



Golden Key International Honour Society



Duties of Chapter Officers

Officer Positions

PRESIDENT (Required)

- ♦ Organize, plan, and lead to ensure the perpetuation and overall **success** of the chapter.
- ♦ Work with the Chapter Advisor to plan a **calendar** of activities for the upcoming year.
- ♦ Plan regular **meetings** and prepare agendas for the officers; delegate responsibilities as necessary.
- ♦ Plan and prepare agenda for a **general chapter meeting** at least once per semester or per term.
- ♦ Coordinate the planning and implementation of the **New Member Recognition Event**.
- ♦ Meet with the other officers and the Chapter Advisor(s) to select new **Honorary Members**.
- ♦ Ensure that the chapter meets minimum **Chapter Standards** and achieves the chapter's targeted performance level.

VICE PRESIDENT

- ♦ Fulfill President's duties in the absence of the President and assists President in the completion of duties as needed.
- ♦ Coordinate executive board and committees to promote awareness of Golden Key on campus with key constituencies (members, Honorary Members & campus VIPs, prospective members, etc.) – particularly targeting eligible students during the annual **Membership Drive**.
- ♦ Ensure that the chapter meets minimum **Chapter Standards** and achieves the chapter's targeted performance level.

TREASURER

- ♦ Manage all financial transactions of the chapter with **guidance from the chapter Advisor**.
- ♦ Receive and distribute chapter funds.
- ♦ Work with the President and Advisor to prepare an accurate budget for the chapter within one month of the new academic year.
- ♦ Balance the chapter account and **report** to the chapter and Advisor at least once a month.
- ♦ Complete Accounting Reports as required by Headquarters

RECORDING SECRETARY

- ♦ Record and prepare the minutes of each executive board and chapter meeting to **distribute** to chapter leaders, Advisor(s) and appropriate Golden Key staff (minutes to the AD can be submitted in a batch every month by the corresponding secretary).
- ♦ Prepare and deliver the **New Member Recognition Event invitations** to the administrators and faculty.
- ♦ Mail all the **new member joining forms** and **fees**, which may have been hand delivered to the Advisor's office, to the International Headquarters by the membership deadline.
- ♦ Serve as chapter **archivist** with the assistance of the Chapter Advisor (unless there is a historian).

CORRESPONDING SECRETARY

- ♦ Distribute **messages** from the Chapter Advisor, the Chapter President, or other officers to all chapter members.
- ♦ Compose and send any chapter **correspondence** to university administrators and faculty, members, Honorary Members, alumni, campus student organizations, etc.
- ♦ Prepare and mail correspondence to **International Headquarters**.
- ♦ Send **Advisor and Officer Profile Forms** when new officers and Advisors begin terms and any time any contact information changes.

See other officer roles on reverse side...

*For assistance or questions, contact your Associate Director at the Golden Key International Headquarters
1.800.377.2401 or memberservices@goldenkey.org*

Additional Officer Positions

VICE PRESIDENT FOR MEMBERSHIP COMMUNICATION

- ♦ Coordinate and **implement initiatives** to reach current and potential members.
- ♦ **Promote** meetings and activities to the membership and campus-at-large.

VICE PRESIDENT FOR PROSPECTIVE MEMBERS

- ♦ Coordinate and implement a first-year student recognition program or year-long campaign focused on making first-year students aware of Golden Key's benefits.
- ♦ Promote Golden Key opportunities and benefits to non-members through information and advertising, i.e. book spaces for student organization fairs, flyer residence halls, etc.

HISTORIAN

- ♦ Oversee the completion of Activity Reports and Semi-Annual Reports.
- ♦ Obtain and organize important chapter documents for the chapter's future reference.
- ♦ Take **pictures** to include on the local chapter's independent website or in local publicity materials.

EDUCATION SERVICE DIRECTOR

- ♦ Investigate volunteer programs that represent a long term education and/or literacy-focused commitment.
- ♦ Plan and coordinate **two** (or more) education and/or literacy-focused service activities throughout the year.
- ♦ Coordinate a **service committee** and call committee meetings as necessary.

OUTREACH DIRECTOR

- ♦ Investigate member interest in non-education service opportunities.
- ♦ **Network and partner** with other student organizations with programs and activities.

SOCIAL DIRECTOR

- ♦ Plan and coordinate *at least one social activity* for chapter members per semester/term.
- ♦ Coordinate the **social committee** and call committee meetings as necessary.

ALUMNI DIRECTOR

- ♦ Plan and coordinate efforts to get alumni to update records and stay involved with the chapter.
- ♦ Prepare and send **chapter updates** to alumni members throughout the year.
- ♦ Prepare and send invitations for the **New Member Recognition Event** and other events to all area alumni.

PUBLIC RELATIONS DIRECTOR

- ♦ Coordinate all **publicity** for chapter activities and events in cooperation with the Vice President.
- ♦ Maintain good relations with campus and local **newspapers** and **radio stations**. Set up interviews as needed.
- ♦ Place **ads** and **public service announcements** in local media.
- ♦ Write and submit **press releases** for important chapter activities.
- ♦ Explore any creative methods of **advertising** or publicity to increase awareness about Golden Key.

HONORARY MEMBER LIAISON

- ♦ Prepare and send **chapter updates** to Honorary Members throughout the year.
- ♦ Inform Honorary Members and campus officials about **Membership Drive** initiatives.
- ♦ Prepare and send invitations for the New Member Recognition Event and other events to Honorary Members and important campus administrators. Follow up with a personal phone call.
- ♦ Ensure Honorary Member contact at least once per semester or quarter. Plan and coordinate *at least one Honorary Member activity* per semester/term (Honorary Member meal with members; wine & cheese social; guest speakers, etc.).

WEB MASTER

- ♦ Update and maintain the **local** Golden Key web page.
- ♦ Make sure the web page is **linked** to the Golden Key site – www.goldenkey.org
- ♦ Ensure that your chapter's information is correct and current on the Chapter Directory Page of www.goldenkey.org.
- ♦ Maintain chapter's Facebook Group (and/or any other social networking sites you choose).

NEWSLETTER EDITOR

- ♦ Create and edit **chapter newsletter** at least once per semester/term. The newsletter can be a web-based publication.
- ♦ Write and/or solicit articles for the newsletter.
- ♦ Ensure **distribution** of the newsletter to members, faculty, staff and your Golden Key Associate Director.