

Minn-Kota PTK Alumni Officer

EXECUTIVE BOARD

- Take minutes at board meetings and general assemblies (rotate note-takers)
- Maintain roster of members
- Notify all members of meetings 7 days in advance
- Take roll
- Actively recruit new members
- Act as corresponding agents at all levels - represented region, chapters, colleges, and universities
- Other duties as assigned below

President

- Preside over all alumni association meetings
- Serve as chairman of the Executive Board
- Appoint all committees
- Enforce the By-Laws
- Call special meetings
- Act as spokesperson for the alumni association in collaboration w/VP of Communication
- Ensure that proper procedures are followed according to Phi Theta Kappa policies and procedures
- Report Association activities and goals to appropriate advisor(s), regional coordinator(s), and Headquarters staff
- Send agenda out with meeting reminders and invite others to add to the agenda
- Plan team-building activities

Treasurer

- Serve on the Executive Board
- Collect fees and deposit all monies promptly into the Phi Theta Kappa account
- Maintain accurate accounting records
- Process applicable payments and render financial reports upon request.
- Submit financial reports yearly to all appropriate advisors/coordinators and Headquarters.
- Treasurer shall share check signing abilities with the association President and all advisors.

VICE PRESIDENTS

- Lead meetings when President is unavailable
- Serve on Executive Board
- Other duties as described below

VP of Service

- Serve on the Executive Board
- Lead service committee
 - Fundraising for scholarship(s)
- Other service projects as desired

VP of Fellowship

- Serve on the Executive Board
- Lead fellowship committee
 - Plan monthly meetings/activities

VP of Communications

- Serve on the Executive Board
- Work with Jason Quick on website
- Social media manager
- Poll members regularly (quarterly) for feedback (likes, dislikes, what you'd like to see done)
- Other communications as desired (monthly newsletter?)
- Act as spokesperson for the alumni association in collaboration w/President

VP of Scholarship (optional)

- Serve on the Executive Board
- Lead scholarship committee
 - Help determine who will receive scholarship(s)

VP Leadership (optional)

- Serve on the Executive Board
- Lead Leadership committee
 - Plan leadership events/activities/trainings

Non-officer voting members (2 needed)

- Attend Executive Board meetings
- Represent all non-officer members by voting on issues presented to the executive board