

Date: September 29, 2016

Start Time: 6:00 PM

**Vice-President/President – Kelly Porter** ([tsugbpvicepresident@gmail.com](mailto: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](mailto: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](mailto: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](mailto: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