

**EPSILON PHI CHAPTER**  
**DELTA MU DELTA**  
**OFFICER DUTIES - BASIC MEETING AGENDS - REQUIRED ITEMS**

**PRESIDENT**

Is responsible for the following:

Sets dates for and runs all meetings. Coordinates activities of other officers and runs trapline to insure timely and quality completion of duties. President is prime officer responsible for Delta Mu Delta's service to the Department of Business for the registration process for the Department of Business Expo each October. President organizes folder for registrants, registration process, room decoration, recruitment of members to work as guides, greeters and schmoozers. Orders refreshments for the occasion. Is also responsible, with secretary, for completing letters of invitation for new members each semester. Delegates appropriate duties for this activity to other officers.

**VICE PRESIDENT**

Is responsible for the following:

Completes duties as delegated and assigned by the president. Prime officer responsible for the planning, organization and execution of the annual Induction Banquet in March of each school year.

**SECRETARY**

Is responsible for the following:

Keeping an accurate record of proceedings of all officer and general meetings. Sees that a copy is inserted in file with advisor. Works with president to ensure timely completion and mailing of letters of invitation to new inductees each semester. Other duties as delegated and assigned by the president.

**TREASURER**

Is responsible for the following:

Maintaining an accurate accounting of all monies accepted and disbursed by the society. Maintains an accurate audit trail of all transactions. Is required to sign each check request along with advisor and retains a copy in file. Works closely with Business Office to insure accurate accounting of society's funds. Audits each statement as received. Can accurately tell advisor what balance in account is at any time.

**PUBLIC RELATIONS OFFICER**

Is responsible for the following:

Completes duties as delegated and assigned by the president. Prime duties include ordering the sweatshirts and representing society at the required Student Senate meetings. Responsible for completion of necessary documents, etc. as required by Student Senate. Represents Society to the Student Senate for additional funds required for officers to attend tri-annual meeting.

## MEETINGS

Our national charter requires us to hold one meeting each semester within four weeks or so of the start of the semester. In actuality meetings usually go as follows:

### **Fall Semester**

Officer meeting with advisor at least a week before the first general meeting.

AGENDA is: Review of dates for events such as homecoming, induction banquet, general meetings, Business Department Expo (and Tri-annual meeting, if applicable). Officers also will determine what to recommend to membership for us to do at homecoming. We have always sold funnel cakes. Officers need to develop a work schedule for members to sign up to work at homecoming. Highly recommended that the members meet to practice making and eating funnel cakes prior to doing it at homecoming. A general discussion of their responsibilities should also occur. Delta Mu Delta provides service to the Department by organizing the registration for the Business Department Expo in October each year. Also, will review list of newly qualified inductees as provided by the advisor. Letters prepared and sent to qualifiers requesting them to attend first general meeting.

### **First General Meeting**

Hopefully will be well attended by current members and new inductees. Agenda is along these lines:

- a) President welcomes members and reviews goals and vision of the Society
- b) President asks for a vote to accept new members
- c) President reviews the events for the school year
  - 1) homecoming
  - 2) department of business expo
  - 3) tri-annual meeting
  - 4) induction ceremony (new inductees almost REQUIRED to be there with family)
  - 5) Sweatshirts
- d) President asks each officer to review their duties and tell members how they can help (eg: **Vice President** reviews induction ceremony and need for inductees to attend with family; **Secretary** reviews need to be active and supportive members and perhaps reviews purpose of society; **Treasurer** explains what happens to dues and, in general, how we spend our money; **Public Relations** explains duties with Student Senate and gives details about sweatshirts; **President** reviews Business Department Expo and homecoming, particularly emphasizing need for participation by members. Not a bad idea to have a sign-up sheet to work for homecoming.)
- e) President explains process of selection of honorary members and asks group for suggestions.
- f) President announces important future dates: Meetings-Homecoming-Business Expo-Sweatshirt order and deliver.

### **Second General Meeting**

Scheduled for a date convenient to follow-up on issues from first meeting. May be before homecoming and for sure before Business Expo. Takes care of business as needed. Generally involves homecoming/Expo. May also include ordering sweatshirts as we like to get them before Thanksgiving break.

### **SWEATSHIRT SUPPLIER FOR DELTA MU DELTA**

HURST OF PARK AVENUE  
601 PARK AVENUE  
LANCASTER, PA 17602  
(717) 397-8766

Membership approval of Honorary Members as recommended by officers. Other meetings as required during first semester.

## **SECOND SEMESTER**

Meeting in January to comply with national charter and to essentially repeat the first semester needs.

Officer meeting:

AGENDA:

- 1) Review induction ceremony. Sending out invitations. Details of the event. Practice session, etc.
- 2) Set dates for other meetings. Elections, etc.

General meeting:

- 1) Approve new members as result of fall semester
- 2) Encourage members to run for office. Officers develop a slate for next general meeting. Explain process.
- 3) Encourage attendance at induction ceremony. Get names and numbers.
- 4) Encourage Scholarship applications.

Next Officer Meeting:

- 1) Update manila folders and pass on to new officer (or advisor) at time of elections.
- 2) Treasurer and Secretary responsible for completing year-end reports.
- 3) Agree on slate for officers - need to contact members first to get their approval and agreement to run.

Next General Meeting:

Elections - trading of manila folders. New officers meet with advisor. Advisor clearly states expectations of each office and sets challenge for the coming semester. Advisor can keep manila folders in office until fall.