PRESIDENT
Shall preside over all business meetings; appoint and establish any necessary committees; vote only in case of a tie; serve as an ex-officio member on all committees; present business to the organization; represent the organization at all times; develop goals for the chapter with the help of the advisor and the other officers.

VICE PRESIDENTS

Scholarship Team
Responsible for the chapter's implementation of Honors Study Topic and faculty and student recognition programs. The Scholarship Team may also provide information to members regarding scholarship opportunities and overseeing the facilitation of any chapter-sponsored scholarships.

Leadership Team
Responsible for the coordination of officer elections. This includes ensuring proper procedures are followed in the next officer election as well as planning officer training. The team may also be responsible for planning any chapter-sponsored leadership activities for the chapter, campus, and/or community.

Fellowship Team
Responsible for overseeing implementing the chapter's social activities, arranging fellowship meetings with other chapters, and coordinating travel to official Phi Theta Kappa functions with advisor's supervision. The team maintains relationships with other organizations and faculty on campus and forges ties with the community surrounding the college.

Service Team
Responsible for overseeing implementing of the Society's International Service Program and any other selected service activities. The team maintains a liaison with the appropriate college and community officials to facilitate all chapter service projects on campus and in the community.

Membership Team
Assists the chapter advisor in inviting students who are eligible for Phi Theta Kappa membership, supervising orientation, and induction of new members, and contacting members about meetings and chapter activities. The Membership Team may also be responsible for overseeing meetings for night students or others who cannot attend regular meetings.

Treasurer / Finance Coordinator
Open and or maintain a bank account for the chapter; receive all money and write all checks; keep a set of books, which shall be audited and notarized before the office is relinquished; present a financial report at each business meeting; place all records in the official files of the chapter at the end of each academic year.

Recording Secretary
Responsible for the minutes of the meetings; read minutes of the meetings; maintain records of the meetings; maintain a file of chapter correspondence; serve on the committee that prepares the Chapter Annual Report submitted to Headquarters; notify chapter member(s) whose grade point average falls below the minimum standard established by the chapter with advisor's approval; place all records in the official record book at the end of each academic year.
**Historian / Yearbook Production**

Attend all functions, events and projects in an effort to develop a historical record of what the chapter has been involved in and accomplished.

**Five-Star Development**

Develop a time-line of the chapter's events, projects, and functions. Keep track of and report the progress of the chapter's progress toward the Five-Star goal. Submit required paperwork to Regional and International Headquarters.

**Public Relations Coordinators**

Keep a full record of the chapter functions; send press releases, whenever necessary, to all area newspapers; send news report forms to the Regional Coordinator and/or regional newsletter editor; develop a chapter newsletter to be distributed to faculty, staff, administration, and members.