

# **Sigma Zeta Officer Duties and Responsibilities**

Below are the Officer Responsibilities from the Chapter's Bylaws:

## **CHAPTER 5. Officers**

Section 1. All officers must be members of Phi Theta Kappa, in good standing, maintain a Grade Point Average of 3.25, and be enrolled as a credit Lane Community College student carrying a course load of six (6) credit hours per term (fall, winter, and spring).

Section 2. The Sigma Zeta Chapter of Phi Theta Kappa shall have the following officers: President, President Elect, Vice President (2), Communications Officer. The Past President shall serve as an ex-officio officer. Any regional or international officers active in the chapter shall also serve as ex-officio officers. A member of the alumni chapter may serve as an officer. The chapter may appoint additional officers.

Section 3. The duties of the President shall be as follows:

- a. Preside over all business meetings.
- b. Appoint and establish any necessary committees.
- c. Vote only in case of a tie.
- d. Serve as an ex-officio member on all committees.
- e. Present business to the organization.
- f. Represent the organization at all times.
- g. Appoint a committee to review and/or revise the chapter bylaws annually.
- h. Appoint a committee to prepare the Annual Report to be sent to Headquarters each spring.

Section 4. The duties of the President Elect shall be as follows:

- a. Perform all duties of the president in the event of his or her absence.
- b. Take roll at the meetings.
- c. Supervise the activities of the vice presidents.
- d. Head the committee reviewing the chapter bylaws and the annual report.
- e. Become president in the event the president cannot complete his or her term.
- f. Assume position of president in second year of office.

Section 5. The duties of the Vice President(s) shall be as follows:

- a. Coordinate activities related to the Honors topic.
- b. Provide documentation and other records of Hallmark activities.
- c. Coordinate all committees.

Section 6. The Communications Officer shall:

- a. Take and distribute minutes of meetings.
- b. Maintain records of the meetings.
- c. Maintain a file of chapter correspondence.
- d. Maintain a complete record of Chapter activities.
- e. Serve on the committee to prepare the Annual Report to be sent to Headquarters each spring.

Section 7. Other duties shall be distributed based on individual skills and interests.

During the summer, the chapter officers and active team leaders created a more understandable list of the roles and responsibilities. These are listed here:

#### **PRESIDENT**

- Oversee chapter operations: prepare meeting agendas, lead meetings, monitor five-star goals, oversee regional and international award entry preparation
- Promote chapter activities within the community, in the region, and on campus.
- Reports to the chapter and the advisor

#### **PRESIDENT ELECT**

- Shadows, assists, and follows the chapter president
- Reports to the president and the chapter

#### **VICE PRESIDENTS**

- Coordinate activities related to the Honors Study Topic
- Oversee Hallmark award entries
- Provide documentation and feedback on projects
- Coordinate and oversee committees
- Share in member recruitment
- Actively promote the chapter


#### **COMMUNICATIONS OFFICER**

- Responsible for communication within the chapter
- Takes minutes and distribute them to all members
- Responsible for bulletin boards on campus
- Responsible for maintaining applications on campus
- Design and distribute posters
- Oversee web content
- Oversee monthly newsletter preparation and dissemination

#### **GENERAL FOR ALL OFFICERS**

- Take an active part in activities
- Regularly attend meetings
- Maintain regular office hours
- Participate in committees
- Perform class raps
- Support other officers and the chapter

NOTE: The last one for all officers was meant to include the active team leaders.



What is the strongest, most important part of this team:

<http://amazingacts.blogspot.com/2008/07/dont-try-this-at-home.html>

Below are some chapter officer roles and responsibilities from the 2008 Phi Theta Kappa Chapter Officer Leadership Academy that was held in Philadelphia, PA.

#### PRESIDENT

- Prepare meeting agendas and lead meetings
- Appoint and establish necessary committees
- Vote only in the case of a tie
- Develop goals for the chapter with help from other officers and advisors
- Submit Five-Star Goal and Update Forms online
- Oversee chapter projects
- Oversee award entry preparation
- Report successive officers to Headquarters

#### VICE PRESIDENT OF SCHOLARSHIP

- Oversee all Honors Study Topic activities
- Coordinate the chapter's participation in the Honors Seminars
- Encourage and recognize academic excellence
- Coordinate the preparation of the Scholarship Hallmark Award entry

#### VICE PRESIDENT OF LEADERSHIP

- Direct the chapter in the use of parliamentary procedures for meetings
- Oversee all leadership activities
- Encourage the development of leadership skills
- Coordinate the preparation of the Leadership Hallmark Award entry

#### VICE PRESIDENT OF SERVICE

- Report the chapter to Headquarters as a Chapter of Service
- Oversee all International Service Program activities
- Develop activities that promote volunteerism and community service
- Coordinate the preparation of the Service Hallmark Award entry

- Headquarters is moving to *Honors in Action*, so we are on track with our VPs working jointly on Hallmarks.
- Lane does not allow students to have access to finances, and that is why we do not have a treasurer position.
- In the past, our chapter shared the PR responsibilities.

