

Duties of Gamma Beta Phi Chapter Officers



President: Fall 2015 – Spring 2016

- ✚ **The duties of the President shall be:** to preside at the meetings; to appoint committees; to guide the activities and administer the policies laid down in the national constitution and in the Chapter by-laws; to be the official representative of this Chapter when necessary or desirable; and to file with National Headquarters the year-end Chapter Report in June.

***** Vice President: Spring 2015 – Spring 2016 (See note)**

- ✚ **The duties of the Vice-President shall be:** to preside at meetings when the President is absent, to assume the duties of the presidency should the President be unable to serve, and to assist in administering the affairs of the Chapter.

Recording Secretary: Fall 2015 – Spring 2016

- ✚ **The duties of the Recording Secretary shall be:** to prepare and keep an on-going record of minutes of the meetings and to order and properly disburse material from Headquarters.

Correspondence Secretary: Fall 2015 – Spring 2016

- ✚ **The duties of the Correspondence Secretary shall be:** to keep the records of membership and points; to carry on the general correspondence of the Chapter; and to keep National Headquarters informed about all changes in membership and reasons therefor. It is understood that the two Secretaries will assist each other as needed, equally dividing the work.

***** Treasurer Spring: 2015 –Spring 2016 (See note)**

- ✚ **The duties of the Treasurer shall be:** to collect, safeguard, and disburse the funds of the Chapter; to keep a complete and accurate record of all financial transactions; to complete the year-end Financial Report in June; and to pass on to the succeeding Treasurer all

funds remaining in the treasury and to give the Advisor all financial records.

Historian: Fall 2015 – Spring 2016

- ✚ **The duties of the Historian shall be:** to keep photographic records of the Chapter's activities; to submit articles and pictures to the National Office for publication in the *Gambet*; and to oversee the preparation of the scrapbook for the state and national conventions.

Webmaster: Fall 2015 – Spring 2016

- ✚ **The duties of the Webmaster shall be:** to perform the technical requirements of the Chapter website to include the up-loading of information and/or events communications; to maintain the Webmaster e-mail account; to coordinate with Chapter officers, group and committee leaders, and individual members in gathering information to be disseminated via the website; and to prepare and submit information to the National Office for publication on the national website.

**** Note: Person in these positions will serve three consecutive terms (semesters).*

Instructions for submitting nominations:

1. All persons wishing to field a chapter office for the 2015 – 2016 academic year should email the following three items to utkgammabetaphi@gmail.com by Friday January 16, 2015:
 - a. A *brief* bio about yourself (word document)
 - b. Describe (in a short statement) why you are interested in the position
 - c. A head shot (picture)
2. All nominees' bios will be posted on our Facebook page (<https://www.facebook.com/utkchapter.gammabetaphi>) for all members to view.
3. All members will be able to vote between January 26th – and January 30th.