



The Honor Society of Phi Kappa Phi

Auburn University Chapter

President

Description: The President is the principal representative and leader of the Auburn University chapter of The Honor Society of Phi Kappa Phi. The President in collaboration with the Executive Committee, the elected officers of the chapter, is charged with the responsibility to ensure the effectiveness and efficiency of the chapter's activities and to propose initiatives that sustain excellence.

Primary Responsibilities:

- Preside at all scheduled and called meetings of the Executive Committee and the Chapter Business Meetings.
- Preside at all Auburn University Phi Kappa Phi Initiation Ceremonies.
- Appoint Committee Chairs for all standing committees in consultation with the Executive Committee.
- Appoint, as needed, replacements for chapter elected officers that resign or otherwise cannot fulfill the duties of said position.
- Appoint, as needed, *ad hoc* or task groups for proposed initiatives or other business of the chapter that does not fit within the structure of the chapter or calls for expertise not represented within the Executive Committee.
- Appoint the Nominating Committee.
- Serves as *ex-officio* member of all standing and ad hoc committees.
- Prepare letters requesting nominations for invitation to The Honor Society of Phi Kappa Phi for faculty and outstanding alumni in accordance with chapter bylaws.
- Prepare letters notifying nominated faculty and alumni of their election and invitation to membership in The Honor Society of Phi Kappa Phi.
- Prepares, in collaboration with other Auburn University Chapter officers, all correspondence to the Society headquarters.
- Nominates, in consultation with the Executive Committee, chapter members for Distinguished status.