



The Honor Society of Phi Kappa Phi

Auburn University Chapter

Vice President for Membership

Description: The Vice President for Membership is responsible for maintaining records and ordering supplies related to membership in the Society. It shall be his/her duty to prepare, with the assistance of the Membership Committee, lists of eligible candidates to be voted on by the chapter, and to prepare materials and documents required for the initiation of candidates.

Primary Responsibilities

- Inventory initiation supplies, including padded envelopes, and work with Vice President for Finance to order additional supplies from National when necessary.
- Attend and present Vice President for Membership report at Business and Executive Committee meetings.
- Create a university-generated listing of names of eligible students for invitation into the chapter and send the listing to appropriate College and School representatives for their review prior to the semester's Business Meetings via email.
- Send letters of invitation to nominees.
- Track responses of those invited to membership.
- Maintain chapter's membership spreadsheet.
- Upload new members to Banner using SZPKPKM process.
- Create a university-generated listing of names of eligible students for Outstanding Student awards and send the listing to appropriate College and School representatives for their review prior to the Fall semester's Business Meetings
- Contact ROTC units to determine if any selected students are affiliated with these units.
- File membership materials by semester into semester files.
- With the support of the Marshal, prepare initiation rituals.
- Present initiation/membership packets at Initiation ceremony.
- Respond to requests to join after initial membership deadlines.
- Handle distribution of or claiming of *In absentia* initiation packets.