



ORDER OF OMEGA

OFFICER POSITIONS & DUTIES

The following is an outline of the minimum expectations for each officers' duties. Please expand these duties to fit your local chapter and its officers' structure, goals and programs.

The President shall:

- Have overall responsibility for the operation of the Chapter.
- Call and preside at all regular and special meetings of the Chapter.
- Call and preside at all Chapter Executive Board meetings.
- Review, approve and sign all the Chapter's checks and contracts.
- Serve as an ex-officio member of all Chapter Committees with voice but not vote.
- Report as required to Order of Omega.
- Maintain a complete and up-to-date President's file, including the current Order of Omega Constitution and Bylaws, Standing Rules, the current budget, current correspondence and materials received from the Order of Omega Executive Office, and other pertinent materials.
- Keep in regular contact with the Chapter Advisor.
- Represent the Chapter to outside parties.
- Perform all other duties as required.

The Vice President shall:

- Develop and implement special programs (i.e. New Member Symposium, Greek Awards Night, Greek Retreat) per chapter vote.
- Keep notebook containing all records and notes for each program sponsored.
- Supervise subcommittees coordinating and implementing each program.
- Coordinate all membership recruitment activities according to the Constitution.
- Train membership on proper selection procedures and how to obtain the most diverse membership pool.
- Perform the duties of the President in their absence, inability to serve or as requested by the President.
- Oversee tapping and initiation activities per Order of Omega rituals and policies.
- Keep all initiation supplies in proper condition.

The Secretary shall:

- Keep an up-to-date membership roster and call roll at all meetings.
 - Keep current statistics concerning the number of initiated members and honorary members and their respective Greek affiliation.
 - Keep all meeting minutes and record all actions taken by the Executive Board.
 - Maintain a complete and up-to-date file, including meeting minutes since the Chapter's inception, copies of all contracts and current correspondence.
 - Be responsible for the official correspondence unless provided for otherwise.
 - Sign Order of Omega contracts when authorized.
 - Publish a chapter newsletter at least once a semester.
 - Keep Order of Omega Executive Office informed of all membership changes.
-

The Treasurer shall:

- Be responsible for the general supervision of Chapter finances.
- Prepare the annual budget for approval by the Chapter.
- Receive all payments, collect dues and issue receipts.
- Promptly pay all bills of the Chapter.
- Maintain up-to-date financial records, give a financial report at each regular meeting and provide an annual report at the close of their term.

THE EXECUTIVE BOARD

The Executive Board shall:

- Appoint all standing and special committees and their Chairs. When making these appointments, consider the representation of all member fraternities.
 - Conduct routine business meetings and all business approved for action by Chapter vote.
 - Report all action taken by the Executive Board at the next regular meeting via the Recording Secretary and record the action in the meeting minutes.
 - Keep the membership informed of all Order of Omega policies and guidelines.
-