

Chapter President

- A. Prepare Executive Board Meeting agendas and preside over all business meetings.
- B. Vote only in case of a tie.
- C. Appoint and establish any necessary committees.
- D. Serve as an ex-officio member of all committees.
- E. When necessary, appoint a committee to review and/or revise the Chapter Bylaws.
- F. Develop Goals for Chapter with Chapter officers and Advisor(s).
- G. Plan and conduct orientation for incoming officers during the summer with the aid of the Executive Vice President and Advisor(s).
- H. Plan and conduct orientations for new members with the aid of both the Executive Vice President and the Director of Membership.
- I. Present business to the Chapter.
- J. When necessary, attend Associated Students Finance Committee meetings.
- K. Maintain Chapter Master Calendar along with Secretary.
- L. Report successives of cers to Headquarters.
- M. Oversee Chapter projects and award entry preparation, if in existence (submit 5 star goal and update forms online).
- N. Represent the organization and Chapter at all times.

Executive Vice-President

- A. Assist the President in running the Chapter.
- B. Preside over all business meetings.
- C. Perform all duties of the President in the event of his/her absence.
- D. Prepare Forum agendas at the discretion of the President. Forums will still be led by the President.
- E. Enforce attendance of officers at all Forums and Executive Board Meetings.
- F. Inform Chapter about upcoming conventions and coordinate Chapter's attendance to said conventions. G. Coordinate the Induction Ceremony.

H. Assist the President and Advisor(s) in organizing orientations for incoming officers during the summer. I. Assist the President and Director of Membership plan and conduct orientations for new members.

J. Coordinate sustainable economic practices for Chapter events along with the Treasurer.

Secretary

A. Take minutes at each Chapter Forum and Executive Board Meetings and post each on the Chapter web site by the following week.

B. Responsible for creating and maintaining a master calendar. This will include all Forum dates, Board Meeting dates, Chapter events and other relevant events on-campus that may affect the Chapter's mission.

C. Keep minutes of all committee meetings.

D. Receive Event Sheets from Officers responsible for said events and add them to master calendar.

E. Send notices to officers regarding absences.

Vice-President of Leadership

A. Oversee all leadership activities.

B. Prepare the Leadership Hallmark Award entry for the Hallmark Awards Program.

C. Identify and implement activities that foster development of leadership skills and ideas. D. Coordinate commissioner responsibilities and duties during Forums.

Vice-President of Service

A. Oversee the International Service Program activities.

B. Prepare the Service Hallmark Award entry for the Hallmark Awards Program.

C. Seek out, plan and implement service projects.

D. Act as a liaison with other organizations, college and community officials to facilitate all Chapter service projects on campus and in the community.

E. Assume responsibility for the development and maintenance of a database documenting all community service/volunteer hours performed by Chapter members.

F. Notify members upon request of service/volunteer hours completed at the end of the semester.

Vice-President of Scholarship

- A. Encourage and recognize academic excellence.
- B. Coordinate scholarship workshops and events that foster scholarship.
- C. Inform members of scholarships available through Phi Theta Kappa and Santa Monica College.
- D. Inform members of transfer workshops, college and university representatives coming to campus, and increase awareness of transfer opportunities available on a timely basis.
- E. Oversee the Chapter tutoring program, if in existence.
- F. Oversee all Honor Study Topic activities.
- G. Prepare the Scholarship Hallmark Award entry for the Hallmark Awards Program.

Vice-President of Fellowship

- A. Encourage scholarly fellowship at all levels of the society.
- B. Form a network of scholastic organizations.
- C. Along with Director of Membership, implement strategies to increase candidate acceptance of membership.
- D. Sponsor on and off-campus PTK social activities.
- E. Enroll the Chapter in the Pinnacle Scholarship Award Program.

Treasurer

- A. Receive all monies.
- B. Keep a set of complete and accurate financial records.
- C. Submit a monthly written report of all financial transactions and those approved and pending to the President and Advisor(s).
- D. Present a financial update at Executive Board Meetings as well as Forums upon the request of the President.
- E. Chair the Finance Committee (if in existence).
- F. Maintain continuous knowledge of Chapter accounts.
- G. Submit the annual Chapter report to the Advisor(s) at the end of each semester.

H. Coordinate sustainable economic practices at Chapter events along with the Executive Vice President.

Director of Membership

A. Keep track of member attendance at weekly general meetings.

B. Compile and update event credit sheet for members.

C. Chair the Membership Committee (if in existence).

D. Assist President and Executive Vice President in planning and conducting new member orientations.

E. Order attendance cards at the end of the semester to prevent retroactive spending.

Director of Public Relationship

A. Publicize Phi Theta Kappa activities on campus.

B. Initiate and maintain contact with Chapter members regarding upcoming events.

C. Maintain all Chapter social networks.

D. Co-chair the Public Relations Committee with the Inter-Club Council Representative.

Director of Fundraising

A. Develop and implement fundraising opportunities for the Chapter.

B. Collect and keep track of receipts and member attendance to fundraisers. C. Submit and log all money received from fundraising activities.

D. Present a report at Executive Board Meetings after every fundraiser.

Inter-Club Council Representative

A. Represent the Chapter as the official voting member of the Inter-Club Council meetings. The designee shall be the President.

B. Co-Chair the Club Row Committee with the Director of Public Relations.

C. Act as the liaison between the Inter-Club Council and Phi Theta Kappa.

D. Represent the Chapter at other clubs on campus. When necessary, attend other club and organization meetings.

E. Encourage, promote and develop activities with other clubs and organizations on campus in conjunction with Hallmark Officers.

Associated Students Representative

- A. Read the Associated Students board meeting minutes and report any relevant information to the. It is recommended that they attend the Associated Students board meetings.
- B. Represent the Chapter at meetings of the Associated Students Board of Directors.
- C. Act as the liaison between the Associated Students Board of Directors and Phi Theta Kappa.
- D. Encourage, promote and develop activities in conjunction with the Associated Students Board of Directors.
- E. Assist of cers with the submission of A.S. proposals.

Historian

- A. Maintain a historical, pictorial, and video-graphic record of Chapter activities.
- B. Create digital scrapbook for all Induction Ceremonies and Banquets.

Webmaster

- A. Maintain Chapter website ensuring that all information posted is current and valid
- B. Make sure the domain is paid for and up-to-date.
- C. Responsible for keeping WHOIS up-to-date