

## CANDIDATES FOR ELECTION AT THE 2012 CONVENTION OF PHI KAPPA PHI

### (Position Description)

#### **President-Elect**

Succeeds to the Presidency at the close of the Convention in 2014.

- attends the Board of Directors meetings twice a year (fall and spring)
- chairs the Finance and Budget Committee
- chairs the Convention Planning Committee
- chairs the Budget Advisory Review Committee (meets once per biennium)
- serves as a member of the Executive Committee
- serves as a member of the Human Resources Committee
- serves as a member of the Programs and Awards Review Committee (meets once per biennium)
- serves as an Ex-officio member of the Bylaws Committee
- presides at meetings of the Board of Directors in the absence of the President
- performs such duties as are assigned by the President

Must be an active member of Phi Kappa Phi and have knowledge of the Society, an appreciation for its mission and goals, and a commitment to its success. Serves a 2-year term as President-Elect, then two (2) years as President, and two (2) years as Immediate Past-President.

#### **Vice President for Marketing and Member Benefits**

Provides expertise in the areas of marketing and public relations.

- attends the Board of Directors meetings twice a year (fall and spring)
- chairs the Marketing and Member Benefits Committee
- serves as a member of the Finance and Budget Committee
- acts as a resource to the Marketing and Member Benefits Department at Society Headquarters
- performs such duties as are assigned by the President

Must be an active member of Phi Kappa Phi and have a background in marketing, publications, journalism, communications, corporate relations or other related fields. Can serve no more than two (2) consecutive two-year terms.

#### **Vice President for Fellowships and Awards**

Provides leadership to the Society's Fellowship and awards programs.

- attends the Board of Directors meetings twice a year (fall and spring)
- chairs the Fellowship and Awards Council (comprised of the five awards program chairs) which meets annually
- serves as a member of the Finance and Budget Committee
- serves ex-officio on all five awards committees
- serves as a member of the Programs and Awards Review Committee (meets once per biennium)
- appoints members to all awards committees in consultation with the President and program chairs
- performs such duties as are assigned by the President

Must be an active member of Phi Kappa Phi and have knowledge of the fellowship and awards programs and a commitment to their success. Can serve no more than two (2) consecutive two-year terms.

### **Vice President for Finance**

Provides expertise in the area of finance.

- attends the Board of Directors meetings twice a year (fall and spring)
- chairs the Investment Committee (convenes quarterly)
- serves as a member of the Finance and Budget Committee
- serves as a member of the Programs and Awards Review Committee (meets once per biennium)
- performs such duties as are assigned by the President

Must be an active member of Phi Kappa Phi and have a background in accounting, finance, economics, business, or other related fields. Can serve no more than two (2) consecutive two-year terms.

### **Vice President for Chapter Relations**

Provides leadership to the Regional Representatives and chairs the Chapter Relations Committee.

- attends the Board of Directors meetings twice a year (fall and spring)
- chairs the Chapter Relations Committee and shares in the work of the Committee
- presents the Chapter Relations Committee report to the Board of Directors and represents the interests of the chapters
- oversees the election of two (2) Vice Presidents for Students
- performs such duties as are assigned by the President

Must be an active member of Phi Kappa Phi and be elected by the Chapter Relations Committee at the 2012 Convention. Can serve no more than two (2) consecutive 2-year terms.

### **Vice President at Large (2)**

Represents members at large in Society governance.

- attends the Board of Directors meetings twice a year (fall and spring)
- serves as a member of any committee as needed or appropriate
- performs such duties as are assigned by the President
- provides leadership to members at large through the Society's various programs

Must be an active member of Phi Kappa Phi and have knowledge of the Society, an appreciation for its mission and goals, and a commitment to its success. Can serve no more than two (2) consecutive two-year terms.

### **Regional Representative for Chapter Relations**

Serves to represent the interests of the chapters in one of 5 regions (Northeast, Southeast, South Central, North Central, and West).

- serves as one of 5 voting Chapter Relations Committee members

- participates in electing a Chair to serve as Vice President for Chapter Relations
- participates in biannual committee meetings and additional meetings by teleconference
- works with chapter officers and the Chapter Relations Directors at Headquarters to strengthen Society chapters
- assists with training workshops and meetings with chapter officers and with other Board/Staff members to achieve the Society's goals and objectives
- participates in the review process for all new chapter petitions; recommends approval/disapproval of new chapters
- installs new chapters
- recommends chapter status change and charter withdrawal when necessary
- travels to chapters when invited or as needed
- performs such duties as are assigned by the Society President
- performs such duties as are assigned by the Vice President for Chapter Relations

Must be an active member of Phi Kappa Phi and have knowledge of the Society, an appreciation for its mission and goals, and a commitment to its success. Can serve no more than two (2) consecutive two-year terms. Must be elected by regional chapter delegates at the Convention.