

DUTIES OF CHAPTER OFFICERS:

University of Oregon 2007/2008

PRESIDENT

- ◆ Organize, plan and lead to ensure the perpetuation and overall success of the chapter.
- ◆ Work with the chapter advisor to plan a calendar of activities for the upcoming year.
- ◆ Plan regular meetings and prepare agendas for the officers; delegate responsibilities as necessary.
- ◆ Plan meetings and prepare agendas for a general chapter meeting at least once per semester or per term.
- ◆ Coordinate the planning and the implementation of the induction ceremony and reception.
- ◆ Meet with the other officers and the chapter advisor to choose new honorary members.
- ◆ Ensure that the chapter fulfills all chapter standards.

VICE PRESIDENT

- ◆ Fulfill president's duties in the absence of the president and assist president in the completion of duties as needed.
- ◆ Coordinate executive board and committees to conduct ongoing campus awareness campaigns – particularly the annual membership drive.
- ◆ Assist the president in coordinating activities to help the chapter fulfill all chapter standards.
- ◆ Plan and coordinate *at least* one social activity for chapter members per term.
- ◆ Plan and coordinate *at least* one education-focused service activities per year.
- ◆ Assist President with compilation of Executive notebooks.

TREASURER

- ◆ Manage all financial transactions of the chapter with guidance from the chapter advisor.
- ◆ Receive and distribute chapter funds.
- ◆ Work with the president and advisor to prepare an accurate budget for the chapter within one month of the new member induction ceremony.
- ◆ Balance the chapter account and report to the chapter, the advisor and the regional director at least once a month.
- ◆ Submit financial reports as indicated in Chapter Standards.
- ◆ Assist in compiling a 'How-to' guide for P.O.'s, rules, and other useful information that can be passed down to the next Treasurer.

SECRETARY

- ◆ Record and prepare the minutes of each executive board and chapter meeting to distribute to chapter leaders, advisor(s) and appropriate Golden Key staff.
- ◆ Serve as chapter archivist with the assistance of the chapter advisor and president.
- ◆ Complete all online reporting and chapter updates on the international GK website.
- ◆ Compose and send any chapter correspondence to university administrators and faculty, members, honorary members, campus student organizations, webmaster, etc.
- ◆ Help compile a "How-to" guide that explains how to complete online reporting and other tasks.

PUBLIC RELATIONS DIRECTOR

- ◆ Coordinate all publicity for chapter activities and events.
- ◆ Maintain good relations with campus and local newspapers and radio stations. Set up interviews as needed.
- ◆ Place ads and public service announcements in local media.
- ◆ Write and submit press releases for important chapter activities.
- ◆ Explore any creative methods of advertising or publicity to increase awareness about Golden Key.
- ◆ Network and partner with other student organizations with programs and activities.

WEB MASTER/GRAPHIC DESIGNER

- ◆ Update and maintain the local Golden Key web page.
- ◆ Make sure the web page is linked to the Golden Key site www.goldenkey.org
- ◆ Ensure that your chapter's information is correct and current on the Chapter Directory of www.goldenkey.org
- ◆ Design and print info packets, fliers, advertisements, banners, etc. as needed.
- ◆ Compile a library of all relevant logos, colors, fonts, graphics, and other relevant materials that can be stored on the web and on disc for future use.
- ◆ Help compile a "How-to" guide that covers how to manage the website, where graphics and templates can be found, or how to complete other relevant tasks.

MEMBER-AT-LARGE

- ◆ If you would like to participate in the Executive Committee of GK but don't have enough time, are graduating this year, or wish to participate in a less formal manner, we welcome you to become a Member-at-large. You will represent the general membership and can participate in all planning and decision-making, but are not required to attend all meetings or perform additional tasks.