

Sigma Gamma Tau

National Honor Society in Aerospace Engineering

URL: www.ae.utexas.edu/~sgt/



University of Texas at Austin Chapter Officers/Chairs Roles and Responsibilities

All Officers/Chairs

- 1) Attend all SGT meetings, activities, firesides, etc.
- 2) Hold Office Hours every week

President

- 1) Oversee all functions of the organization and ensure communication between all officers/chairs
- 2) Be responsible for providing information on the Chapter's operation, finances, or membership to the National office when requested
- 3) Fill out all registration forms (SALD, etc.) at the beginning of the semester
- 4) Send out official (final) email about all meetings and events
- 5) Hold Officer/Chair meetings during the semester and plan schedule
- 6) Run 3 official pledge meetings through the semester
- 7) Keep locker list (with combinations) safe and secure
- 8) Organize Initiation banquet
- 9) Write thank-you letters to all participating faculty/industry members
- 10) Mail off member forms and Initiation dues to Nationals at the end of the semester

Vice President

- 1) Assist the President
- 2) Secure 3-4 fireside professors within first 2 weeks of semester
- 3) Secure pledge meeting speakers 2 weeks in advance of a meeting
- 4) Reserve the location and time of all activities, events, etc. in advance
- 5) Grade SGT pledge tests and count points in pledge packets

Treasurer

- 1) Get all course packets printed before school begins
- 2) Make frequent bank deposits (keep less than \$100 cash in the office)
- 3) Keep an updated budget and a projected end-of-semester budget
- 4) Order SGT graduation stoles for graduating seniors (by National's deadline)
- 5) Fill out all SGT sponsorship forms

Secretary

- 1) Take minutes at the officer/chair meetings and email them out to officers/chairs
- 2) Print and keep track of relevant sign-in sheets for each pledge meeting/activity
- 3) Print SGT pledge and history/by-laws packets for first and third pledge meetings, respectively
- 4) Update and print Initiation banquet invitations and programs

- 5) Engrave plates for “Distinguished Pledge Award” and “Distinguished Active Award”

Pledge Officer

- 1) Get a list of candidates during the first week of school (from ECJ 2.200)
- 2) Send out notification letters by the second week of school and notification emails afterwards
- 3) Keep necessary RSVP pledge lists for activities, firesides, etc.
- 4) Tie all loose ends and work closely with pledge chair and pledges

SEC Representative

- 1) Attend all SEC meetings and fulfill SEC responsibilities
- 2) Inform Treasurer of sponsorship forms
- 3) Inform SGT of SEC events and other engineering events

Historian

- 1) Take pictures at all meetings, activities, etc., and one Officer/Chair/Pledge group picture at the Initiation banquet
- 2) Update and maintain the SGT website and SGT Design folder
- 3) Update pictures on website and on the Design folder

Pledge Chair(s)

- 1) Assist the Pledge Officer
- 2) Organize and oversee all pledge projects during the middle of the pledge semester
- 3) Oversee the Rube Goldberg pledge project and sign off on hours.

Activities Chair(s)

- 1) Planning social events
- 2) Lead SGT’s efforts during E-Week (spring semester)
- 3) Work with SEC Rep to involve SGT in SEC activities
- 4) Work with pledge coordinator to tie up all loose ends for activities

Academic Chair(s)

- 1) Create a system for SGT tutoring
- 2) Oversee test bank and test bank check-outs

Fundraising Chair(s)

- 1) Ensure that cabinet is always stocked and make trips to Sam’s Club
- 2) Generate fundraising projects for the organization

Public Relations Chair(s)

- 1) Create SGT advertisements for candy/drink sales, tutoring, course packets, etc.
- 2) Assist Vice President in arranging for fireside professors and pledge meeting speakers