

Date: September 29, 2016

Start Time: 6:00 PM

**Vice-President/President – Kelly Porter** (tsugbpvicepresident@gmail.com):

* Welcome to our first meeting.
* Our new advisor is Dr. Mattie Fitch, a professor in the social sciences department.
* A few reminders:
	+ All members must maintain a 3.2 GPA.
	+ All members must complete 6 community service hours per semester. The form is on our website – [www.tarletongbp.weebly.com](http://www.tarletongbp.weebly.com). These hours can include community service completed in other organizations.
* We will be discussing each of the officer positions. Elections will take place at the next meeting (email to be sent confirming the date – most likely October 20th). If you are interested in becoming an officer, please email me. This is a wonderful opportunity to gain leadership experience and it looks great on a resume.

Officer Positions:

* President - Please see the attached video of Lauryn Amy discussing the position
	+ Guides the policies and activities of the chapter
	+ Presides at meetings
	+ Oversees all officers and committees (if applicable)
* Vice-President
	+ The Office of Vice-President is significant and important.
		- Must be ready and able to assume the responsibilities of the presidency in the event that the President is unable to serve out his or her term
		- Presides at meetings should the President be unable to attend
		- The President’s right hand and should do his or her utmost to fulfill the assignments given by the President

**Treasurer – Houston Sanford** (houston.sandford@go.tarleton.edu):

* Treasurer
* Applicant Description:
* Seeking Highly Motivated and Organized Individual
* Must be Financially Competent and Responsible
* Background in Bookkeeping/Accounting is Helpful but not Required
* Experience with Microsoft Excel is Preferred but not Required
* Job Description:
* Maintain & Manage Bank Account (Transactions/ Acct Reconciliation)
* Responsible for Creating & Managing Project Budgets
* Responsible Collecting Funds
* Generating End of Semester Treasury Reports

**Community Service Chair – Kodie Cooper** (kodie.cooper@go.tarleton.edu):

* Secretary:
	+ Takes minutes at meetings
	+ Keeps membership records
	+ Requests diploma seals
	+ Completes the Application for New Member Certificates
	+ Should communicate periodically with National Headquarters in order to be knowledgeable about what materials are available from Headquarters and see that they are used properly and not wastefully
* Community Service Chair
	+ Being able to communicate well with others is a must! Because…
	+ You have to contact outside sources around the community for potential hours.
	+ Also to set up and contact people for our annual flagship community service project.
	+ Being able to take members hours on the daily through email.
	+ Keeping organized records to let everyone know how many hours they have.
	+ And being able to make community service FUN!

**Webmaster – Shelli Thomas** (shelli.thomas@go.tarleton.edu):

* Webmaster
* Maintains the chapter’s online presence
	+ Website: <http://tarletongbp.weebly.com/> (main task)
		- Updates the website as necessary
		- Coordinates voting that takes place on the website
	+ Facebook and other social media sites
		- Create events, share photos, and provide information
		- Announcements, updates, etc.
	+ The Facebook page is “Tarleton Gbp Chapter”

**New business**:

The chapter voted to amend the by-laws. There is now only one Community Service Chair rather than a committee.

End time: 6:17 PM