

Sigma Kappa Omega

BINDERS

everyone

- constitution
- chapter checkpoints
- risk management policy
- big/little selection guidelines
- write up form
- confidentiality agreement
- formal meeting seating chart
- member roster, including social media usernames
- calendar
- oath

president

- list of duties
- passwords
- completed chapter checkpoints (previous semesters)
- event recaps (to be passed to future presidents)

vice-president

- list of duties
- blank forms
- GPAs
- sanctions records
- event recaps (to be passed to future vice-presidents)

secretary

- list of duties
- room reservations and confirmations
- email account, including password
- absences, tardies
- blank forms
- point system breakdown
- class/work schedule for all chapter members

treasurer

- treasurer policies
- tax ID's
- budget
- bank statements
- payment plans
- dues records
- blank monetary forms

parliamentarian

- list of duties
- Robert's Rules
- signed social media contracts
- meeting expectations
- meeting procedures
- ways to maintain focus
- record of social media infractions
- social media posting guidelines (for official chapter accounts)