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 assisting the President as well as assuming the responsibilities of the President if he/she is unable to attend a meeting or event.

**Secretary**
The Secretary is responsible for keeping attendance and minutes at all meetings and functions.

**Treasurer**
The Treasurer is responsible for keeping up with the finances of the chapter. He/she should also prepare an annual budget.

**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 flyers, and event coordination with the Social Chair.

**Social Chair**
The social chair is responsible for any social activities with which the chapter is involved. This includes all planning/logistics and collaboration with other departments/student organizations on campus.

**Community Service Chair**
The Community Service Chair is responsible for any service projects with which the chapter is involved. The goal is to have at least 2 community service events each semester. Responsibilities include all planning/logistics and collaboration with other departments/student organizations on campus.