

NEW Executive Board Positions and Descriptions

PRESIDENT (1)- The President will be a liaison to the Illinois State Council and ESA International. She will make sure the executive and committee heads are keeping up with their duties and responsibilities. The President must also register the RSO with the Student Involvement Center and work closely with the Faculty Advisor. The President is the spokesperson for ESA and must demonstrate the values that are set forth in the constitution. Other duties include, but are not limited to setting up a summer retreat for the incoming board, organizing composite pictures, and ordering graduation stoles.

VICE PRESIDENT (1)- The Vice President will be in charge of planning, organizing, and executing any and all Rush Week events. In the event that the President is unable to attend a meeting, the Vice President is second in command. Duties also include ordering pins for the Lamp-Pinning and Activation ceremonies. During the Fall semester, the Vice President will also serve as Pledge Mom and plan 6 weeks of Pledge Orientation for the pledge class in order to educate them on our values, constitution, and organization. The Vice President is in charge of formatting, administering, and grading the pledge test.

SECRETARY (1)- (Effective for the 2011-2012 year the Recording Secretary and Corresponding Secretary will be merged into one position) The Secretary will keep a record of GPA's at the beginning of each semester. They will also keep a record of the contact information of all active members. The Secretary will record minutes at each meeting, chapter and exec/comm. Meetings, and email them out no later than the next day. Monthly Minutes reports will also be sent to ESA International. In addition to keeping records, the Secretary will be in charge of keeping correspondence with the chapter by sending out emails daily.

TREASURER (1)- The Treasurer will be in charge of accepting dues at the beginning of the year as well as all budgets. The ESA credit card will be under the name of the President, but the Treasurer will hold on to the checkbook and take care of all deposits and payments of rooms, favors, and budgets. The Treasurer must work closely with the Faculty Advisor to make sure all funds are being handled correctly and appropriately.

PARLIAMENTARIAN (1) - The Parliamentarian is to make sure that ESA follows the rules and by-laws set forth in the Constitution. As amendments arise, it is the Parliamentarian's responsibility to bring them to the attention of the Executive Board. It is also the Parliamentarian's responsibility to see that all members have met the requirements for hours, sisterhoods, and educationals, and fines. Any members who are insufficient of requirements must be put on probation. The parliamentarian will be in charge of nominations and elections for Pledge Liaison and the new Executive and Committee Board in April.

ST. JUDE PHILANTHROPIC DIRECTOR(S)- The St. Jude Director(s) will be in charge of organizing fundraising and service events to benefit the St. Jude Children's Research Hospital. One mandatory event must be planned each semester. All moneys raised throughout the year will be presented to the hospital at the end of the year.

EASTER SEALS PHILANTHROPIC DIRECTOR(S)- The Easter Seals Director(s) will be in charge of organizing fundraising and service events to benefit Easter Seals Disability Services. One mandatory event must be planned each semester. All moneys raised throughout the year will be presented to Easter Seals at their Telethon.

HOPE FOR HEROES DIRECTOR (1)- The Hope for Heroes Director will be in charge of organizing fundraising and service events to benefit Hope for Heroes. One mandatory event must be planned each semester. The Hope for Heroes Director is also responsible for planning the annual 5K held on Illinois State's campus.

JR. PHILANTHROPIC DIRECTORS (3)- The Jr. Phil Directors are to focus on finding philanthropic events for ESA to participate in throughout campus and the Bloomington-Normal community. Jr. Phils will also collect Outside Hours that will count towards each member's total hours for the semester. The current Jr. Philanthropic directors, the St. Jude Directors, and the Easter Seals Directors appoint this position.

EDUCATIONAL DIRECTOR (1)- The Educational Director must plan at least 8 educational events for the membership each semester. The Educational Director will work closely with the Big/Lil Director in developing a mentor program for the actives and new members.

SISTERHOOD DIRECTOR(S)- The Sisterhood Director(s) must plan 8 sisterhood events each semester. These events are targeted at bringing our sisters together and allowing us a place to meet new members and become closer.

WAYS & MEANS DIRECTOR (1)- The Ways & Means Director is responsible for raising money for the Alpha Beta chapter of ESA. This money helps to pay for room fees, budgets, and lowering the cost of events that ESA sponsors. Lucky Bucks raffles are to be held throughout the semester as well as other events to raise funds.

PLEDGE LIAISON (1-2)- The Pledge Liaison is voted on by the current pledge class and serves on the board during second semester. Duties include being a liaison for the pledge class to the Executive and Committee Board as well as planning a philanthropic event, a sisterhood, an educational, and a Ways and Means event for all pledges to attend.

Committee Positions and Descriptions

ALUMNI (1)-The Alumni chair will keep in contact with all ESA alumni through emails and newsletters. She will also accept new alumni at the beginning of each semester. Duties also include organizing a Founder's Day Luncheon, homecoming activities, and Senior Sweetheart parties at the end of each semester to congratulate and celebrate the seniors.

CEREMONIES DIRECTOR (1)- (Effective for the 2011-2012 year the Awards and Ceremonies chairs will be merged into one position) The Ceremony Director's duties include organizing and running the Lamp-Pinning and Activation Ceremonies, celebrating engagements, supportive sister, and the Awards Banquet at the end of the year. She will also be in charge of dispersing and collecting Awards forms in the Fall and ordering pins and plaques for the banquet. The Ceremonies Director will be in charge of nominations and voting of Woman of the Year, Pledge of the Year, and Most Dedicated.

BIG/LIL COORDINATOR (1)- The Big/Lil coordinators will be responsible for pairing up each new member with an active member in a mentoring program. Two main events are planned: the Big/Lil Reveal Night and the Big/Lil Reverse Night. Other events throughout the year are highly encouraged to promote sisterhood and stronger bonds with our sisters.

CHAPLAIN (1)- The Chaplain is responsible for giving an inspirational quote each week and sending out congratulatory or sympathy cards for ESA members and their families. Other activities to boost the morale and positive thoughts for our members are encouraged. Supportive Sister will also be coordinated through the Chaplain

JONQUIL (2)- The Jonquil Director will design and order a small birthday gift for ESA members and distribute them monthly. The Jonquil Director will also design and order souvenirs and memorabilia for all ESA members. Popular favors have been made for Rush, socials, and Activation.

PUBLICITY DIRECTOR (1)- The Publicity Director is responsible for publicizing all events that ESA hosts on campus and throughout the community in order to ensure larger turnouts and successful fundraisers. Knowledge in computer design and marketing techniques are encouraged.

SCRAPBOOK DIRECTOR (1)- (Effective for the 2011-2012 year the Scrapbook Director will be a voluntary position and will not serve on the Committee Board. They will, however, receive a budget for materials.) The Scrapbook Director will make a scrapbook of all ESA events throughout the school year and will use the finished product as a marketing tool for Rush events. The previous year's book will be raffled off at the Awards Banquet.

SOCIAL DIRECTOR (1)- The Social Director will plan social events throughout the year for ESA members. Typical events that have been planned in past years are Barndance, Semi-Formal, and Formal. ALL events must be approved through the Dean of Students office. (Paperwork is involved)

WEB COORDINATOR (1)- The Web Coordinator is responsible for maintaining and keeping the website up to date. Other duties include managing the Designated Driver program and making sure that there is not any inappropriate postings of ESA or ESA affiliated events on social networking sights.