|  |  |  |
| --- | --- | --- |
| **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 |
| **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 |
| **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 |
| **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 |