*Golden Key International Honour Society*

*August 2011*

Duties of Chapter Officers

# PRESIDENT

1. Assist in organizing, planning, and implementing initiatives to ensure the overall success of the chapter.
2. Work with the Chapter Advisor to plan a calendar of activities for the upcoming year.
3. Maintain consistent communication with International Headquarter Representative(s)
4. Coordinate the planning and implementation of the New Member Recognition Event.
5. Plan regular meetings and prepare agendas for the officers; delegate responsibilities as necessary.
6. Plan and prepare agenda for a general chapter meeting at least once per semester or per term.
7. Meet with the other officers and the Chapter Advisor(s) to select new Honorary Members.
8. Ensure that the chapter meets minimum Chapter Standards and achieves the chapter’s targeted performance level.

# VICE PRESIDENT

1. Fulfill President’s duties in the absence of the President and assists President in the completion of duties as needed.
2. Coordinate executive board and committees to promote awareness of Golden Key on campus with key constituencies (members, Honorary Members & campus VIPs, prospective members, etc.) – particularly targeting eligible students during the annual **Membership Drive**.
3. Ensure that the chapter meets minimum **Chapter Standards** and achieves the chapter’s targeted performance level.

# TREASURER

1. Manage all financial transactions of the chapter with **guidance from the chapter Advisor**.
2. Receive and distribute chapter funds.
3. Work with the President and Advisor to prepare an accurate budget for the chapter within one month of the new academic year.
4. Complete all Billhighway training
5. Balance the chapter account and **report** to the chapter and Advisor at least once a month.
6. **Complete Accounting Reports** as required by International Headquarters.

# RECORDING SECRETARY

1. Record and prepare the minutes of each executive board and chapter meeting to **distribute** to chapter leaders, Advisor(s) and appropriate Golden Key staff (minutes to the AD can be submitted in a batch every month by the corresponding secretary).
2. Prepare and deliver the **New Member Recognition Event invitations** to the administrators and faculty.
3. Mail all the **new** **member joining forms** and **fees**, which may have been hand delivered to the Advisor's office, to the International Headquarters by the membership deadline.
4. Serve as chapter **archivist** with the assistance of the Chapter Advisor (unless there is a historian).

# CORRESPONDING SECRETARY

1. Distribute **messages** from the Chapter Advisor, the Chapter President, and other officers to all chapter members.
2. Compose and send any chapter **correspondence** to university administrators and faculty, members, Honorary Members, alumni, campus student organizations, etc.
3. Prepare and mail correspondence to **International** **Headquarters**.
4. Send **Advisor and Officer Profile Forms** when new officers and Advisors begin terms and any time any contact information changes.

**VICE PRESIDENT – MEMBERSHIP COMMUNICATION**

1. Coordinate and **implement initiatives** to reach current and potential members.
2. **Promote** meetings and activities to the membership and campus-at-large.

# VICE PRESIDENT FOR MEMBERSHIP RECRUITMENT

1. Coordinate and implement a first-year student recognition program or year-long campaign focused on making first-year students aware of Golden Key’s opportunities.
2. Promote Golden Key opportunities to non-members through information and advertising (i.e. book spaces for student organization fairs, flyer residence halls, etc).

# HISTORIAN

1. Oversee the completion of Activity Reports and Semi-Annual Reports.
2. Obtain and organize important chapter documents for the chapter’s future reference.
3. Take **pictures** to include on the local chapter’s independent website or in local publicity materials.

# VICE PRESIDENT OF LITERACY

1. Investigate volunteer programs that represent a long term education-focused commitment.
2. Plan and coordinate **two** (or more)education-focused service activities throughout the year.
3. Coordinate a **service committee** and call committee meetings as necessary.

# OUTREACH LIASON

1. Investigate member interest in non-education service opportunities.
2. **Network and partner** with other student organizations with programs and activities.

# SOCIAL DIRECTOR

1. Plan and coordinate *at least* **one social activity** for chapter members per semester/term.
2. Coordinate the **social committee** and call committeemeetings as necessary.

# ALUMNI DIRECTOR

1. Serve as the contact person for encouraging alumni involvement with chapter
2. Collect new contact information from alumni and non-campus email addresses from graduating seniors to help keep them connected to the society
3. Prepare and send **chapter updates** to alumni members throughout the year and provide HQ with alumni member spotlights
4. Prepare and send invitations for the **New Member Recognition Event** and other events to area alumni.
5. Recruit alumni speakers for chapter events

# PUBLIC RELATIONS/AWARENESS DIRECTOR

1. Coordinate all **publicity** for chapter activities and events in cooperation with the Vice President.
2. Maintain good relations with campus and local **newspapers** and **radio stations**. Set up interviews as needed.
3. Place **ads** and **public service announcements** in local media.
4. Write and submit **press releases** for important chapter activities.
5. Explore any creative methods of **advertising** or publicity to increase awareness about Golden Key.

# FUNDRAISING DIRECTOR

1. Investigate sources of **local funding** and coordinate activities.
2. Coordinate the **fundraising committee** and call committee meetings as necessary.
3. Recruit **fundraising volunteers** from the chapter.

# HONORARY MEMBER & CAMPUS OFFICIALS LIAISON

1. Prepare and send **chapter updates** to Honorary Members throughout the year
2. Inform and engage Honorary Members and campus officials in **Membership Drive** initiatives
3. Lead selection process for new Honorary Member search and communicate with HQ these names two weeks prior to New Member Recognition Event for production of certificates
4. Prepare and send invitations for the **New Member Recognition Event** and other events to Honorary Members and important campus administrators
5. Ensure Honorary Member contact at least once per semester/term.  Plan and coordinate *at least* one **Honorary Member activity** per semester/term (ex. Honorary Member Luncheon, Wine & Cheese Social, guest speakers, etc.)
6. Coordinate updating Honorary Member contact information with HQ (who is no longer at university, email address changes, names, etc.) Send updated lists to HQ within first 4-6 weeks of semester start date

# WEB MASTER

1. Update and maintain the **local** Golden Key web page.
2. Make sure the web page is **linked** to the Golden Key site – **www.goldenkey.org**
3. Ensure that your chapter’s information is correct and current on the Chapter Directory Page of [www.goldenkey.org](http://www.goldenkey.org).
4. Maintain chapter’s Facebook Fan Page (and/or any other social networking sites you choose).

# NEWSLETTER EDITOR

1. Create and edit **chapter newsletter** at least once per semester/term. The newsletter can be a web-based publication.
2. Write and/or solicit articles for the newsletter.
3. Ensure **distribution** of the newsletter to members, faculty, staff and your Golden Key AD.