#### VICE PRESIDENT OF FELLOWSHIP

- Encourage scholarly fellowship at all levels of the Society
- Implement strategies to increase membership acceptance
- Manage the chapter's participation in the Pinnacle Award Program
- Coordinate the chapter's member participation program

#### SECRETARY/RECORDING OFFICER

- Take and present minutes at each chapter meeting
- Maintain the chapter calendar of events
- Maintain a record of chapter events, including photos, flyers and newspaper articles, for the Chapter Record Book
- Compile and update contact information for members

#### TREASURER

- Maintain a financial account for the chapter
- Receive all money
- Keep a set of financial records to be audited and authenticated at the end of the officer term
- Present the chapter's financial records at business meetings
- File all financial records in the chapter's official files at the end of each academic term.

*Note: Many colleges require that a chapter advisor approve expenditures. Officers should consult the advisor to determine the college's policies on finances.*

#### PUBLIC RELATIONS OFFICER

- Promote the chapter at all levels of the Society
- Write and submit articles to campus and community newspapers
- Produce issues of the chapter newsletter
- Oversee the development and updates to the chapter website
- Take photographs at all chapter events



## BUILDING A TEAM

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### BUILDING A TEAM: TWELVE TACTICS

In the Phi Theta Kappa *Leadership Development Studies*, Ellen Belzer gives “Twelve Ways to Better Team Building.” Belzer suggests that the most important task of a leader is to unify the group and inspire a sense of oneness, while making each team member feel valued. Read on to learn about the tactics Belzer recommends, adapted here just for Phi Theta Kappa chapters!

1. **Get Personal.** Everyone is there for a different reason, so find out why each new officer decided to accept the challenge of his or her leadership role. Personal agendas can affect the outcome of any group, and finding out in advance what each person is looking for can help ensure each person’s personal goals are met through the success of the team.
2. **Go for the Goals.** Defining a mission, and then setting and following through on goals is key to making real achievements in your chapter. Keep in mind, however, that flexibility is a must! While certain individual goals may change through the course of a semester, your team should stay focused on its mission.
3. **Clarify Who’s Who.** Many times power struggles within a team are caused by a lack of clearly defined roles. When each person knows exactly what he or she is responsible for, unnecessary rivalries can be avoided.
4. **Make it Official.** Give your group a sense of identity for their project. Instead of saying, “Mary and Joe, plan a fundraiser,” ask your team if anyone would like to lead the chapter’s fundraising campaign. Consider an official title for this leadership position as it will make the role more attractive to volunteers.
5. **Draw Up a Game Plan.** Make sure everyone knows what he or she – and the other team members – should do to achieve the team’s goals. Knowing what everyone else is contributing fosters better communication and interaction within the group.
6. **Use “Group” Speak.** Using “we” and “our” instead of “I” and “me” emphasizes that everyone has a stake in the outcome of projects. “Group” language gives team members a sense of ownership in what they are doing.
7. **Share the Wealth – of Information.** Knowledge doesn’t necessarily equal power. Withholding information can actually diminish a leader’s position in their group. Learn to be generous with facts regarding the background, priorities and impact of your team’s projects.
8. **Build Strong Lines of Communication.** Critical information about projects can fall through the cracks if team members do not stay in frequent contact. Make sure chapter officers and members know the dates and times of meetings, how to reach each officer and who is authorized to make emergency decisions between chapter meetings.
9. **Make a Play Date.** Plan fun activities and informal meetings to encourage the development of a strong bond in your group. And don’t forget the snacks! The simple act of eating and together can help create a psychological “family” connection.
10. **Encourage Team Spirit.** When a group has done well, praise the entire group instead of singling out one person. This reinforces the fact that they are all in it together. If a particular team member has done exceptionally well, pull him or her to the side for individual recognition.
11. **Tickle the Team Funny Bone.** Humor can break tension and make your group more cohesive. When a team laughs together, they feel a stronger bond with each other.
12. **Every Opinion Counts.** A non-threatening atmosphere is a key ingredient of camaraderie and creativity. Let everyone know that there are no wrong answers and that all ideas are important. When possible, make decisions by a group consensus rather than a vote; voting is divisive because one side always loses. Create a brainstorming environment where all team members feel comfortable contributing their ideas.

Using effective team building techniques ensures that the group experience is both happy and productive.

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Adapted from Twelve Ways to Better Team Building  
By Ellen Belzer  
Phi Theta Kappa *Leadership Development Studies*