

# Pointers For Chapter Officers

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Source: Beta Sigma Phi International

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### The President

The **President** is responsible for calling and conducting all meetings of the chapter and the executive board. Refer to the "President's Monthly Guide" and become familiar with the "President's Guidebook" to best serve the chapter.

Once elected, the President should give a "Member Interest Survey" to all chapter members to determine where their interests lie. Call an executive board meeting to appoint committee chairs and to make tentative plans for the coming year. Note: Chapters following the career format may appoint committees when and if they are necessary. It is not necessary to secure all the details, including dates, at this time, but tentative plans will help in the long run.

Before the first meeting, review the suggested meeting agenda that can be found in the guidebook. Jot down the committee chairs who will give reports. Make note of any unfinished business that needs to be completed or added. Also note any information presented in reports such as "Correspondence Received." If it is not handled when presented, it should be handled in "New Business" and acted upon or tabled. By knowing the order of business, the President can preside over a more time-efficient meeting. This will also allow more time for the program and socializing.

Remember, the President of the chapter is a leader. Good leadership means knowing when to delegate tasks. It also means knowing when to follow up on assigned tasks. As the de facto member of all committees, be informed of their progress in their assignments. For instance, know how the Beginning Day plans are going as the summer progresses, If someone has problems continuing her duties, the President should be aware and gently recommend some assistance or possibly transfer the duties to another member. (Have the Recording Secretary inform International of any changes.) If this is done well,

it will not appear that the President is whisking away her importance, but rather helping her through a difficult time.

The President has the ability to engage all members in sorority, so they feel an important part of their chapter. Create harmony and nurture the sisterhood that makes Beta Sigma Phi the organization it is. With guidance, patience and understanding, the chapter will be led by the ideals of Beta Sigma Phi. No one person is responsible for the entire chapter. No one person is responsible for making all the decisions of the chapter. With dedication to the office and to the members who have elected her to serve, the President will be the one person who can be sure that all is done with the best interest of the members and the chapter.



### **The Vice President**

The **Vice President** of the chapter is responsible for ensuring the membership strength of the chapter. Well planned rushing, whether rushing one or two at each meeting, or holding larger rushing events a couple of times a year, should be geared specifically to presenting Beta Sigma Phi to prospective members.

In the August and January issues of the "Torch" and "The Beta Journal," rushing information will be featured along with materials available to order from International. The "Torch" will also contain an application for membership, an International theme party plan, and information on rushing award opportunities. Additional supplies and information may be obtained in writing or calling International.

From time to time, names of prospective members and members-at-large who desire affiliation during the year, will be sent to the Vice President. These names will either come from the city council or directly from International. Inform the city council or International if any information pertaining to these names is incorrect. These lists may also be requested from International at any time.

The Vice President is also Chairman of the Membership Committee. This committee assists with rushing activities. Work with the chapter's Social Chairman to coordinate events appropriate for inviting guests. Plan on pledging at least one or two new members each year. If a chapter that is normally 15 to 20 members strong, falls to 10 or 12 members, this can create a hardship on remaining members. Why not maintain the chapter's membership before you have to?!

Once the chapter has decided to invite a prospective member to join, the Vice President is responsible for sending the necessary paperwork to International. This includes a completed and signed application for membership along with the new pledge's membership payment. International offers a \$5.00 (U.S. funds) expense allowance for

each new member. This \$5.00 comes directly out of the pledge's initial membership payment. If the chapter would like to keep the \$5.00 for the expenses incurred while rushing, subtract it from the initial membership payment and send the balance to International. The other option is to donate the \$5.00 to the Beta Sigma Phi Breast Cancer Research Fund. If this is the option chosen, send the full amount of the initial payment (do not subtract \$5.00) and International will donate it.

As soon as the signed application for membership and membership payment are received by International, the pledge pin, "Book of Beta Sigma Phi" and "Invitation to Life" will be sent to the Vice President. International cannot send pledge pins until the application and membership payment are received. Since shipping of pins and books can take three to four weeks, plan the pledge ritual accordingly.

