

Article IV - Officers

Section 1. The Officers (and their duties) of Rho Kappa Kingwood are as follows:

- a) **President:** Shall be responsible and held accountable for the following duties of the society: coordinating meeting dates, appointing committees for projects, mediating between the members and the Faculty Sponsor, and making sure that the meetings and projects run smoothly and efficiently. In addition, shall be responsible for drawing up the agenda for all meetings.
- b) **Vice President:** Shall be responsible for all duties of the President when the President is absent, facilitate communication between the President and Faculty Sponsor, and keep track of officer and member attendance at chapter meetings and events. In addition, shall be responsible for reminding members of the requirements to remain a member in good standing, and to communicate the consequences of failing to meet member expectations.
- c) **Treasurer:** Shall be responsible for all chapter monetary functions. Shall keep track of the dues owed by each member, as well as keep track of any projects or events that may need financing by the chapter. In addition, shall communicate deadlines for dues payments and consequences for failure to submit dues on time.
- d) **Secretary:** Shall be responsible for circulating approved agendas for all meetings, recording the minutes and decisions made at each meeting, keeping track of all chapter projects, making sure that members are alerted to meetings, reminding officers and members of agreed upon deadlines and duties, and anything else deemed necessary to publish or circulate meeting minutes.
- e) **Historian:** Shall act as a liaison between the organization and the school media. Shall be responsible for ensuring that all organization projects and events are documented effectively. Such documentation may include photography, video, written notes, and other mediums.
- f) **Publicist:** Shall act as a liaison between the organization and the community media. Shall be responsible for ensuring that all organization projects and events are promoted effectively. Such promotion may include flyers, social media, web design, etc. In addition, shall be responsible for the editing of any chapter publications.