

THE HONOR  SOCIETY OF  
PHI KAPPA PHI

## Chapter Officer Job Descriptions

As stated in the *Society Bylaws*:

- All Phi Kappa Phi members who serve as chapter officers must be active (dues paying) and affiliated with the local chapter.
- With the exception of Student Vice Presidents, officers shall not be students. Chapters may have *both* Student Vice Presidents and a Vice President who is faculty or professional staff.
- Additional offices may be established as the chapter may prescribe.
- The terms of chapter officers shall be for a two (2) year term, or until their successor is installed.
- The election of officers shall occur during the spring, and the chapter officer list will be sent to Headquarters no later than June 15.
- The chapter should send a delegate to each Society Convention, and additional training opportunities.

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### Chapter President shall:

- Serve one (1) two (2) year term, or until their successor is installed.
- Exercise general executive control of the chapter and bear the ultimate responsibility for the outcome of the year's activities.
- Plan the calendar of activities with the help of other chapter officers who make up the Executive Committee.
- Call and preside at all meetings of the chapter and the Executive Committee.
- Appoint committees deemed necessary or helpful in furthering the business of the Society.
- Delegate responsibilities to appropriate officers and committees.
- Ensure at least two business meetings are held each year.
- Vote on behalf of the chapter on ballots and other materials sent to the chapter by Society Headquarters.
- Supervise the handling of chapter funds (including the appointment of an audit committee).

- Arrange an orientation meeting for newly-installed officers and committee members immediately following their assuming office to ensure a smooth transfer of duties from outgoing to incoming officers. Provide the necessary information and materials to assist in this transition. Formulate goals for the upcoming year.
  - Oversee or designate the preparation of the Chapter Annual Report, Chapter Officer List, and Chapter Finance Report. See Did you Know #11 for deadlines.  
*NOTE : Outgoing chapter presidents are responsible for completing the Chapter Annual Report for their previous year of service and sending it to Headquarters by June 15.*
  - Fulfill the other usual responsibilities of the office of president.
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**President-Elect shall:**

- Serve one (1) two (2) year term, then assume the presidency at the end of the Chapter President's one (1) two (2) year term of office.
  - Succeed to the presidency in the event of death, incapacity, or resignation of the president.
  - Serve as chair of committees, as necessary.
  - Learn the chapter's operations and organization's goals throughout the term of office, so he or she may serve effectively in the role of chapter president when the time arises.
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**Immediate Past President shall:**

- Serve as a member of the Executive Committee.
  - Serve on any committees as needed.
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**Vice President shall:**

- Serve for one (1) two (2) year term, or until their successor is installed.
  - Preside at meetings in the absence of the President.
  - Perform the duties assigned by the President.
  - Serve as chair of committees, as necessary.
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**Student Vice President shall:**

- Term of office will vary depending on chapter and student's time at the institution. \*\* Encourage one (1) two (2) year term.
- Promote Phi Kappa Phi on campus to other students.
- Present and represent the "student-side" of Phi Kappa Phi when possible.
- Participate in chapter meetings.

- Assist in promoting the Phi Kappa Phi awards to various campus offices, to students, to faculty/staff, etc. when called upon.
  - Could be assigned specific duties, including, Webmaster or Assistant PR Officer. (Student officers may shadow other officer positions and act as assistants.)
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**Secretary shall:**

- Serve one (1) two (2) year term.
  - Maintain records for the chapter.
  - Keep and publish minutes of chapter and Executive Committee meetings to be presented to the succeeding Secretary.
  - Work with the Chapter President to complete the Chapter Annual Report and the Chapter Officer List.
  - Order all chapter supplies from Society Headquarters.
  - Maintain correspondence and other files requested by Society Headquarters and affairs of the chapter.
  - Prepare (with the assistance of the Registrar or committees) a list of eligible candidates to be voted on by the chapter.
  - Prepare materials and documents required for the initiation of candidates.
  - Forward all initiation material on new initiates to Society Headquarters three weeks prior to initiation or not later than 30 days following the initiation.
  - Send a list of new officers to Society Headquarters after election has been held, not later than June 15.
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**Treasurer shall:**

- Serve one (1) two (2) year term.
  - Receive, deposit and account for all monies received by the chapter from dues and other sources.
  - Pay all bills approved by the executive committee.
  - Send one check for all new members' national induction fees, along with Permanent Record of Election forms, and Transmittal checklist to Society Headquarters. See [Chapter Management FAQ](#) for deadlines.
  - Arrange for the investment of all funds not required for current operation.
  - Prepare an annual budget and arrange for an annual audit or review of the record books.
  - Prepare the Chapter Finance Report and submit it to Society Headquarters within sixty days after the close of the chapter's accounting period.
  - Obtain and complete necessary IRS tax forms.
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**Public Relations Officer shall:**

- Serve one (1) two (2) year term.
  - Disseminate news of chapter activities to the various media through news releases and articles.
  - Develop (or oversee the development of) chapter newsletters, Web sites and all other forms of chapter publications.
  - Submit news items to Society Headquarters to be used in Society publications and take whatever steps are deemed advisable to promote the purposes of the chapter and the Society.
  - Verify that the chapter's use of Society name and logo meet guidelines provided by Society Headquarters.
  - Serve as chair of Chapter Public Relations Committee.
  - Develop programs to increase awareness of Phi Kappa Phi on campus and in the community by working with the Publicity Coordinator at Society Headquarters.
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**Scholarships & Awards Coordinator shall:**

- Serve one (1) two (2) year term.
  - Receive and distribute materials regarding the various Phi Kappa Phi awards programs sent from Society Headquarters.
  - Work with the chapter PR Officer to promote and publicize Phi Kappa Phi awards programs to the proper constituents (students, faculty/staff, Study Abroad offices, etc.).
  - Coordinate all application submissions.
  - Chair the chapter awards selection committee.
  - Be certain all applications submitted to Society Headquarters are complete and submitted in time to meet the specific program deadline.
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**Administrative Assistant shall:**

- Term of office may vary.
- Assists chapter officers in the day-to-day operation of Phi Kappa Phi.
- Often receives the mailings and distributes them to appropriate chapter officer.
- Maintain chapter records and submit to Society Headquarters.
- Assist in preparation of mailings to active/inactive members.
- Maintain the chapter calendar.