

Tri-M Office Information

Below is the list of offices and a short description of their responsibilities in Tri-M Honor Society. Please read through and consider the role of each officer before nominating a candidate.

PRESIDENT

- Presides over meetings of the Chapter
- Prepares an agenda for the meetings
- Representative and spokesperson of the Chapter, on and off campus
- Facilitates formation of chapter goals
- Completes an annual Chapter Summary Report
- Provides motivation and encouragement to fellow officers and members

VICE PRESIDENT

- Publicizes meeting and chapter activities
- Schedules guest speakers with assistance from other chapter officers
- Educates new members on the history of Tri-M
- Helps organize the induction ceremony
- Secondary representative of the Chapter, on and off campus

SECRETARY

- Records the chapter minutes
- Handles correspondence for the chapter, including thank you letters and interactions with other Tri-M chapters
- Keeps record of and reports chapter activities for the Chapter Summary Report

TREASURER

- Maintains membership records
- Prepares a chapter roster
- Maintains the chapter's financial records

HISTORIAN

- Teaches Tri-M Loyalty Song
- Educates new members on the history of Tri-M
- Publishes chapter activities in Music Boosters Newsletter



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HONOR SOCIETY