



## **Pi Theta Epsilon Chapter Structure and Organization**

### **Executive Committee**

#### **President**

The President shall notify the membership of meetings and shall preside at meetings. The President shall promote the functioning of the organization in accordance with the Constitution. The President shall serve on the Chapter Review Board. The President shall not vote in the election of officers except in the case of a tie.

#### **Vice President**

The Vice-President shall assist the President. The Vice-President shall preside over meetings in the absence of the President.

#### **Secretary**

The Secretary shall record the proceedings of all meetings, carry on all necessary correspondence, and maintain the records of the organization.

#### **Treasurer**

The Treasurer shall be responsible for handling all monies and financial records of the chapter, including the preparation of the annual budget. The Treasurer shall provide for safe keeping of monies collected and exchanged with the national office of PTE.

### **Faculty Advisor**

The advisor shall be a Registered Occupational Therapist (OTR) and a member of the occupational therapy faculty. The advisor shall have been a faculty member for at least one year. The advisor shall identify the top 35% of each class who are eligible to apply for membership, shall serve as a member of the Chapter Review Board, attend meetings regularly, act as a liaison between faculty and PTE, and receive nominations for chapter officers. The advisor shall not have a vote.



## Example of Chapter Structure of Kappa Chapter

### Officers

President  
Vice President  
Treasurer  
Secretary  
Advisor

### Committees

**Education Committee:** Provides educational/ professional development opportunities for the community and students. Examples include anatomy tutoring, and guest speakers

**Community Service Committee** Opportunities for community service within and outside of campus.

**Fundraising Committee** Fundraising opportunities to support chapter activities, as well as alternate fundraising activities to raise funds for AOTF in support of research grants.

**Induction Committees:** Usually only active around the induction ceremony time; Responsible for sending invitations to the ceremony, securing tables, food, flowers, candles, set-up, etc.

**Round-table Committees:** Organizes Journal club that meets to discuss current OT literature of interest

*At the end of the general meeting, the committee chairs and members can meet to discuss plans for the upcoming month and delegate tasks.*