

- o Maintains initiation records on brothers, as well as their biographical data.
- Helps every new initiate completely and properly fill out biographical forms, keeping one copy for the chapter files, and promptly sending the other to IHQ, so that membership materials (badges and certificates) can be quickly processed and sent to new members.
- Reports member addresses (school, summer, and permanent home) to IHQ semesterly.
- o Chapter photographer.
- Maintains a scrapbook or collection of photographs, newspaper articles, and artifacts about the activities of the actives and elders.