

## **SECTION 3**

### ***The Duties and Responsibilities of Chapter Officers***

As the leaders of a chapter, officers are the key to its success. They should be chosen for dependability, enthusiasm, and vision. Sponsors should instruct them thoroughly in their duties and confer with them often. The officers should seek to lead the other members rather than do all the work themselves. One goal should be to involve every member: active members are committed and feel a part of the chapter while inactive members soon become observers.

#### **1. President**

The president presides at the meetings; initiates activities and sees that they are carried out; appoints committees and sees that they function; lends continuity to the chapter; and makes sure that the jobs are distributed among as many of the members as possible.

#### **2. Vice President**

The vice president presides in the absence of the president. This officer confers with the president and the sponsor often and should be kept informed and involved in the activities.

The vice president may also assume the duty of program chair. This requires planning programs for the year, inviting speakers or making other necessary arrangements, and seeing that the programs are presented in good order. As a committed chapter officer, the vice president can chair particular committees as needed and provide leadership on particular projects and activities.

#### **3. Secretary**

The secretary keeps the minutes of the meetings, both of the business transacted and of the programs and activities. He or she sends out announcements of future meetings and minutes of previous meetings as well as invitations to prospective members. If the chapter has an attendance requirement, the secretary keeps a record of those members who attend meetings.

Other duties of this officer include corresponding with the Central Office by sending in the names of new members and reporting activities, being responsible for local speakers and for hosts and hostesses at each program, and possibly serving as chair for a particular activity or project.

#### **4. Treasurer**

The treasurer, in close consultation with the sponsor, handles all money matters relating to the chapter. He or she should administer chapter funds and keep the other officers apprized of the status of chapter finances. In the case of schools whose student associations support campus organizations, the treasurer should be responsible for obtaining and completing the necessary application forms.

Although the sponsor should be responsible for collecting and sending international initiation fees to the Central Office, the treasurer may be enlisted to help with the collection of any local chapter dues. The treasurer should also take an active role in any fund-raising projects in which the chapter engages.

## **5. Other Officers**

Depending upon the size and condition of the chapter, additional offices may be necessary. These offices may be assigned as needed, elected by the members, or simply entrusted to active members.

### **a. Historian**

Some provision must be made for keeping a permanent record of the chapter's activities. Clippings, rosters, programs, correspondence, etc., should be kept in some permanent form, perhaps in a scrapbook. In years to come, when those now on the scene have gone, these permanent records will become increasingly valuable. Perhaps the advice of a librarian or museum director would be helpful to the historian in preparing and keeping these records and documents.

### **b. Public Relations Chair**

A chapter should be as visible as possible. One member should be assigned the responsibility of keeping the news media—the school paper, the local paper, and radio and television stations—informed of programs, speakers, awards, and honors involving Sigma Tau Delta. This person should work closely with the school's public relations or news service office.

### **c. Activities Chair**

It is wise to have one person appointed who knows how to go about setting up activities through the university system. An activities chair can help the chapter to book rooms, make arrangements for food, make sure speakers have correct information, and check out equipment. School and community officials generally appreciate working with one contact person.

### **d. Membership Chair**

Many larger schools find it helpful to have one person designated to help the sponsor recruit new members and check qualifications. This person should be aware of dates of any university organization fairs, honors program days, and other school-wide activities. The membership chair can make sure that fliers and banners are posted and that announcements are made in all English classes at the beginning of each semester.

### **e. Technical Liaison or Webmaster**

Many chapters now maintain Web sites sponsored by their department, college, or university. This person can be charge of updating materials on that web page, notifying the Central Office of the Web site, linking the chapter to other chapters in the region, and assisting chapter members in accessing information on the Sigma Tau Delta international Web site, <[www.english.org](http://www.english.org)>.

## 6. Installation of Officers

- a. Officers should be installed in a formal ceremony at their beginning of their terms. For an installation ceremony for chapter officers, see appendix 5.
- b. To ensure that chapter records and information be transferred to new officers before that outgoing officers leave campus, officers for the next year should be installed at the end of each school year.
- c. For a brief description of each position's duties, each officer can be given a copy of *A Brief Guide to Sigma Tau Delta*, available online at:

<[www.english.org/pdf/manuals/brief\\_guide.pdf](http://www.english.org/pdf/manuals/brief_guide.pdf)>.

## 7. Reports to the Central Office

Students officers should work with faculty advisors in completing several reports which are sent to the Central Office each year (*Please note: Items a and b are mandatory.*).

- a. Membership Enrollment Forms. No one is a member of Sigma Tau Delta until their name and induction fee have been entered with the Central Office. The information must be typed and submitted according to the instructions in appendix 4.
- b. Annual Chapter Report. Near the end of each school year, be sure that the chapter completes and submits the "Annual Report Form" to the Central Office. **The Sigma Tau Delta Constitution, (Article VIII, Section III) requires that a chapter submit this information as requested by the Executive Director.** This information allows the Central Office to keep updated records for communication and awards purposes.
- c. Outstanding Chapter Applications. Active chapters are encouraged to document and report their activities and apply for "Outstanding Chapter Awards" as appropriate. Several cash awards may be announced each year at the international convention. Applications are due early each spring, so outgoing offices should complete their applications before turning records over to new officers.
- d. Chapter News. Any chapter that has a successful activity is invited to "Toot your Own Horn" by submitting a report of your successful event to the publisher of the *ΣΤΔ Newsletter*.
- e. Outstanding Sponsor Awards. **The Sigma Tau Delta/Elaine W. Hughes Outstanding Sponsor** award is given annually to recognize a sponsor who gives generously of time, talents, and creativity. The award recognizes a sponsor and mentor who fosters a spirit of scholarly exchange in the local chapter. The award is named in honor of Elaine W. Hughes of the University of Montevallo, former Southern Regent, Vice President, and President of Sigma Tau Delta. Students may nominate their sponsors and submit their letters of nomination to the Central Office. Judging will be done by the chapter development committee, including the students representing each region.
- f. Instructions for submitting reports and awards applications are available each spring by mail from the Central Office and online at <[www.english.org](http://www.english.org)>.