

Tri-M Music Honor Society Officer Descriptions

Function—Chapter officers should act as chapter leaders, serve as role models for chapter members, and assist the advisor in the management of chapter affairs and activities.

Selection—The chapter officers may be nominated and elected by the chapter members, selected by the advisor, or selected by any other means decided by the chapter. Any method for chapter officer selection should be clearly outlined in the local chapter bylaws.

President—The chapter president will lead the members toward the attainment of the goals of the chapter and of the Tri-M Music Honor Society. The president will preside at all meetings of the chapter and of the executive committee. The president and the other officers will conduct the induction ceremony for new members and hold an election to appoint new officers to preside the following year. The job description of the chapter president may be edited or enhanced to meet chapter needs and should be clearly outlined in the local chapter bylaws.

Vice President—The chapter vice president shall preside at all meetings of the chapter in the absence of the president, and it will be his or her duty to assist the president. If programs, special projects, or activities are planned in addition to the membership presentation ceremony, he or she will also serve as program chairperson. The job description of the chapter vice president may be edited or enhanced to meet chapter needs and should be clearly outlined in the local chapter bylaws.

Secretary—The chapter secretary is responsible for all correspondence of the chapter and will keep an accurate record of attendance, minutes, and all transactions and meetings of the chapter. The secretary will also serve as social chairperson. The job description of the chapter secretary may be edited or enhanced to meet chapter needs and should be clearly outlined in local chapter bylaws.

Treasurer—The chapter treasurer shall keep an accurate record of all monies received and disbursed, any membership fees paid to the honor society, and all membership pins, cards, certificates, and insignia items secured from the national office. He or she will report at each meeting the receipts, disbursements, and cash balance on hand. The chapter advisor should make an audit of the treasurer's records at the end of each semester. The treasurer will also serve as membership chairperson. The job description of the chapter treasurer may be edited or enhanced to meet chapter needs and should be clearly outlined in the local chapter bylaws.

Historian—The chapter historian shall keep a comprehensive record of all programs presented by the chapter and its members, including pictures and news clippings; serve as publicity chairperson; and be responsible for compiling the chapter's entry for Chapter of the Year. The job description of the chapter historian may be edited or enhanced to meet chapter needs and should be clearly outlined in the local chapter bylaws.