

President: The president has the following duties:

1. Finding the qualified students who are eligible for membership
2. Writing and hand-signing the invitation letters
3. Maintaining regular electronic mail relations with all members and faculty, especially the faculty advisor.
4. Calling all necessary meetings and presiding over them
- ** 5. Attending E-School Presidents Council meetings (extremely important). The meetings are usually held once or twice per month.
6. Delegating duties to other officers and members
7. Planning and overseeing all chapter projects and events
8. Reviewing previous year's events to ensure level of activity in chapter either remains constant or increases
9. Signing new membership certificates
10. Sending list of new members (with SS#s) to Registrar's office
11. Maintaining records and files in Chapter Activity file cases
12. Preparing pledge materials with assistance of other officers
13. Orientation of new officers (very important)
14. Initiating new members at initiation ceremony each semester