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