

## STTI Beta Beta – Dallas Chapter Board of Director Officer Responsibilities

### **President-Elect:**

#### **Qualifications:**

Be an active member of the chapter  
Consent to serve in the position

#### **Responsibilities:**

- Succeed into the presidency at the end of a one-year term of office.
- Learn the chapter operations and facilitate the achievement of chapter goals and mission of Sigma Theta Tau International.
- Communicate to the public the purposes of the society.
- Be chair of committees, as needed.
- Oversee the process for completing and submitting the Chapter Key Award application.

### **Secretary:**

#### **Qualifications:**

Be an active member of the chapter  
Consent to serve in the position

#### **Responsibilities:**

- Record and write the minutes for each Board of Directors and business meeting.
- Distribute minutes to all members of the Board of Directors.
- Keep an official record book of the minutes of all Board of Directors and business meetings to present to the succeeding secretary.
- Prepare an annual report to the chapter membership.
- Submit the list of new officers to headquarters within two weeks of officer elections and provide headquarters with updates as they occur.
- Order all stationery, forms and mailing labels for the chapter.
- Type and mail chapter correspondence.
- Send membership invitations to all elected candidates, in cooperation with the Governance Committee. Serve on committees as needed.

### **Membership Involvement Chair:**

#### **Qualifications:**

Be an active member of the chapter  
Consent to serve in the position

#### **Responsibilities:**

- Oversee the promotion of membership renewal and membership involvement.
- Manage the process of involving members in chapter committee membership.
- Oversee the development and maintenance of a new member mentoring program.
- Plan and implement an orientation for new inductees and multiple and transfer members.

- Inform membership about Volunteer Interest Profile (VI Profile) and encourage membership to submit profiles.

### **Governance Committee Member:**

#### **Qualifications:**

Be an active member of the chapter  
Consent to serve in the position

#### **Responsibilities:**

Attend monthly board meetings.  
Actively help the Governance Chair and other committee members as needed.

### **Publicity Chair:**

#### **Qualifications:**

Be an active member of the chapter  
Consent to serve in the position

#### **Responsibilities:**

- Manage the development of content for chapter displays at special events.
- Assist in content creation and revisions for the chapter Web site.
- Oversee the publication of all program, conference and chapter activity announcements.
- Oversee the development and implementation of promotional strategies to maintain chapter visibility within the community.
- Manage the development process and publishing of the chapter newsletter.

### **Web Master/Editor:**

#### **Qualifications:**

Be an active member of the chapter  
Consent to serve in the position

#### **Responsibilities:**

- Manage content for *The Circle* website.
- Add/edit content descriptions and photos in appropriate format as needed.
- Assist with special projects and web change requests.
- Carry out quality assurance/proofing for uploaded stories, announcements or content.
- Assist marketing services staff as needed.
- Assist others with navigating the website
- Encourage members to update their Circle Profile and upload content. <https://youtu.be/26cUhfFnpic>
- Respond to questions about the website or the chapter.
- Maintain all files stored.
- Oversee the publication of all program, conference and chapter activity announcements.
- Manage the development of content for chapter displays at special events
- Submit content online for the monthly *STTIconnect* e-newsletter that is distributed by headquarters