



USC PHI SIGMA

Executive Board Positions, Responsibilities, and Descriptions

Requirements of all USC Phi Sigma Officers:

1. Attendance at all general and E-board meetings (if you cannot make it, let us know)
2. Active participation in chapter administration and events

Positions:

President

The President is responsible for leading the chapter, overseeing all chapter affairs, and for calling meetings as necessary. Responsibilities include:

- Being the main spokesperson for meetings
- Representing the chapter at assemblies
- Organizing the initiation ceremony and other events
- Corresponding with other organizations alongside Publicity Chair
- Leading the Program Committee along with two other Active Members in order to determine the content of meetings
- Looking for new and exciting opportunities and directions for the chapter

Chapter Vice-President

The Chapter Vice-President is responsible for assisting the president both with affairs within and outside of the chapter. Responsibilities include:

- Ensuring the completion and mailing of all membership forms and fees to the Phi Sigma national office
- Making contacts regarding new membership candidates
- Heading the Membership Committee, which includes all Active Members. The Membership Committee has the responsibility of

securing eligible membership candidates and detailing their necessary qualifications. The Committee then presents these names alongside recommendations at a meeting.

-Conferring with members on matters that affect the welfare of the chapter

Chapter Secretary

The Chapter Secretary is the head scribe and information director of the club.

Responsibilities include:

- Keeping an updated listing of the name, staff title, telephone number, e-mail address, and school address of the Faculty Advisor
- Keeping an updated listing of the names and school addresses of all board members both at the beginning of each academic year AND after elections
- Keeping copies of all paper correspondences to and from the National Office, and providing them to the Faculty Advisor as necessary
- Safekeeping of all chapter files at an on-campus location
- Filling out and sending in a copy of the chapter's official Annual Report to the national offices at the beginning of every academic year
- Taking roll of the members present at each meeting
- Maintaining an official list of active and past members
- Frequently checking emails and responding

Treasurer

The Chair of Publicity is in charge of all money matters of the chapter and is the primary spokesperson for appealing to USG for funding. Responsibilities include:

- Collecting and guarding all money and property that belongs to the local Chapter and maintaining the Phi Sigma bank account
- Being the main contact for USG funding and events
- Applying for chapter funding
- Checking account regularly to ensure sufficient funds

- Keeping and giving receipt records of dues paid from members
- Keeping record of all business transactions
- Heading fundraising for the chapter alongside the Publicity Chair
- Heading the Auditing Committee with another Active Member. The Auditing Committee audits and adjusts the books and accounts of the Chapter and works together to make the official annual report of finances
- Sending an official annual report of finances to the National Office at the end of each academic year
- Keeping chapter's Google Drive account updated with forms, records, etc.

Publicity Chair

The Chair of Publicity is in charge of publicizing the chapter's events.

Responsibilities include:

- Flyering
- Corresponding and cross-promoting with related organizations on campus alongside the President
- Keeping the chapter website, Facebook page, and Dornsife hub events updated alongside the Historian/Webmaster

Historian/Webmaster

The Historian/Webmaster is responsible for chronicling the events of the chapter online and offline. Responsibilities include:

- Keeping detailed minutes during each meeting alongside the Secretary
- Taking photos of proceedings
- Keeping all websites updated regularly
- Ensuring the proper functioning of said websites
- Assisting secretary in upkeep of chapter's Google Drive account with forms, records, etc.