



Alpha Epsilon Delta

The Health Preprofessional Honor Society

Duties of Chapter Officers

The AED National Office function is to support and serve the needs of AED advisors and chapter officers. If there is any information, advice or assistance you need in conducting the affairs of your chapter please contact your Regional Director, any of the National Officers, or the AED National Office. Please keep the National Office informed of all chapter activities and any changes in names/addresses of chapter advisors/officers.

The officers provide guidance, direction and leadership in promoting the objectives of the Society as stated in the *Constitution*. No chapter is better than its leadership — capable, sincere, and responsible officers who are willing to work are essential for an active, progressive chapter.

Alpha Epsilon Delta is represented on your campus by the chapter advisors, officers, and the members. The perception of AED is directly related to your chapter's programs and activities. The officers should develop and initiate effective programs that are of interest and beneficial to the members and student body. You have the opportunity to make AED the type of organization that will attract qualified students who will become contributing members.

The following is an outline of principal duties associated with the primary chapter leadership positions...



CHAPTER ADVISOR

Each chapter must function under the guidance of an Advisor who is an official officer of the chapter. The Advisor should be an individual actively interested in the challenges and activities of preprofessional health students. The duties of the Advisor include:

- Promotes the general welfare of the chapter and advances the ideals of the Society
- Provides guidance, counsel and encouragement to officers and members
- Insures that all candidates selected for membership meet the requirements of the both the National and Chapter *Constitution and Bylaws*
- Verifies the membership credentials of each member by signing the chapter verification statement on each ***AED Membership Record Form*** (MRFs) submitted to the National Office
 - MRFs must have the **Init Date** – the official membership recognition meeting celebration
 - and MRFs must have both the **overall** and **science GPAs** of each student inductee
- Assists the officers and members in the selection of appropriate leaders in the educational and health professions as Honorary members
- Encourages the selection of capable leadership to insure continuity of the chapter and maintenance of an effective program of activities of interest and benefit to the members and other interested students on campus
- **IRS annual reporting** (Form 990-N or 990) required to maintain chapter's tax exempt status thus avoid paying income taxes on gross receipts... each chapter has it's own EIN and IRS Tax Year (start/end date) reporting period. Gross receipts < \$25,000 may file e-Postcard (Form 990-N). **Submit a copy** of your report with tax year and IRS acceptance date... contact National Office or Treasurer for assistance
- Follow-up with officers regarding the submission to the National Office of all mandatory reports; including but not limited to ***Annual Financial Audit, Biennial Report of Chapter Activities, Membership Record Form*** (MRF) for all school year inductees, ***Chapter Information Form*** (CIF)
- The Advisor's office may serve as a place to maintain and access permanent chapter records or a suitable location determined

Please check the AED Website in "***Member Resources***" for updated forms and materials
(www.nationalaed.org/members/index.cfm#1)

**** DO NOT ALTER the AED Membership Record Form ****



PRESIDENT

The leadership of the President is a key element in chapter success. The President serves as a mentor for other officers and is responsible for chapter functions including the following:

- Election and initiation of new members, including honorary members
- Initiation and development of chapter programs and activities
- Appointment of committees to carry out chapter functions
- Distribution of the *THE SCALPEL* for circulation among members
- Determining that other chapter officers and committees perform their duties in a satisfactory manner and submit timely reports
- Follow-up status of mandatory chapter reports to National Office and keeps Advisor informed
- Election and induction of new officers

VICE PRESIDENT

The Vice President is the President's "right hand" and many times becomes a candidate for President. The functions of the Vice President may include:

- Functions in the absence of the President
- Handles chapter publicity, including preparation of posters and notices for meetings, chapter activities, and news releases. The Vice President and Historian should cooperate in maintaining a chapter scrapbook and/or other material as a record of activities
- The Vice President may produce a Chapter Newsletter for distribution to the members, alumni, National Officers, and Regional Director
- Serves as the individual whom the President can delegate to function in special circumstances, i.e., formulate *ad hoc* committees, coordinate special projects, etc



SECRETARY

Maintenance of good chapter records is essential for successful chapter function. The Secretary is responsible for all chapter and membership records, including the following:

- Maintains official minutes of all chapter “executive council” meetings
- Maintains the permanent Chapter Roll book containing the signature and home address of each person initiated into the chapter

