

CHAPTER PRESIDENT

Qualifications:

1. Be a member in good standing at all levels
2. Have good attendance record at chapter meetings during the past biennium
3. Demonstrate leadership abilities
4. Have previous experience on the chapter executive board

Responsibilities:

1. Preside at regular and called meetings and direct chapter activities
2. Serve as a member ex officio of all chapter committees except Nominations
3. Serve as chair of the chapter executive board
4. Serve as a member of the Epsilon Kappa Educational Foundation Board of Directors
5. Serve as a member of the Austin Coordinating Council
6. Serve as a member of the TSO executive board
7. Represent chapter at Society meetings
8. Attend Leadership Development for chapter presidents at conventions
9. Appoint a parliamentarian from the chapter membership
10. Appoint standing, special, and ad hoc committees
11. Delegate assignments, as appropriate, to officers and members
12. Fill by appointment all vacancies in office
13. Execute with the chapter treasurer authorized legal documents
14. Arrange orientation for incoming executive board and committee chairs
15. Set chapter goals with the executive board for the biennium
16. Call at least two executive board meetings each year of the biennium
17. Prepare agenda for executive board and chapter meetings
18. Take action, with the advice and approval of the executive board, on matters which cannot be deferred until the next chapter meeting
19. Participate in the process of budget development and supervise all finances by approving all expenditures and co-signing all financial documents
20. Write invitations to prospective new members for Society membership
21. Approve publications and publicity
22. Submit Form 6 upon the death of a member in a timely manner
23. Submit all biennial reports on time
24. Write State and International letters of recommendation when asked
25. Maintain a file or notebook of records and resources for successor
26. Determine that materials, supplies, and the president's records are complete and ready for the incoming president's use
27. Transfer all records and files to incoming president by July 1st of even-numbered year

Timeline:

PACE Award, Founders' Day as needed, even years - Biennial Reports and Area 7 Workshop

CHAPTER FIRST VICE - PRESIDENT

Qualifications:

1. Be a member in good standing at all levels
2. Have good attendance record at chapter meetings during the past biennium

Responsibilities:

1. Serve as presiding officer in the absence of the president
2. Succeed to the office of president in the event of the president's resignation or death
3. Represent the chapter at conventions if the president cannot attend
4. Serve as a voting member of the chapter executive board
5. Attend Society meetings at all levels
6. Coordinate the **Society Mission and Purposes Committees** – Arrangements, Educational Excellence, and Scholarship/World Fellowship
7. Maintain communication with each committee chair concerning setting of goals for the biennium, scheduled activities, ongoing projects, future plans, etc., and communicate the needs of each committee to the president and executive board
8. Perform other duties as assigned by the president or executive board
9. Maintain a file or notebook of resources and records to pass on to the successor

Timeline:

Meet with 3 committee chairs during the summer
Handle arrangements for each chapter meeting, including speaker honorariums
Prepare “Annie” report and display as specified

CHAPTER SECOND VICE - PRESIDENT

Qualifications:

1. Be a member in good standing at all levels
2. Have good attendance record at chapter meetings during the past biennium

Responsibilities:

1. Preside at meetings in the absence of the president and the first vice-president
2. Serve as a voting member of the chapter executive board
3. Attend Society meetings at all levels
4. Coordinate the **Society Business Committees** – Archives, Communications and Publicity, Finance, Membership, and Nominations
5. Maintain communication with each committee chair concerning setting of goals for the biennium, scheduled activities, ongoing projects, future plans, etc., and communicate the needs of each committee to the president and executive board
6. Perform other duties as assigned by the president or executive board
7. Maintain a file or notebook of resources and records to pass on to the successor

CHAPTER SECRETARY

Qualifications:

1. Be a member in good standing at all levels
2. Have good attendance record at chapter meetings during the past biennium

Responsibilities:

1. Write complete minutes of each business meeting and executive board meeting noting each official action taken, including all terminations of membership and changes in membership classification
2. Write the correspondence of the organization as delegated by the president
3. Attend Society meetings at all levels
4. Maintain book of minutes and records of other activities for successor
5. Give a set of chapter meeting minutes and executive board minutes for the entire biennium, signed by the secretary and president, to the Archives Committee for the chapter files at the end of the biennium

CHAPTER TREASURER

Qualifications:

1. Be a member in good standing at all levels
2. Have good attendance record at chapter meetings during the past biennium
3. Have previous experience managing funds

Responsibilities:

1. Represent chapter at Society meetings
2. Serve as voting member of chapter executive board
3. Serve as member of Finance Committee, providing necessary financial information
4. Serve as treasurer of the Epsilon Kappa Educational Foundation Board of Directors
5. Be responsible for:
 - a. receiving monies and paying expenses approved by the chapter president
 - b. keeping an accurate record of income and expenditures
 - c. keeping a file of receipts, bills, and bank statements
 - d. reporting on financial matters at chapter meetings
 - e. submitting Coordinating Council fees on time
 - f. submitting records for financial review at end of biennium
6. File, between July 1 and November 15, Form 990-N with the IRS and send copy of confirmation of filing to TSO headquarters
7. Collect dues and fees and complete Form 18 by November 10. Keep president informed of non-paying members
8. Obtain initiate cards and fees and send to TSO
9. Request reserve status and chapter special dues designation for any member who has become incapacitated; read into the minutes the names of those members who have changed membership status or have been dropped from membership.
10. Complete Form 15 by July 15 and submit to persons designated on the form
11. Maintain membership file for the biennium, including dated, verified copy from Headquarters; provide information as to date members join, transfer, resign, etc.
12. Review files and records and dispose of properly according to the accounting retention policies in the International publication *Guidelines for Chapter Treasurers*

Timeline:

Beginning of year – order initiate materials and pins, needed jewelry and certificates for year
End of 1st year – coordinate with president and immediate past president for state meeting corsages
End of 2nd year – be sure chapter president's pin and chapter achievement award are on hand
As needed, handle chapter monies for Area 7 workshop, Founders' Day activities, other meal functions

CHAPTER PARLIAMENTARIAN

Qualifications:

1. Be a member in good standing at all levels
2. Have good attendance record at chapter meetings during the past biennium
3. Be familiar with *Robert's Rules of Order, Newly Revised* and with parliamentary procedure

Responsibilities:

1. Serve as a member ex officio, without vote, of the chapter executive board
2. Act as advisor to officers, executive board, committees, and members in matters pertaining to parliamentary procedure and to the *Constitution*, TSO Bylaws, and Epsilon Kappa Chapter Rules as requested
3. Attend Society meetings at all levels
4. Maintain a file or notebook of resources and records to pass on to the successor

CHAPTER IMMEDIATE PAST PRESIDENT

Qualifications:

1. Be a member in good standing at all levels
2. Have good attendance record at chapter meetings and executive board meetings

Responsibilities:

1. Provide guidance to the president concerning chapter policies and activities
2. Represent the president when requested
3. Serve as a voting member of the chapter executive board
4. Serve as a member of the Epsilon Kappa Educational Foundation Board of Directors
5. Serve as a member of the Finance Committee
6. Serve as a member of the Austin Coordinating Council
7. Attend Society meetings at all levels