



Every chapter will have different responsibilities associated with exec. positions – use this as a starting point and an example for what types of information to include, and then build on this concept so that it works for your chapter!

**DESCRIPTION**

You are responsible for running meetings, delegating tasks, communicating with the exec board and Heather (advisor) and organizing major events. Set a meeting time at the beginning of the year, and STICK TO IT! You are also responsible for overseeing the voting for Mortar Board awards for the honors banquet during Spring Term and for organizing and running initiation, elections, and member selection.

Mortar Board Awards: Get award descriptions from Heather at the beginning of April and send a note to the faculty and staff asking for nominations by the third week of the month (I'd even do a week before that, if you can). Vote no later than the first week of May and get the winners' names to Heather ASAP after you vote. To vote, print out (or read aloud) each nomination and have members go over them and discuss. If a member is nominated, he or she is ineligible to vote or to hear discussion of candidates. Ask those members to leave the room.

**CONTACTS**

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**NOTES**

Flag football went well this year, but I'm not sure I'd make it an annual thing. I think now that we've made ourselves a bigger presence on campus we can go a little bigger with our events.

APA (club on campus) is working with several reading charities – I'd love to see a partnership form between them and Mortar Board. They're into the idea, too, and are expecting us to contact them in the fall.

Terrie Saline (in the career center) was GREAT. Use her as a resource a lot more next year. Could some kind of partnership form between MB and the Career Center? I think so. Make resume workshops and personal statement workshops an annual thing, or do one every term, maybe.