Twice each year, Vice Presidents will receive their chapter's Certification Form. It will include a list of chapter members who are eligible for the next higher degree. Use this form when ordering higher degree pins and rituals by mail. Simply follow the directions enclosed with the form or call International and staff members will assist you in completing the form. Phone in orders for higher degree pins by using either Visa, Mastercard, or Discover charge cards. International cannot bill the chapter for higher degree pins. If there are any questions about the degree shown for any member, please feel free to call International and talk to your Division Chairman. The number is 816-444-6800 or Fax 816-333-6206. If you do not know the Division Chairman for your area, look her up in the inside cover of the "Torch." Her name and areas she covers is listed there. You may also E-mail her at: [service@betasigmaphi.org](mailto:service@betasigmaphi.org). Put her name in the subject space.

After the chapter has been "built" to the size the members desire, it is time to make plans to organize a new chapter. Forming a Nu Phi Mu or Ritual of Jewels chapter is called a "Friendly Venture". Contact the Friendly Venture Department at International toll free at 1-888-567-BETA if you would like more information.

Other duties of the Vice President include attending all Executive Board meetings and filling in for the President when she is unable to attend a meeting. In the absence of the Treasurer, the Vice President is authorized to assume her duties also.

Beta Sigma Phi's most important office is the Vice Presidency. With her encouragement, dedication and desire to maintain her chapter's healthy membership strength, she shoulders the highest level of responsibility. HOWEVER, she also has the best opportunity to give the gift of Beta Sigma Phi to prospective members, transferees and to her current sisters. Every member added to the chapter's roster gives the chapter a gift ... the gift of a new pledge's friendship, the gift of her knowledge, the gift of her dreams. Give her the light of our torch to guide her through her membership.

### **A Recap of the Vice President's Duties**

- Serving as chairman of the Membership Committee

- Coordinating rushing events for the chapter
  - Serving as "hostess" for the chapter
  - Introducing Beta Sigma Phi to prospective members
  - Extending the invitation to join Beta Sigma Phi
  - Completing a new pledge's application for membership, collecting initial fee payment and forwarding all to International
  - Collecting supplies and preparing the various degree rituals for the chapter
  - Coordinating pledge training (if your chapter assigns that duty to the Vice President)
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### **The Membership Committee**

The **Membership Committee** is required to meet within one month after its appointment. It is led by the Vice President of the chapter. The Membership Committee is responsible for evaluating pledge recommendations and setting up the guest list for rush parties. (If the chapter appoints a Pledge Trainer, she should be a member of the Membership Committee.)

The Membership Committee's aim shall be to do any and all things that will contribute to the membership growth of Beta Sigma Phi, including recommending their chapter organize a Ritual of Jewels chapter (a Friendly Venture). For more information on creating a new Nu Phi Mu or Ritual of Jewels chapter, call the Friendly Ventures Department toll free at 1-888-567-BETA.

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### **The Recording Secretary**

The **Recording Secretary** is primarily responsible for keeping the records of the chapter. To assist the Recording Secretary, International sends a kit with all of the forms necessary to successfully complete the duties. (It should be received by September.)

The most important duty of Recording Secretary is taking minutes at chapter and executive board meetings using the "Chapter Minutes" form. Keep a copy of all minutes for the chapter and send a copy to International. The minutes sent to International should be accompanied by the "Chapter Monthly Report" form that contains the chapter's attendance record and indicates if pledge training or programs were held. It is a good idea for chapters to have their own records of each member's attendance at meetings. An attendance record is included in the Recording Secretary's Kit for keeping ongoing

attendance records. The bulletin, "Model Meeting Minutes," is also included in the Recording Secretary's Kit and gives helpful tips for writing minutes.

