

VICE PRESIDENT COMMUNICATIONS OFFICER RESPONSIBILITY SHEET

- _____ Ensure proper forms are submitted correctly and promptly to Headquarters and campus organizations. Refer to your section of the officer handbook for a listing and explanation of the most important forms and their due dates. Oversee officers to ensure that they submit forms to Headquarters on time. Note that some forms have a late fee attached if they are not turned in on time.
- _____ Retain and use only Headquarters forms with the dates of the current academic year in upper left hand corner.
- _____ Check Lyre Links to ensure all form deadlines are met, this can be found in the announcements section.
- _____ Update Lyre Links weekly to update forms, membership roster and advisor contact information.
- _____ Record bond numbers as assigned by Headquarters, in the chapter's bond book.
- _____ Devise an agenda/announcement sheet for each chapter meeting. Keep a permanent copy for your records.
- _____ Record and maintain minutes of Executive Board meetings.
- _____ Ensure that the Recording Secretary records the minutes of chapter meetings and distributes them to members, keep a permanent copy for the chapter's records.
- _____ Maintain a phone, campus address, permanent address, and birthday list of all members and advisors.
- _____ Work with the Publications Chair to ensure chapter events and accomplishments are promoted and publicized.
- _____ See that the Publications Chair submits articles and pictures to *The Lyre* magazine at least two times a term.
- _____ Work with the Historian to oversee preservation of chapter archives, activities, photographs, and events.
- _____ Hold and chair Communications Committee meetings at least once per semester or term.
- _____ Develop a chapter newsletter or bulletin via hard copy, voice mail, or e-mail.
- _____ Maintain positive correspondence with all campus audiences and other Alpha Chi Omega chapters. For example: thank you notes, congratulation letters/cards, Founders' Day acknowledgements and holiday greetings.
- _____ Oversee the maintenance of a chapter web site.
- _____ Assist the VP Membership Development in updating the calendar of events.

_____ Attend regularly scheduled executive board meetings

_____ Train your successor.