

# **National Eta Sigma Gamma**

## **Call for Board Positions Spring 2023**

### **COMMUNICATION/SECRETARY (3-Year Term)**

- Serve as a member of the Executive Committee and the Finance Committee.
- Attend the annual National Board of Directors meeting.
- Attend the annual Business Meeting and Awards Presentation.
- Attend the annual Executive Committee Meeting.
- Maintain the national archives and serves as custodian of the National Eta Sigma Gamma Historical Library.
- Maintain chapter Constitution and Bylaws.
- Institute disciplinary proceedings for members of chapters whose charter has been revoked that are not in good standing.
- Serve on the Membership Committee for the purpose of maintaining a database for retaining active members and tracking inactive members.
- Coordinate all communications and correspondence of the Honorary, except those that pertain to other officers.
- Accept in writing, proposed amendments to the National Constitution and refers these to the National Board of Directors.
- Submit an annual report pertaining to the actions of this office.

### **TREASURER (4-Year Term)**

- Serve as a member of the Executive Committee.
- Chair the Finance Committee.
- Attend the annual National Board of Directors meeting.
- Attend the annual Business Meeting and Awards Presentation.
- Attend the annual Executive Committee Meeting.
- Receive and disburse all monies on behalf of the National Honorary and the National Board of Directors.
- Sign all checks and receive and disperses all monies in connection with Honorary publications.
- Deposit, in the name of the Honorary, all monies in such depositories as may be designated by the National Board of Directors.
- Collaborate with the office manager and executive director regarding the documentation and accounting of revenue and expenditures.
- Collaborate with the office manager and executive director to maintain accurate books of account and furnish such reports from time to time as may be legally required.
- Collaborate with the office manager, executive director and Finance Committee to prepare a tentative budget for the National Board of Directors for the ensuing fiscal year.
- Collaborate with the office manager, executive director and Finance Committee completes annual budget estimate sheets that provide a comparative record of the amounts budgeted and of the amounts spent in each account of the General Fund.

- Coordinate audits by a public accountant during the month following the close of the fiscal year; a report of the audit shall be presented to the National Board of Directors.
- Give bond in such sum as the Board of Directors may direct, the expense of which shall be paid by the Honorary; this bond shall be delivered to the National President within 15 days from the assumption of office by the National Treasurer.
- Create a uniform accounting and filing system for all collegiate chapters of the Honorary.
- Collaborate with the Finance Committee and Executive Director to make annual recommendations regarding long-term investments.
- Monitor and oversee long-term investments in collaboration with the Finance Committee.
- Submit an annual report pertaining to the actions of this office.

## **PROFESSIONAL MEMBERS-AT-LARGE (PMAL)**

- Serve as liaison between Directors and Executive Committee.
- Provide oversight for the work of Directors and subcommittee work.
- Identify opportunities for establishing virtual chapters.
- Coordinate the work of the directors:
  - Oversee annual chapter report.
  - Oversee annual chapter and activity awards.
  - Update associated award guidelines bi-annually in even years.
  - Select associated awards annually.
  - Create an annual calendar of events and committee meetings.
  - Create an annual work plan with anticipated outcomes.
- Document and archive meeting minutes and related communication.
- Submit an annual report pertaining to the actions of this office.