Traditional Officer Team Structure

President

* Prepare meeting agendas and lead meetings
* Appoint and establish necessary committees
* Vote only in the case of a tie
* Develop goals for the chapter with help from other officers and advisors
* Oversee chapter projects
* Oversee award entry preparation
* Provide regular updates to the chapter advisor(s)

Vice-President of Scholarship

* Encourage academic excellence
* Oversee all Honors in Action projects
* Coordinate the chapter’s participation in the Honors Case Study Challenge
* Coordinate the preparation of the chapter’s Honors in Action Awards entries
* Educate chapter members about [CollegeFish.org](https://collegefish.org/)

Vice President of Leadership

* Direct the chapter in the use of parliamentary procedure for meetings
* Oversee the leadership components of the chapter’s Honors in Action project
* Assist the Vice-President of Scholarship in preparation of the chapter’s Honors in Action Awards entries
* Promote member participation in Five Star Competitive Edge

Vice President of Service

* Oversee the service components of the chapter’s Honors in Action project
* Coordinate and report the chapter’s participation in [Relay For Life](https://www.ptk.org/Programs/RelayForLife.aspx)

Vice President of Fellowship

* Encourage scholarly fellowship at all levels of the society
* Implement strategies to increase membership
* Coordinate the chapter’s Enhanced Membership Program
* Coordinate the chapter’s C4 (Community College Completion Corps) events

Treasurer

* Open and/or maintain a financial account for the chapter
* Receive all money and write all checks
* Keep a set of financial records that shall be audited and notarized at the end of each officer term
* Present the chapter’s financial records at business meetings
* File all financial records in the chapter’s official files at the end of the term

Note: Many chapters require that a chapter advisor approve any expenditure. Officers should consult the advisor to determine the college policies on finances for campus organizations.

Recording Officer

* Take and present minutes at each chapter meeting
* Keep records of all chapter activities
* Maintain a system of documenting the chapter’s history (examples include but are not limited to journaling, blogging, a chapter website, filing copies of chapter award entries)
* Place a copy of all historical records in the chapter files or share access to electronic files with the chapter advisor at the end of the officer term

Public Relations Officer

* Promote Phi Theta Kappa at all levels of the organization
* Write and submit articles to the campus and community media outlets
* Oversee and maintain the chapter’s website, social media, email and/or newsletter communications
* Take pictures at all chapter events
* Share significant chapter news and events with Phi Theta Kappa Headquarters at news@ptk.org