



Officer Duties

Sigma

- Compiles clear and complete minutes of each chapter meeting.
- Posts one copy of meeting minutes on chapter bulletin board, saves another for chapter records.
- Preferably types minutes into a computer and saves to disk for chapter records.
- Responsible for obtaining and filing Supreme Council and Committee meetings minutes.
- Creates and distributes weekly/bi-weekly calendars of events to all brothers.
- Responsible for informing brothers/pledges about upcoming events. Creates phone tree.
- Gives copies of brother phone list to all brothers.
- Compiles and updates all chapter policies in a hardcover notebook.
- Maintains chapter files—old bills, meeting minutes, resource material (manuals, etc.), old member address lists, etc.