



## Duties of Chapter Officers

Chapter officers may organize themselves in the manner best suited to their particular chapter. The following are suggested duties associated with each role of chapter leadership. For effective operation of the chapter and succession year-to-year, it is important that officers' terms of office do not all expire the same year.

### **President**

The president should reside over chapter activities, take responsibility for appointing delegates to the Annual Meeting, and respond on behalf of the chapter to non-routine requests, inquiries, or opportunities from Sigma Xi Administrative Offices or the Board of Directors. Chapter presidents are encouraged to arrange an informal exchange of information with other chapters in your region. The Annual Meeting provides one such occasion for such contact. However, chapter presidents should arrange similar contacts and informal exchanges of information on a regular basis. For example, one or more officers from neighboring chapters may be invited to installations, initiation banquets, or visits by Sigma Xi lecturers. In planning the annual program of activities it may be desirable for program chairpersons from neighboring chapters to share past experience and coordinate future activities (e.g. in sharing the expense of a Sigma Xi lecturer who can visit each chapter in turn on a single visit). Periodically, chapters get into short-term or long-term difficulties, which could be eased by help from neighboring chapters. Such help may begin very simply by an informal meeting of officers over a meal.

### **Vice President (President-Elect)**

In the absence of the president of the chapter, the president-elect assumes the responsibilities of president. Therefore, it is essential that these two officers maintain close communication on the operations of the chapter in order to provide for smooth operation of the chapter in the president's absence. In addition, in many chapters, the president-elect also serves as the program chair for the chapter, and in this capacity initiates and carries out the chapter's activities for the year. In undertaking this responsibility, the president-elect should be familiar with the activities that have been sponsored by the chapter in the past, for example, the scheduling of the initiation banquet, lecturers, awards, etc. Perhaps more importantly, the president-elect should explore new activities for the chapter that may be of interest to the chapter's membership.

### **Secretary**

The secretary of a chapter is usually the individual primarily responsible for maintaining the regular flow of information to and from other officers, the membership and Sigma Xi Administrative Offices. Larger chapters find it essential to the efficient functioning of the

chapter to hire part-time secretarial assistance. In those chapters that employ paid or voluntary administrative help, this is normally an extension of the secretary's work, and is under the secretary's supervision.

**Treasurer**

The treasurer is responsible for all matters involving the transfer of funds between the chapter and headquarters and is responsible for filing a Treasurer's Report with Sigma Xi.

**Contact Officer**

It is IMPERATIVE that a chapter name a contact officer as this is the officer that will be listed as contact for the chapter on the Sigma Xi website and will be contacted if Sigma Xi Administrative Offices receives a chapter inquiry. The Contact Officer can be the President, Vice President, Secretary or Treasurer. Notification of who the chapter Contact Officer is should be provided to Chapter Services (chapters@sigmaxi.org) no later than July 1 annually.