It is also the responsibility of the Recording Secretary to be sure International has accurate addresses and phone numbers for each member of the chapter. There are two ways to provide International with this information. In March, International will send the Recording Secretary a "Chapter Record Review" for listing newly elected officers and making any changes to the roster (i.e., change of address, members on leave of absence). Be sure to return the form to International by May 1, so the packets can be sent to the new officers.

The Recording Secretary can also notify International of any changes in the roster by using the "Change of Status, Address or Office" form. This form is also included in the Recording Secretary's Kit along with a "Reinstatement" form. This is used for members who are inactive and want to become active and affiliate with a chapter. Both the "Change of Status" and "Reinstatement" forms can be sent to International attached to the minutes.

Additional copies of any Recording Secretary forms can be obtained by calling, writing, faxing or E-mailing International.



### **The Corresponding Secretary**

The **Corresponding Secretary** is responsible for all chapter correspondence - both official and social. The most important official function of this office is to communicate the chapter's inquiries or concerns with the Division Chairman at International.

Other official correspondence includes ordering supplies and requesting specific information (i.e., chapter operation, party ideas, ways and means suggestions) from International.

Following are several hints to make communications flow more clearly and directly:

1. Be sure to address mail correctly. This may seem fairly simple, but letters and packages often have addresses for other states. The correct address for International is:

1800 W. 91st Place  
Kansas City, MO 64114-0500      or      P.O. Box 8500  
Kansas City, MO 64114-0500

2. Make note when mailing something to International. If no response is received within a couple of weeks from the mailing date, write again or call. International does try to answer all mail within two to three working days. During peak times (September through October and March through April), it may be slightly delayed.
3. Messages to International may also be faxed to (816) 333-6206 or E-mail us at [service@betasigmaphi.org](mailto:service@betasigmaphi.org). Remember to always use the chapter number and member number on all correspondence. A chapter number includes the letter prefix if the chapter is of Nu Phi Mu, Exemplar, Preceptor, Laureate or Master Degree. Only Ritual of Jewels have all numerical characters.
4. Use member numbers when inquiring about a member's status. Please give as much information as possible: address, chapter number or chapter name, former address if she's moved recently or all of the above, include current phone number if she has not been active in Beta Sigma Phi for some time. For instance, there are six Mary Smiths in the Dallas-Forth Worth area.

The Corresponding Secretary's social correspondence includes sending cards (i.e., get well, sympathy and congratulations), invitations and "thank you notes" written on behalf of the chapter. Share the replies received with the chapter.

Maintain a history of the chapter (scrapbook) and handle publicity unless special committees or members are chosen to do so.

Contact members about all regular meetings and chapter activities. A "telephone tree" or monthly flyer can be very effective and will have a positive effect on chapter attendance.

The Corresponding Secretary is an optional office if you are following a Career Chapter format. The chapter may choose to incorporate these duties with those of the Recording Secretary.

When sending information to the "Torch," please include your chapter information, names of persons in photos and share your wonderful ideas! Our best ideas DO come from our members. No one else can tell us what works for you, better than YOU! We look forward to hearing from you at all times.

When receiving good service, please let International know. The staff at International likes to know if they've done a good job. Conversely, if at any time you have not received good service, please let us know! We need to know when improvement is needed. International wants to give the best possible service to our members. That's why we are here!

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## The Treasurer

The **Treasurer** collects all monthly dues, fines and assessments and disburses funds upon authorization of the chapter.

The Treasurer should not take over the chapter's books until an audit has been done on the past year's books. Check with the former Treasurer to become familiar with the manner of bookkeeping used once the audit is complete. Keep records that are easy to understand and explain.

Report clearly to the chapter at each meeting the receipts, disbursements and balance on hand. The books should be available members to look over if they desire.

Prepare a monthly account statement for each member. Place in individual envelopes with member name and hand out at each meeting. Before the close of the meeting, members should return the envelopes with payment(s) enclosed. Collect money in advance of any event. Always give receipts to individual members upon collection of any monies, keeping a copy of the receipt for the chapters permanent records.