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- Signs the completed *AED Membership Record Form* for all new members — student and honorary — and forwards them, along with a check for the total membership fees from the Chapter Treasurer, to the AED National Office
 - MRFs must have the **Init Date** – the official membership recognition meeting celebration
 - and MRFs must have both the **overall** and **science GPAs** of each student inductee
- Maintains a file (retains copies at location determined by Advisor) of all completed membership records submitted to the National Office along with a copy of the “Chapter Batch Total” printout
- During the school year, distributes membership materials, including National membership cards and certificates, to new members registered with the National Office
- Coordinates the submission of the *Biennial Report of Chapter Activities* – information and signatures from the Treasurer, Historian & Chapter Advisor. The report is due (normally February 1st) prior to each National Convention as required by the *Constitution*, Article VII, Section 7
- Maintain contact and correspondence with AED National Office and Regional Director, keep the names and addresses of the chapter officers up-to-date, and submit *Chapter Information Form** (CIF)

* This (CIF) form may be E-mailed to the National Office: aed@jmu.edu



TREASURER

The Treasurer has the responsibility of conducting the chapter's financial business. This officer pays the bills and keeps the chapter out of the red ink zone. It is important for there to be a good annual "hand off" from former treasurer to new treasurer.

- Maintains an accurate account of all financial transactions for the permanent records of the chapter collects all membership fees and chapter dues and pays all expenses. The Financial Records should be reviewed at the **end of the Treasurer's term** of office by a committee or by the Chapter Advisor.
- **Annual Financial Audit Report** – detailed financial report – due along with (separate from) the *Biennial Report of Chapter Activities* during convention years
 - must be completed and submitted to the AED National Office – **EVERY YEAR** no later than February 1st (ARTICLE VII Section 7 of the AED Constitution)
- **Biennial Report of Chapter Activities: compiles the 2 calendar year summary report** from annual reports (above) and submits to the National Office by deadline posted on web site for the Biennial Report submission – which is due (normally February 1st) prior to each National Convention as required by the *Constitution*, Article VII, Section 7.
 - **Note:** the 2-yr financial summary section does not take the place of the **Annual Financial Audit Report** requirement listed above
- Clears signatures and title of chapter account with appropriate bank or college/university officials as soon as a new Treasurer is elected and installed, so that checks can be processed without delay
- Provides the Secretary with a check covering the **total national membership fees** for all initiates that are submitted (along with the completed **AED Membership Record Forms**) to the AED National Office
 - MRFs must have the Init Date – the official membership recognition meeting celebration
 - and MRFs must have both the **overall** and **science GPAs** of each student inductee
- Please send one check for the **total amount of membership fees** to the National Office

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HISTORIAN

The Historian is the person who is responsible for informing the present and future of the past. This officer functions in the following capacities:

- Prepares a summary of chapter activities and programs for the year and submits to Secretary as a basis for the *Biennial Report of Chapter Activities* that is due (normally February 1st) prior to each National Convention as required by the *Constitution*, Article VII, Section 7
- Cooperates with the Vice President in maintaining the chapter scrapbook and other historical chapter records. Major historical items, including early Chapter Minute Books, Roll Books, etc., should be maintained so that future members can access them. The Historian should make sure that the Chapter's Charter is maintained/displayed

THE SCALPEL REPORTER

Many chapters have a *Scalpel* Reporter in addition to the office of Historian AND many chapters just have an Historian — in which case, the duties listed below are handled by the Historian.

- *The Scalpel* Reporter lets the world know what their chapter has done, is doing, and will do
- If possible prepare and send reports for the “Chapter Pride Roll” section of *The Scalpel* electronically or as Word attachments to E-mail — send to the Editor in Chief. Please send B&W or color photos under separate cover via conventional mail with descriptive captions.

Please check the AED Website in “*Member Resources*” for updated information
(www.nationalaed.org/members/index.cfm#2)

- *The Scalpel* is the voice box for your chapter so the Reporter should make sure that information is shared with other chapters
- We would like to have the Reporter send us ANYTHING of interest for publication consideration. Please think of us next time you hear/see an interesting presentation/article. Thanks!

DEADLINE DATES FOR *THE SCALPEL:** **December 1st** **for Spring Issue**
* (check website for updates) **June 1st** **for Fall Issue**

URL above