advisor that the notebook was received.
- With the Chapter Advisor, prepare a proposal of planned fundraising, community service, programs, activities, events, and initiatives.
- Assess the interests and needs of the chapter in planning the agenda for the upcoming year, achieving a balance among programs, parties, fundraisers, and service projects.
- Early each semester, set up and publicize a calendar of meetings, programs, activities, events, and initiatives.
- With the advice of the Chapter Advisor, fill appointed offices and set up committees.
- Learn the school's system for handling financial duties and work closely with the Treasurer and Chapter Advisor on these matters.
- Officiate at induction ceremonies each semester (if possible) to ensure continuity of the chapter.
- Delegate duties to officers and chapter members, trying to involve as many members as possible.
- Communicate enthusiasm about the National Pharaohs Society to other members, to other students, and to the faculty.
- Be a liaison (or appoint a member to be a liaison) to other organizations on campus, to the student government association, and to the faculty.
- Collaborate with the Chapter Advisor and the other officers on completing the annual report for the National Office.
- Be aware of State Conferences and National Conferences and activities and events at neighboring chapters.
- Encourage chapter members to attend State Conferences and National Conferences and activities and events at neighboring chapters.

### Vice President

The main duty of the Vice President is to assist and support the President in presiding over the chapter. The Vice President must assume the responsibilities of the President if the President is unable to serve.

Among other things, the Chapter Vice President will have the following duties:

- Serve as the program chair for chapter activities, service, and chapter development.
- Form a committee to help plan and implement programs and service projects for the year.
- Plan and put on fundraisers.
- Keep a notebook of ideas for programs, fundraisers, and service projects, noting the ones that have been particularly successful on your campus.
- Pass the notebook on to the next Vice President and inform the Advisor that it has been done.
- Investigate the possibility of co-hosting a program or an activity with another organization on campus or with a neighboring chapter of the National Pharaohs Society.
- Participate in the induction ceremonies.

## Secretary

The Secretary is a vital part of a smooth-running chapter. The Secretary should work closely with the other officers, being aware of local, state, and national deadlines and maintaining good communication by sending out information to chapter members in a timely fashion.

Among other things, the Chapter Secretary will have the following duties:

- Attend all meetings and keep accurate minutes.
- Electronically distribute meeting minutes as soon after each meeting as practical but in no event less than three days before the next meeting.
- Prepare and send out email communications to members.
- After the calendar for the year has been set, remind members by email, text, or telephone of upcoming events.
- Send invitations to prospective members.
- Keep the membership list up to date.
- Be responsible for all chapter correspondence, including notes of thanks.
- Work with other officers to prepare a chapter newsletter.
- Keep the Secretary's notebook up to date and pass it on to the next Secretary.
- Inform the Chapter Advisor that the notebook has been passed on to the newly elected Secretary.
- Participate in induction ceremonies.
- Assist the Chapter Advisor in completing all chapter reports.

## Co-Treasurers

The Chapter Co-Treasurers serve a vital role to the smooth functioning of a chapter. The Chapter Co-Treasurers shall be two Chapter Advisors. The Co-Treasurers shall attend all events where money is collected or disbursed. At least one of the Co-Treasurers shall attend every meeting of the chapter officers but shall not have a vote on any matter.

Among other things, the Chapter Co-Treasurers will have the following duties:

- Comply with all school financial regulations of student accounts.
- Unless otherwise stated in the financial regulations, serve as co-signers on the chapter checking account.
- Obtain bank statements and the Co-Treasurer's notebook from the outgoing Co-Treasurer.

- Balance the checkbook each month and have a report ready for each meeting.
- Collect receipts for expenditures and write reimbursement checks to advisors and members.
- Keep track of the Income Tax ID Number if the chapter has one.
- Collect and deposit promptly any chapter dues or special fees.
- Collect induction fees from new members.
- Working with the Chapter Secretary and the Chapter Advisor, send one check for the total amount to the National Office.
- Participate in induction ceremonies.

## Historian

The Historian is the keeper of the chapter's memories. This officer ideally has a camera and takes photographs of the various activities of the chapter.

Among other things, the Chapter Historian will have the following duties:

- Maintain all records, such as the scrapbook, the written history of the chapter, videos, photographs, souvenir programs, sample T-shirts, newsletters, newspaper clippings, and convention materials. Display these materials at appropriate functions of the National Pharaohs Society.
- Caption and date all photographs and label all other materials.
- Make entries in the scrapbook periodically rather than waiting until the end of the year to compile everything.
- Participate in induction ceremonies.

## Public Relations Officer

The Chapter Public Relations Officer shall be one of the Chapter Advisors. The Public Relations Officer shall attend all chapter activities and events. The Chapter Public Relations Officer shall attend meetings of the chapter officers but shall not have a vote on any matter. The Public Relations Officer is the chapter's link to the school and the community. The way in which the chapter is perceived is, to a large extent, the responsibility of this officer.

Among other things, the Chapter Public Relations Officer will have the following duties:

- Identify available media services, including the local paper and any online media services, and submit news items and photos to them.
- Along with a member appointed by the President, manage all social media accounts or websites of the chapter.
- Send induction announcements to available media services, including a list of inductees.
- Coordinate with the campus newsletter to print National Pharaohs Society news stories.
- Publicize meetings, programs, activities, events, and fundraisers in the campus and local newspapers.
- Work with the Historian to take photos that may be used in the newspaper and other available media services.
- Arrange a group photograph of the chapter members for the campus yearbook and other promotional purposes.

## Other Officers

Other chapter officers may include, but are not limited to, an Alumni Chapter Liaison and a Webmaster.