The Treasurer shall sign with the President on all checks and vouchers. Two signatures are recommended, but not required. Any remittance the Treasurer is sending to the International Office shall be made by money order or check payable to Walter W. Ross & Co., Inc. Give an itemized account of exactly what the amount covers and both the first and last names of the members concerned. All correspondence sent to International shall include the chapter name and number, also the Treasurer's own full name and address.

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## SUGGESTED CHAPTER BUDGET

Here are some suggestions of items to be considered when the Executive Board prepares a proposed budget to meet the chapter's annual financial needs. Each chapter should be guided by its own activities. The budget is adopted by the membership. The adopted budget should be attainable without becoming a burden to the members. Some of these suggestions may not pertain to your chapter, so feel free to omit those not applicable and to add others more suited to your needs.

### CHAPTER BUDGET

BALANCE ON HAND (date)	_____
ESTIMATED CHAPTER DUES	_____
ESTIMATED MISCELLANEOUS INCOME (birthday bank, fines, etc.)	_____

TOTAL \_\_\_\_\_

PROPOSED EXPENDITURES

- Program Committee\* \_\_\_\_\_
- Yearbook Committee \_\_\_\_\_
- Flower Fund \_\_\_\_\_
- Stationary and postage \_\_\_\_\_
- Other committee expenditures \_\_\_\_\_
- Socials\*\* \_\_\_\_\_
- Service and charitable donations \_\_\_\_\_
- Guest Speakers\*\*\* \_\_\_\_\_
- Council dues or clubroom rent \_\_\_\_\_
- Miscellaneous \_\_\_\_\_

TOTAL \_\_\_\_\_

With this total, minus the total of expected income, it will be possible for the Ways and Means committee to plan a calendar of activities to raise the necessary amount for the planned chapter activities.

(\*See explanation below)

Before drafting a proposed budget, the Executive Board should review and carefully consider:

1. Last year's budget and annual summary reports.
2. Consider the tabulated results of the chapter's Individual Member Interest Survey.
3. The Executive Board will want to look over the Standing Committee's report of its proposed plans for the coming year. Copies of the final proposed budget should be given to each member when discussing the budget. (Note: All members' suggestions should be heard and considered before the chapter acts on the proposed budget.)

\*Program Committee - Examples of needs of this committee: Best Program of the Year Award, rental of equipment for use with audio or visual aids.

\*\*Socials - Some of their needs might be: decorations, favors, gratuities, rush activity expenses.

\*\*\*Guest Speakers - Some charge for their services or the chapter may wish to give a gift to those who present a program free of charge.

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## The Extension Officer

The **Extension Officer** is elected when the chapter plans to organize a Friendly Venture Chapter of the Ritual of Jewels or Nu Phi Mu degree.

The Extension Officer is the leader of all Friendly Venture projects. She is the "right arm" of the Vice President during RUSHING activities and the Vice President becomes her "right arm" when the chapter begins its Friendly Venture project.

As Extension Officer you will need to select a committee of several members based on their enthusiasm and love for Beta Sigma Phi. They should also have the ability to share those emotions with your prospective members.

Once you have committed to the project, you will need to call International's Friendly Venture department. One of the helpful staff members will be able to assist you and secure your selected area. She will also send you a kit of supplies needed for the project, along with information and guidelines. She will also be available during office hours to give you detailed assistance during your project.

The Friendly Venture staff will contact you regularly to offer assistance, too. You will need to share a listing of your tentative dates for each event.

Your Yardstick chairman will appreciate knowing that you can earn points three ways for one Friendly Venture project! You earn points for the Friendly Venture AND as Ways and Means because of the financial rewards!! Dedicate your new Friendly Venture chapter to the crusade against breast cancer and donate a portion of the awards to the Breast Cancer Research Fund and you'll earn points for Service, too.

All areas are in need of new Ritual of Jewels chapters and there are thousands and thousands of women who know nothing about Beta Sigma Phi. You are giving the gift of a legacy of love and friendship with every chapter formed.

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