Duties of the Officers.

PRESIDENT
- call and preside at all regular meetings, and to approve on order of a quorum of the chapter all amendments presented against the organization.
- have the final say for any changes to the by-laws, as requested and voted upon by the active members.
- review all candidates eligible for initiation with the Faculty Advisor, and send a letter to the National Chapter for approval
- attend all meetings called upon by the Student Government/Chancellor, and work with matters dealing with the Student Activities Organization
- have access to the chapter account to pay off any expenses or take out money, and deal with money donations for the chapter
- attend the annual National Convention
- review the by-laws with the rest of the Executive Board for any updates
- recite rituals during initiation

VICE PRESIDENT
- call and preside at all regular meetings in the event that the President is unable to attend and to act as President pro-tempore in case of the resignation or disability of the latter
- be in charge of requesting all necessary information from the National Secretary-Treasurer, such as Condensers, pamphlets, and other documents from Nationals
- deal with help the President in matters of donating money to the chapter
- review meeting agenda with President
- recite rituals during initiation ceremony

RECORDING SECRETARY
- take notes at all meetings
- update e-mail distribution lists in Pi Tau Sigma account
- present the minutes of the meeting sent to all active members via electronic mail or documents
- keep all past meeting minutes filed for future reference
• keep a separate list of all ideas for projects and extra expenses brought up in the meetings
• pass along information to persons in charge of website and showcase

CORRESPONDING SECRETARY
• keep contact with all active members and the National Council
• keep all member information, and update index cards as needed
• compose letter to all eligible candidates for initiation
• complete all National forms
• update databases of students (current, initiates, alumni)

TREASURER
• keep track of the balance in the chapter's account, located in the Student Activities Office (ledger book)
• collect all currency/checks for deposit
• request checks for payments/reimbursements
• file all receipts and transactions
• correspond with the Corresponding Secretary when paying for National fees and initiate keys
• predict the expenses for the following semester, and any necessary revisions to the amount of dues

ACTIVITIES COORDINATOR
• coordinate all activities of the chapter
• locate rooms for holding general and initiate meetings and arranging for audio-visual equipment
• order food/drinks/supplies for meetings
• keep a list of all member and initiate projects
• organize sign-up lists for banquet, make reservations