

and aiding in the management of the committees. She serves as liaison to other chapters. The Vice-President runs official meetings when the President is unavailable.

C. The Secretary is responsible for taking attendance at every meeting and mandatory events, reporting absences to the President or Vice-President after these meetings and events, and taking minutes at regular meetings and officers' meetings.

D. The Treasurer keeps finances in order and ready for inspection at all times, collects dues, pays bills when due, writes checks for donations when appropriate, reports income and expenditures for the past month at the first meeting of each month, keeps bank statements, and keeps a budget for the current semester.

E. The Rush Chair organizes and runs at least six rush events during the semester in which rush occurs. She additionally serves as Pledge Educator, running all pledge meetings and helping the pledges fill the pledge requirements. She also plans retreat and sister dinners.

F. The Philanthropy Chair provides opportunities for community service at least twice a semester and is responsible for organizing donations of funds to on campus and in community venues.

G. The Fundraising Chair is responsible for organizing at least one major event each semester. She is responsible for giving reports before, during, and after the planning and execution of an event, and makes written recommendations for improvements for these events.

H. The Ritual Chair is responsible for ritual upkeep, pin attire enforcement, and set-up and coordination of rituals.

I. The Merchandise Chair is responsible for purchasing pins and other NKE merchandise.

J. The Social Chair is responsible for planning at least one social event a month.

K. The Historian is responsible for maintaining the NKE scrapbook, keeping a record of family trees, and maintaining a history of events. She maintains the chapter's website or delegates the responsibility to the qualified sister. She will also serve as alumnae secretary. She will maintain contact with NKE alumnae.

L. Additional positions fulfilling the needs of individual chapters may be created and terminated at the discretion of the chapter's officer board.

#### Article IX – Officer Board