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| **Position**  | **Job Description** | **Requirements** |
| **President** | * Required to preside at the meetings of the chapter.
* Serve as the official representative of the chapter at school and community functions.
* They shall help keep a record of members’ contribution to chapter service projects.
 | * Top 5 in the class
* Second year member
* Give a speech at the induction ceremony
* Collect member community service trackers
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| **Vice President** | * Required to preside in the absence of the president at the meetings of the chapter.
* Keep a record of members’ contributions to leadership and service.
 | * Second year member
* Give a speech at the induction ceremony
* Collect member community service trackers
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| **Secretary**  | * Required to keep the minutes and attendance records for meetings .
* Responsible for all official correspondence.
 | * Second year member
* Give a speech at the induction ceremony
* Collect member absences
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| **Treasurer**  | * Keep the record of business expenses.
* Collect and keep a record of members’ dues.
* Keep a record of all other financial transactions of the chapter.
 | * Second year member
* Give a speech at the induction ceremony
* Collect member’s dues
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