

San Antonio Delta Zeta Alumnae Chapters Officers and Duties Elected Positions

President:

It shall be the duty of the President to:

- preside at all meetings;
- appoint all standing and special committees subject to the approval of the officers;
- be an ex-officio member of all committees except the Nominating Committee;
- take necessary action to protect the interests of the chapter in any emergency which may arise between meetings;
- perform such other duties as usually pertain to the office of President;
- maintains communication with national office/AAD regarding reporting;
- communication and “big picture” issues;
- functions as a communications hub for chapter;
- approves minutes;
- makes decisions on behalf of chapter when necessary.

Vice President of Programs:

It shall be the duty of the Vice President of Programs to:

- act as an aide to the President;
- assume the duties of the President in case of the President’s absence or inability to serve;
- act as parliamentarian if no other member is available;
- plan the programs of the chapter and secure a meeting place;
- plans and implements the general meetings for the alumnae chapter;
- compiles all information about events/meetings, such as directions, etc., for each meeting/program and communicates information to the chapter;
- meetings/programs include any function or event of the alumnae chapter;
- oversees the Philanthropy chair and assists to coordinate volunteer opportunities.

Vice President of Membership:

It shall be the duty of the Vice President of Membership to:

- keep an accurate record of all members of the chapter;
- encourage participation and membership through communication to alumnae in the chapter’s designated area;
- provide information to graduating seniors (if collegiate chapter is nearby) and to alumnae relocating to that area;
- notify all members of business meetings;
- keep a list of all Delta Zetas in her vicinity who are not members of the chapter but are eligible for membership;
- determines recruitment and retention strategies for chapter and implements strategies;
- receives new member/renewing member information sheets and maintains notebook;
- provides membership list when requested.

Vice President of Collegiate Relations:

It shall be the duty of the Vice President of Collegiate Relations to: • work with our local chapter (Omicron Alpha, St. Mary's University);

- gather the chapter collegiate calendar in order to provide the President and Secretary with the alumnae events that the chapter sponsors and promote alumnae participation at these events;
- relay the benefits of being an alumnae to graduating seniors;
- must attend an Omicron Alpha meeting at least once a semester;
- provide graduating seniors with senior certificates and a welcome to the alumnae chapter;
- in the event that the alumnae chapter raises enough funds to provide a scholarship to the local chapter, this officer is responsible for providing information to the chapter, reviewing applicants with the Alumnae Officer Board and ultimately handling any other items related to the scholarship;
- oversees the project of study baskets/bags each semester as a fundraiser for the alumnae chapter.

Treasurer:

It shall be the duty of the Treasurer to:

- collect and have custody of all funds of the chapter and disburse such funds upon order of the chapter;
- submit a complete financial statement upon request;
- submit to the chapter at the end of the fiscal year a financial statement,
- turn over her successor all funds on hand, with a detailed statement of same, together with all books, records and equipment pertaining to the office;
- submit annual report to IRS in July;
- pay bills/makes financial gifts on behalf of the chapter and maintains chapter funds;
- reimburses members for expenses;
- provides twice-yearly balance sheet and income statement for chapter;
- receives and records member dues annually.

Secretary:

It shall be the duty of the Secretary to:

- keep the minutes of all business and formal meetings and an accurate attendance of said meetings and sends to the President for approval, and to turn over to her successor the historical minutes to which she has been entrusted;
- handle all correspondence as requested by the Vice President of Membership including the newsletter for the chapter;
- be the keeper of all passwords for all chapter email and online accounts.