

Officer Responsibilities

President

- Presides at all meetings of the Chapter Governing Board;
 - Appoints chairs of the committees not otherwise specified in the by-laws;
 - Exercises the chapter's voting rights in any voting by the Chapter as defined by the Society by-laws;
 - Assumes the term of office as the Past President for the subsequent year upon completion of the current Past President's term of office;
 - Chairs the Awards and Recognition Committee and oversees the spring chapter award nomination process primarily by recruiting and supervising members who review nominations;
 - Seeks out further information (if needed), and chooses the award winners.
 - Writes the annual report on activities and finances for submission to the National Phi Beta Delta Office.
-

Vice President/President-elect

- Presides over meetings and events in the absence of the President;
 - Chairs the Chapter Program Committee;
 - Coordinates the Chapter office nominations and election process;
 - Assists with the programming aspects of the Chapter as requested by the President;
 - Assumes the term of office as President for the subsequent year upon completion of the current President's term of office.
-

Past president

- Chairs the Membership Committee and oversees the fall membership nomination process primarily by recruiting and supervising a committee of members to review membership application forms.
-

Vice presidents *(one each international and domestic student)*

- Assists with the programming aspects of the Chapter as requested by the President
 - Assists with the Fall International Career Workshop sponsored by the Office of International Programs
-

Secretary

- Records and distributes minutes of Governing Board meetings;
- Assists Chapter Coordinator with development of program brochures for Chapter events.

Treasurer

- Maintains the financial records of the Chapter;
- Receipts monies paid to the Chapter (donations and membership fees);
- Disburses payments for financial obligations of the Chapter as needed;
- Reports fiscal status of the Chapter to the Governing Board for inclusion in the President's annual report for the National Phi Beta Delta Office.

Chapter Coordinator

The chapter coordinator is designated by the head of International Programs and, with staff of International Programs, provides staffing and general office support for chapter management. Duties include:

- Serves as the liaison between the Chapter and national organization by communicating with the regional Vice President, National Vice President, and National Vice President-Elect;
- Communicates national award nominations to the national organization through communication with the regional office;
- Maintains the Access database of past and current members;
- Maintains an email list serve of active members;
- Collects dues and donations and transmits these to the Chapter Treasurer for receipting and deposit;
- Orders induction materials from the National PBD office;
- Accepts applications and nominations for Chapter membership on behalf of the Past President and transmits these to the Vice President;
- Maintains paper and electronic files of chapter records and materials;
- Ensures the PBD Chapter pages on the OIP web site remain current by coordinating with the office web master;
- Updates and maintains necessary Chapter forms at the direction of the President, President-Elect, and Past President;
- Helps with event organizing, such as the Fall Induction Ceremony, Spring Annual Meeting and the annual Picture the World Photo Contest.