

## Alpha Rho Lambda Chapter Officer Roles and Responsibilities

**Officers:** All officers must be members of Phi Theta Kappa, in good standing, have a cumulative grade point of 3.25 (add 3.5 stipulation) and must be actively enrolled at JC. All officers must assist in a particular project, such as membership campaigns, community service projects, leading workshops Honors in Action projects and College Projects. All officers must attend Induction Ceremonies. All officers must make every attempt to attend PTK meetings, unless excused by the President and/or Advisor prior to the meeting.

All officers must work together to create and implement new ways to increase Phi Theta Kappa knowledge and chapter participation, e.g., maintaining membership list, contacting members, conduct information sessions are the responsibilities of all officers. All officers must complete 5 star competitive edge during their officer term.

### President

- Represent the organization
- Preside, call, and conduct meetings
- Oversee responsibilities of other officers with chapter advisor
- Preside at Induction Ceremonies
- Assist advisor with completion of HIA and college projects
- Meet frequently with Chapter Advisor for information updates and status

### Vice President of Leadership

- Perform all duties of the president in the event of their absence
- Take roll at all meetings
- Keep meetings focused on each agenda item, preventing side-bars and rabbit trails
- Hold Competitive Edge Workshops for new members
- Serve on Academic integrity and other designated committees to represent PTK

### Vice President of Communications

- Take, maintain, and send out minutes of all Chapter meetings and project events to all members
- Email members re: meetings, workshops, and other initiatives.
- Maintain current email and phone numbers for all those members who wish to be active and for all members to whom information should be shared, even without their active engagement
- Set up List Serves for Active Members, Officers
- Coordinate information with all officers that need Chapter distribution through email
- Coordinate, maintain active Facebook and other media forms of Chapter communication, upload photographs, event flyers, and other event information in a timely manner (in coordination with Public Relations VP) and distribute to all members.

**Vice President of Scholarship**

- Play a vital role in the Honors in Action (research) project.
- Coordinate with other officers the components of the Honors In Action project.
- Work with members to promote and continue their academic success
- Encourage scholarly fellowship at all levels of the organization
- Study, understand, and promote Phi Theta Kappa scholarship applications and completion of JC foundation membership scholarships in coordination with the chapter advisor scholarship writing workshops
- Distribute information and act as College Fish advocate and workshop leader
- Work with President on visibility of PTK on campus.

**Vice President of Service**

- Coordinate all participatory activities, associated with the College Project and Honors in Action Project
- Serve as liaison with Chapter Advisor and President in responding to requests for service at both college and community related events (e.g., meeting with University of Michigan graduate students in Post-Secondary Leadership Masters Program; assisting student organizations with area and statewide events—SI Convention in May)
- Lead and promote college-wide participation in the Better World Books fund raiser, checking collection boxes, packing, and shipping boxes
- Plan and organize chapter events such as membership drives, social/fellowship events and awareness week.

**Vice President of Public Relations and Historian**

- File and organize all Chapter records (minutes, flyers, fellowship events, convention materials, etc.)
- Work with Marketing Office to display Chapter awards
- Draft and submit Press Releases, in coordination with Chapter Advisor and JCC Marketing to all area newspapers and high schools as needed
- Prepare and maintain the Chapter scrapbook
- Coordinate, maintain active Facebook and other media forms of Chapter communication, upload photographs, event flyers, and other event information in a timely manner (in coordination with Communications VP)

**Vice President of Clyde Le Tarte Center Campus, Hillsdale**

**Vice President of JC@LISD Tech, Lenawee**

- Hold Orientations for Prospective New Members at designated campus
- Distribute all Chapter information re: flyers and other materials on respective campuses
- Provide Scholarship assistance and information, as requested from students enrolled on these campuses
- Coordinate and lead all 5 Star Competitive Edge and College Fish Workshops at Hillsdale and Lenawee campuses respectively
- Communicate with students at Hillsdale and Lenawee fellowship activities and hold chapter informational sessions as projects arise
- Expand Honors in Action and College Project participation at your designated campus.