Admissions Sponsor:

* Send out advertisement for open enrollments.
* Receive applications/new enrollee dues.
* Evaluate applications to verify the applicant meets the requirements.
* Notify Induction sponsor of names of inductees.
* Notify applicant of acceptance or rejection.
* Update the membership list.
* Send out dues notice to active students from previous years.
* At end of year, update membership list to reflect graduating seniors and member standing.

Service Project Sponsor:

* Attend first Chapter meeting and explain Service Project requirements.
* Review/approve all Service Projects.
* Determine Service Project Chaperone for each project (from Student). Ensure Chaperone is aware of the Chaperone responsibilities.
* Maintain Service Project participation; obtain Service Project attendance from Chaperones.
* The preference (not requirement) is that each student lead 1 project per year. Co-leading a project is also a possibility.
* Give students ideas of possible projects.
* Answer emails/phone calls when students have questions about projects or want to know your availability to be a specific project chaperone.
* Attend as many projects as possible as sponsor.

Student Service Project Responsibilities:

* Coordinate project with location. Set date/time.
* Determine Chaperone (parent or sponsor).
* Communicate and get project approved by Service Project Sponsor.
* Communicate Service Project information to Chapter members.
* Keep a list of everyone who attends
* Record time of arrival / departure (so that we can ensure that the student participated at least 50% of the project)
* Send the information to the Service Project sponsor and Chapter President within a week after the service project.

Service Project Chaperone Responsibilities:

* Be a presence. If there were any problems, this information needs to be communicated to the Service Project sponsor.

Membership Meetings Sponsor:

* Ensure election of officers at first meeting (Minimum: President, Vice President, Secretary, Treasurer).
* Ensure that meetings are scheduled during first meeting.
* Coordinate with Acting President/President that students understand Honor Society Requirements:
	+ Must attend 50% if meetings.
	+ Must participate in at least 2 service projects.
	+ Attendance/Participation requirements (may need to determined).
* Attend meetings periodically, if By-Laws are being amended or if requested by Chapter President.
* Keep up with meeting attendance; obtain meeting attendance records from Secretary.
* NOT responsible for waiting for students to be picked up after meetings.

Induction Sponsor:

* Coordinate with Acting President and set date for Induction Ceremony.
* Find location for Ceremony.
* Prepare/Send Induction Ceremony Invitations.
* Coordinate with Acting President on introduction email/invitation.
* Provide refreshments for Ceremony.

Financial Sponsor:

* Coordinate with Treasurer.
* Monitor bank account.
* Sign all checks.