**FAYETTEVILLE ALUMNAE CHAPTER**

**DELTA SIGMA THETA SORORITY, INC.**

***Elected Positions***

**Role & Responsibilities**

**ROLES AND RESPONSIBILITIES**

**PRESIDENT:**

It shall be the duty of the President to:

1. Serve as Chairperson of the Executive Committee and Executive Board;
2. Preside over meetings;
3. Enforce the Governing Documents of this organization (Constitution and By-laws, FAC Policies and Procedures, DST Chapter Management Handbook, Robert Rules of Order <newly revised>)
4. Appoint committees and solicit/appoint committee chairs;
5. Perform such ceremonies of the chapter as may be necessary and appropriate;
6. Distribute and interpret materials from Grand Chapter;
7. Strengthen public relations and maintain cooperative relation with other organizations;
8. The President shall review all public notices/news releases prior to distribution to the public.
9. Serve as a member of the Policies and Procedures and Finance Committees and as ex-officio member of all other committees, except the Nominating Committee, with whom she may meet at its request.
10. Exercise all powers and duties generally pertaining to the office of President;
11. The President shall make no motions and will only vote in matters of secret ballot and/ or to break a tie vote.
12. Activate the calling post for urgent business as needed.

**1st VICE-PRESIDENT:**

It shall be the duty of the 1st Vice-President to:

1. Schedule and or provide information for necessary training (i.e.

DID, MIT, Advisor’s Training).

1. Serve as member of the Policies and Procedure Committee;
2. Serve as Chair of the Program Planning and Development Committee:
3. Assist with the development and implementation of reclamation
4. Serve as Leader of the Minerva Circle.
5. Perform all duties of the office in the absence, incapacitation, or at the request of the President with the exception of fiduciary duties. 1st Vice President cannot perform the fiduciary duties of the President.

**2nd VICE-PRESIDENT:**

It shall be the duty of the 2nd Vice President to:

1. Serve as Chairperson of the Membership Committee;
2. Serve as a member of the Policies and Procedures Committee;
3. Perform specified duties of the 1st Vice President in event of absence and/or at the request of the President.

**RECORDING SECRETARY:**

It shall be the duty of the Recording Secretary to:

1. Maintain accurate records of the meeting and record all votes;
2. Maintain a record of attendance;
3. Record minutes in ink or typed and bound in a permanent book;
4. 4. Submit minutes to the President for final approval prior to dissemination;
5. Ensure that the minutes are not destroyed or altered unless approved by the body in the form of a motion or general consent.
6. Electronically record and store the proceedings of chapter meetings and other meetings requested by the President.

**ASSISTANT RECORDING SECRETARY:**

It shall be the duty of the Assistant Recording Secretary to:

1. Maintain a current and accurate spreadsheet of all financial members’ information to include: name, address, phone number, email address, date of birth, year and chapter of initiation;
2. Update the chapter directory and distribute it annually along with the Chapter Calendar no later than September’s chapter meeting of each Sorority year;
3. Perform specified duties of the Recording Secretary in event of absence and/or at the request of the President.

**CORRESPONDING SECRETARY:**

It shall be the duty of the Corresponding Secretary to:

1. Check the chapter mailbox three (3) or more times per week;
2. Send out mass mailings;
3. Perform all other duties pertaining to the office that may be required; contact all committee chairs when necessary;
4. Notify the President on a regular basis of any and all correspondence received and assist the President in coordinating times to deliver urgent correspondence;
5. Submit a current correspondence report at each Executive Board Meeting detailing the date the correspondence was received and a summarization of each correspondence;
6. File all correspondence in the chapter’s Corresponding binder;
7. Ensure that chapter minutes and executive board minutes are only mailed to members on the no email list.

**ASSISTANT CORRESPONDING SECRETARY:**

It shall be the duty of the Assistant Corresponding Secretary to:

1. Be available at the designated times set by the President to receive calls and to relay chapter information to members with no internet access. Those members will be responsible for calling in during the designated times. This method is subject to change as deemed necessary by the President;
2. Secure meeting location for Executive Board;
3. Email chapter communications to the chapter list serve;
4. Perform specified duties of the Corresponding Secretary in event of absence and/or at the request of the President.

**FINANCIAL SECRETARY:**

It shall be the duty of the Financial Secretary to:

1. Assist the Treasurer in all bookkeeping duties;
2. Perform all duties of the Financial Secretary in accordance with guidance as outlined in the Fiscal Officer’s Manual;
3. To receipt all money;
4. To keep a record of all income and disbursements;
5. Serve as a member of the Finance Committee.

**ASSISTANT FINANCIAL SECRETARY:**

It shall be the duty of the Assistant Financial Secretary to:

1. Assist in the collection of funds if needed;
2. Serve as a member of the Finance Committee;
3. Perform all duties pertaining to finance in the absence of the Financial Secretary, with the exceptions of signing checks and depositing money.

**TREASURER:**

It shall be the duty of the Treasurer to:

1. Maintain accurate records of deposits and disbursements of funds;
2. Maintain disbursements and accounting records as provided in the financial policies and procedures established by the Chapter;
3. Submit financial statements for the Sorority when necessary and present a tentative budget after receiving a statement of committees’ anticipated expenditures for the year;
4. Perform all duties of the Treasurer in accordance with guidelines as outlined in the Fiscal Officer’s Manual;
5. Serve as chairperson of the Finance Committee.
6. To ensure that the internal controls are adhered to and the financial policies are implemented

**ASSISTANT TREASURER:**

It shall be the duty of the Assistant Treasurer to:

1. Assist in the collection of funds if needed;
2. Serve as a member of the Finance Committee;
3. Perform all duties pertaining to finance in the absence of the Treasurer, with the exceptions of signing checks and depositing money.

**NOMINATING COMMITTEE**

It shall be the responsibility of the Nominating Committee to:

1. Ensure that all candidates for elected office/position meet all required qualifications and obtain written consent from each candidate to serve if elected.
2. Request and accept nominations from Chapter members up until one month prior to election month; The Nominating Committee shall specify the deadline.
3. Verify requirements and candidates’ qualifications for office and obtain written consent from each candidate to serve if elected;
4. Submit a list of names of candidates and written summaries of their qualifications to the chapter at least 15 days prior to elections.
5. Shall provide to members notice of all vacancies, requirements, and time lines for filing at least 60 days prior to the election.

**Internal Audit Chair:**

It shall be the duty of the Internal Audit Committee to:

1. Conduct quarterly audits of the chapter’s financial books and records with recommendations.
2. Adhere to the Internal Audit Procedures
3. The Chair of the Internal Audit Committee shall be elected.