

SIGMA THETA TAU
ETA KAPPA CHAPTER-AT-LARGE

POSITION: PRESIDENT

TERM: Two (2) years

RESPONSIBILITIES:

1. Serves as chair for the Board of Directors
2. Prepares the agenda for all Board and Business meetings
3. Serves as the Executive Officer of the chapter and administrators and delegates responsibilities for all chapter business.
4. Presides over all Board and Business meetings
5. Installs new members at Fall and Spring Induction Ceremonies and welcomes new members to the Chapter
6. Updates members about Chapter activities, events, business, goals and projects at business meetings, through the President's Message in the chapter newsletter and other methods of communication.
7. Attends Biennial Convention as a delegate
8. Participates in regional and international conference calls.
9. Activates the Leadership Succession Committee in December:
 - a. Invites the Leadership Succession Committee chair to meet with the Board to discuss open positions and possible nominees.
 - b. Appoints past board members to the Leadership Succession Committee to brief committee members on position responsibilities.
10. Finalizes committee appointments with the Board of Directors
11. Arranges transitional meetings to orient incoming officers, plan upcoming annual calendar events and develops goals for the coming year
12. Prepares the annual and biennial reports
13. Serves as representatives of Eta Kappa Chapter-at-Large to other organizations.

OTHER: Serves two years as President-Elect prior to assuming office.