



The Honor Society of Phi Kappa Phi

Auburn University Chapter

President Elect

Description: The President Elect shall preside at meetings in the absence of the President and succeed the President in the event of an emergency or resignation. It shall be the duty of the President Elect to send the call for the nomination of new student members each semester and to preside over the election of new members at the Business Meetings of the chapter. The President Elect will perform any other duties as assigned by to him/her by the President.

Major responsibilities:

- Prepare for role as president
- Chair the Chapter Membership Committee

Primary Responsibilities

- Prepare and submit "President-Elect's report" at the Executive Committee meetings.
- Conduct the "Review of Student Members to be Invited" portion of the Business meetings.
- Conduct the selection of the Outstanding First Year, Outstanding Second Year, and Outstanding First Professional Year Awards at the Fall Business meeting.
- Send out an email correspondence indicating the date, location, and times of the Executive Committee Meetings, Business Meetings, and Initiations and Receptions for the year. This correspondence includes meeting agendas from the President, when available.
- Support the Vice President for Student Membership, who sends out an email correspondence informing Phi Kappa Phi College and School Representatives of the call for the nomination of new members, including an attachment of the full files per college of names generated through university-run reports.
- Support the Vice President of Student Membership, who sends out an email correspondence regarding the call for the "Outstanding" student awards in Fall semester. This email correspondence includes an attachment listing the names of freshman, sophomore, and first-year professional students who would qualify for the awards.
- Read the names of new initiates at the Initiation Ceremonies.
- Work closely and regularly with Student Vice Presidents to support them in meeting the expectations of their offices.
- Serve on the Investment Committee.
- Order the Outgoing President Recognition Award and present it to the outgoing President at the Spring Semester Initiation Ceremony during his/her final term year.

Phi Kappa Phi President-Elect's Checklist

I. Summer Term

- ☐ Upon the receipt of the memo from the President to the Executive Committee indicating the date, location, and times of the Executive Committee Meetings, Business Meetings, and Initiations and Receptions for the year, correspond with all Auburn University Phi Kappa Phi College and School Representatives informing them of the Summer term agenda and reminding them of the selection of new members at the Summer Business meeting.
- ☐ Prepare and submit the "President-Elect's Report" at the Executive Committee meeting. (The President-Elect usually reports on e-mails sent regarding membership selection and invitation.)
- ☐ Conduct the "Review of Student Members to be Invited" portion of the Summer Term Business meeting.
- ☐ Wear academic robe and hood at Initiation Ceremony.
- ☐ Read the names of new initiates at the Initiation Ceremony.

II. Fall Semester

- ☐ Upon the receipt of the memo from the President to the Executive Committee indicating the date, location, and times of the Executive Committee Meetings, Business Meetings, and Initiations and Receptions for the year, correspond with all Auburn University Phi Kappa Phi College and School Representatives informing them of the Fall Semester agenda and reminding them of the selection of new members at the Fall Business Meeting.
- ☐ Prepare and submit "President-Elect's report" at the Fall Semester Executive Committee meeting.
- ☐ Conduct the "Review of Student Members to be Invited" portion of the Fall Semester Business meeting.
- ☐ Conduct the selection of the Outstanding First Year, Outstanding Second Year, and Outstanding First Professional Year awards at the Fall Semester Business meeting.
- ☐ Wear academic robe and hood at Fall Semester Initiation Ceremony.
- ☐ Read the names of new initiates at the Fall Semester Initiation Ceremony.

III. Spring Semester

- Upon the receipt of the memo from the President to the Executive Committee indicating the date, location, and times of the Executive Committee Meetings, Business Meetings, and Initiations and Receptions for the year, correspond with all Auburn University Phi Kappa Phi College and School Representatives informing them of the Fall Semester agenda and reminding them of selection of new members at the Spring Business Meeting.
- Prepare and submit “President’-Elect’s report” at the Spring Semester Executive Committee meeting.
- Conduct the “Review of Student Members to be Invited” portion of the Spring Semester Business meeting.
- Wear academic robe and hood at Spring Semester Initiation Ceremony.
- Read the names of new initiates at the Spring Semester Initiation Ceremony.
- Order the Outgoing President Recognition Award and present it to the outgoing President at the Spring Semester Initiation Ceremony.