Appendix B – Officer Roles and Descriptions

Each chapter is encouraged to find the best leadership style that fits the needs of its members. The duties below can be organized/combined in any order. If your chapter is just starting, it may take time before all these actions can be fulfilled. The following provides a general guideline for suggested officer positions and roles of a successful chapter:

- **President/Vice President**
  - Ultimately responsible for all chapter operations
  - Main contact with Grand Chapter
  - Face of the chapter; Representative at Leadership Conference, primary contact to others outside the chapter, work closely with faculty advisor and department

- **Secretary**
  - Take attendance and photos at chapter events
  - Complete MCR and send to Grand Chapter by the 10th of the following month
  - Collect and submit membership applications
  - Organize meeting minutes and send to members

- **Treasurer**
  - Create semester budget and manage all chapter transactions
  - Manage bank account and report balance to President
  - Organize and manage fundraising events

- **Professional Development**
  - Contact and schedule industry speakers
  - Provide professional development sessions to members

- **Public Relations**
  - Facebook, Twitter, Instagram, Snapchat, Blogs, local website, etc.
  - Encourage the following of the Grand Chapter on Facebook/Twitter
  - Reach out to campus newsletters to request inclusion of GIS events, awards, articles, etc.

- **Alumni Relations**
  - Update alumni information as needed
  - Create a newsletter and fundraising efforts that can be sent to alumni

- **Recruitment**
  - Plan multiple events at the beginning of each semester to encourage students to join GIS
  - Facilitate participation in university’s involvement fair

- **Community Service**
  - Organize and manage all chapter volunteer events
  - Coordinate chapter’s involvement in IICF Week of Giving – October 12-19, 2019

- **Social**
  - Plan and organize professional social events to improve member relations and involvement

- **High School Outreach**
  - Organize the presentations given to high school students encouraging their study of risk management and actuarial science

- **GammaSAID (Diversity & Inclusion)**
  - Contribute to the initiatives being organized by the GammaSAID council
  - Focus on diversification of events, membership, chapter goals, etc...