



Pledge Class Officer Duties

Duties of the pledge class President

1. To call and preside over special and weekly pledge meetings
2. To act as a liaison between the chapter and the pledge class
3. To coordinate the development of the pledge class goals

Duties of the pledge class Vice President

1. To preside at pledge class meetings in the absence of the President
2. To act as President in case of his temporary absence
3. To act as a liaison between the pledge class and parents association
4. To assist the President in all duties in which he may desire assistance

Duties of the pledge class Treasurer

1. To prepare the pledge class financial budget in conjunction with the chapter treasurer
2. To assist the chapter treasurer in the collection of pledge fees and dues
3. To organize one pledge class fundraiser

Duties of the pledge class Secretary

1. To be responsible for general correspondence to parents and other guests for pledging activities and banquets
2. To record the minutes of regular and special pledge meetings, entering them in the official minute book of the pledge class

Duties of the pledge class Risk Manager

1. To ensure that Beta Theta Pi's Risk Management Policy is implemented at each chapter event
2. To educate pledge class members on the Risk Management Policy along with the chapter risk manager
3. To educate pledge class members on the chapter's Crisis Management Plan along with the chapter risk manager

Duties of the pledge class Recruitment Chairman

1. To maintain a list of all potential members and submit to the chapter recruitment chair weekly
2. To oversee all pledge class recruitment activities and to inform all active members of acceptable recruitment practices
3. To ensure that all recruitment events are alcohol free
4. To be familiar with the institution and Interfraternity Council recruitment regulations
5. To develop a recruitment pledge class calendar of events and distribute this to the pledge class and actives
6. To serve as a member of the chapter's recruitment committee

Duties of the pledge class Scholarship Chairman

1. To know the academic standing of all pledges and to seek assistance for those pledges who are having difficulty
2. To keep the pledge class informed of all important academic dates and university academic rules and regulations
3. Duties of the pledge class Social Chairman
4. To schedule and organize all pledge class social activities
5. To enforce all General Fraternity Risk Management policies and campus regulations during chapter social functions