

Dallas Pi Phi Junior Night Group Officer Responsibilities

President

- Presides over all meetings
- Serves on Dallas Daylight Angels Executive Board and acts as a liaison to other area Pi Phi clubs
- Coordinates officer meetings
- Approves monthly meeting programs and newsletters
- Creates the officer contact list and keeps it updated during the year
- Writes and submits articles for Dallas Alumnae Club newsletter, Arrow Points
- Submits monthly reports to the alumnae providence president
- Attends convention or regional leadership retreat
- Coordinates the Junior Night Group's participation with the annual fundraiser for the Dallas Alumnae Club

Vice President – Programs

- Plans all club meetings for the year (sets dates/times/location/speakers/etc.) by deadline date in July
- Submits the Junior Night Group meeting calendar to the appropriate Daylight Angels contact for the yearbook and website
- Coordinates meeting details with host/hostess two weeks prior to the event
- Plans food and drink for each meeting (wine, food, etc.)
- Sends meeting details (date/location/time/special giveaway info) to Newsletter and Communications Chair for monthly newsletter, Facebook invitations and Evites.

Vice President – Fraternity Heritage, Fundraising & Philanthropy

- Coordinates with VP Programs to organize a Fraternity Heritage activity for at least one meeting during the year
- Helps with the Dallas Alumnae Club's Founders Day celebration in April
- Coordinates the Junior Night Group's Links to Literacy project with the Fundraising & Philanthropy Chairman
- Works on finding philanthropic or volunteer opportunities for the Junior Night group
- Coordinates Cookie Shine for Christmas Party

Membership Chairman

- Works with the Daylight Angels membership chairman to maintain the Junior Night group membership database (excel spreadsheet)
- Maintains the Junior Night group email list in Constant Contact and makes sure the communications chair has the updated email list for Evite invitations.
- Invites new members to join the Junior Night Facebook group.
- Coordinates sign-in for all monthly meetings including greeting members, distributing name tags, and handing out membership forms to new members
- Updates member data regularly with new addressees, phone numbers, and makes sure Daylight Angels Club has current information
- Keeps track of who attends meetings and if they are new. Coordinates thank you/follow up emails.

Treasurer

- Works with Daylight President and Treasurer and the Junior Night President to set the group's budget
- Collects (with Membership Chair) dues checks at meeting and submits them to the Daylight Treasurer
- Keeps President and Membership chair updated monthly on dues paid members
- Maintains expense sheets for the group and submits receipts for reimbursement

- Collects cash donations and fundraising dollars and submits to Daylight Angels Treasurer
- Works closely with VP programs on budget and expenses for meetings

Secretary

- Takes minutes at all officer meetings and distributes them to the officers
- Sends thank you notes to each person/business that hosts a monthly meeting and handles and other club correspondence (sympathy cards, get well cards, congratulations card's etc.)
- Send letters to local collegiate chapters two months before graduation inviting them to join our club

Newsletter Chairman

- Contacts all officers quarterly to get details for the upcoming newsletter
- Creates and sends a quarterly email newsletter to the group (Summer, Fall, Winter, and Spring)

Public Relations Chairman

- Communicates group activity to nationals by submitting photos and information to Pi Phi Arrow magazine and sending regular updates about successful events for posting on the "In the News" section of the website.
- Serves as group "photojournalist" by taking pictures at monthly meetings and special events and sending pictures from meetings/special events to the group through Flickr and Facebook.
- Submits pictures for the www.DallasPiPhi.org website
- Helps publicly promote positive group activities:
 - Coordinates with the Philanthropy & Fundraising Chair to promote any fundraising or service initiatives via press releases, website, and to nationals.
 - Manages publicity for other group events in coordination with VP programs.
- Works with Membership & Communication Chairs to publish post cards and other items used to promote the Junior Night group to graduating seniors and prospective members in the Dallas area.

Communication Chairman

- Works with VP Programs to get final details about monthly meetings to include in e-blasts, Evites and Facebook invitations
- Works with the Membership chairman to keep the member list updated with email addresses, mailing addresses and phone numbers
- Maintains the Junior Night Group accounts on Evite, Facebook and Constant Contact.
- Designs and sends invitations to any special events

Wine Club Chairman

- Works with officers and members to coordinate Wine Club hosts for each month
- Sets a theme for the year or helps coordinate themes for individual hosts
- Ensure that the communication chair has all the information they need to send the appropriate facebook/Evite invitations
- Sends thank you notes to Wine Club hosts

SMU Senior Happy Hour Co-Chairs

- Coordinates all Pi Phi alumni members for the Career Directory that gets distributed to the Seniors
- Creates & mails the invitation for the happy hour
- Responsible for buying gifts for the Seniors
- Works with the Communications Chairman at the beginning of February to email/mail Pi Phi alumni for Career Directory content
- Liason between SMU chapter to keep group informed if they need to help with Rush, etc.

Greeter

- Greets and welcomes attendees to meetings, events, etc.