Responsibilities of Tau Sigma Chapter Officers

A Tau Sigma chapter is successful only with the efforts and dedication of many individuals. The officers of each chapter provide that support. Each chapter should have a president, vice president, secretary, and treasurer. Other positions may be created as necessary for each chapter. These individuals are responsible for providing leadership by creating a strategic plan for recruiting and inducting new members and providing opportunities for the members to involve themselves in activities on campus and in the community.

Below is the recommended Tau Sigma officer structure:

**President**
The president prepares the agenda for all officer meetings and chapter meetings. He/she leads all meetings and is responsible for the planning and execution of the induction ceremony each year.

**Vice President**
The vice president is responsible for any special projects with which the chapter is involved. Examples include assisting with transfer student orientation and helping recruit transfer students. The vice president also should be able to assume the responsibilities of the president if the president is unable to attend a meeting or event.

**Secretary**
The secretary is responsible for keeping attendance and minutes at all meetings and functions. The secretary also organizes all community service projects.

**Treasurer**
The treasurer is responsible for keeping up with the finances of the chapter. The treasurer also should prepare an annual budget. Other responsibilities of the treasurer include planning socials for the chapter and possibly coordinating chapter publicity (flyers, t-shirts, etc.).

**Director of Communications and Outreach**
The Director is responsible for all media and advertising for the chapter. Projects include moderating the Facebook page, creating and drafting fliers, and event coordination with the President and Vice President. The Director is responsible for communicating with the webmaster to keep the on-line information up-to-date as well.