CGCC  Phi Theta Kappa Officers

An officer must be a member of Phi Theta Kappa, in good standing, have a grade-point average of 3.2 (of better) and must be carrying a course load of six or more semester hours.

Officers must be able to commit to holding the position for the entire 2012-2013 school year.

The following positions are available:

**President**
- Preside over all meetings of the chapter
- Preside over all meetings of the executive board
- Prepare and make available agendas for all general meetings
- Appoint an officer familiar with the current activities to preside at a meeting in his/her absence
- Maintain an accurate copy of the chapter by-laws
- Make committee chair appointments upon recommendation from the Senior Vice President and/or the executive board
- Designate a representative for campus activities as necessary
- Assign chair positions for he Hallmark Awards
- Work closely with individual executive board members as needed

**Senior Vice President**
- Perform all duties of the President in the event of his/her absence
- Take roll at all meetings
- Coordinate all committees
- Head the committee reviewing the chapter by-laws
- Oversee the Vice President of Public Relations in the maintaining the chronological list for all chapter activities
- Maintain an accurate copy of the chapter by-laws
- Attend all executive board and general meetings and notify the President if he/she is not able to attend
- Work closely with individual executive board members as needed
- Any other duties assigned by the President

**Vice President of Service**
- Develop a comprehensive service program
- Chair or select chair person(s) for all service activities
- Provide written documentation of all service activities to the Vice President of Public Relations
- Maintain an accurate copy of the chapter by-laws
• Attend all executive board and general meetings and notify the President if he/she is unable to attend
• Work closely with individual executive board members as needed
• Any other duties assigned by the President

Vice President of Public Relations
• Maintain Phi Theta Kappa bulletin board and post flyers concerning upcoming chapter events
• Post general meeting minutes, agendas, upcoming events, and activities on Blackboard
• Assist chapter Secretary in maintaining a chronological account of all chapter events and activities each semester
• Act as liaison between the campus Public Relations Department
• Submit Phi Theta Kappa articles to the campus publications twice each semester and to local publications at least once each semester
• Prepare required reports for the regional and international organizations
• Maintain an accurate copy of the chapter by-laws
• Attend all executive board and general meetings and notify the President if he/she is unable to attend
• Work closely with individual executive board members as needed
• Any other duties assigned by the President

Secretary
• Take official minutes at all officer and general meetings
• Arrange for someone to take meeting minutes in his/her absence
• Provide copies of all minutes to the Vice President of Public Relations within 3 days of the meeting
• Assist Vice President of Public Relations with maintaining a chronological account of all Phi Theta Kappa events and activities each semester
• Assist Vice President of Public Relations with writing articles for campus publications twice each semester and a local publication at least once each semester
• Compose thank you letters for donations received
• Maintain an updated list of the executive board contact information
• Maintain an accurate copy of the chapter by-laws
• Attend all executive board and general meetings and notify the President if he/she is unable to attend
• Work closely with individual executive board members as needed
• Any other duties assigned by the President

Vice President of Fundraising
• Develop a comprehensive fundraising program
• Organize and coordinate fundraising events
• Submit a written report for each fundraising event to the Treasurer
• Maintain an accurate copy of the chapter by-laws
• Attend all executive board and general meetings and notify the President if he/she is unable to attend
• Work closely with individual executive board members as needed
• Any other duties assigned by the President

Treasurer
• Maintain an accurate record of funds established by the college
• Complete all monetary paperwork required for Phi Theta Kappa events
• Keep an updated report/spreadsheet of all finances, which shall be approved by the advisors before being made public
• Report chapter finances at each executive board and general meeting
• Maintain an accurate copy of the chapter by-laws
• Attend all executive board and general meetings and notify the President if he/she is unable to attend
• Work closely with individual executive board members as needed
• Any other duties assigned by the President