

SIGMA THETA TAU  
ETA KAPPA CHAPTER-AT-LARGE

**POSITION: PRESIDENT-ELECT**

REPORTS TO: President

CHAIR: Bylaws Committee

TERM: Two (2) years

RESPONSIBILITIES:

1. Learns Chapter operations through mentoring with the Chapter President
2. Facilitates the achievement of Chapter goals and the mission of STT under the guidance of the Chapter President.
3. Assists the President in preparing the agenda for all Board and Business meetings.
4. Serves as Chapter Delegate at the International Biennial Convention.
5. Assists the President in preparing annual and biennial reports.
6. Communicates to the public, particularly students and other potential members, the purposes of the Society.
7. Assists with presidential duties as requested.