



OMICRON DELTA KAPPA
The National Leadership Honor Society
SIGMA CIRCLE

2018-2019 ODK OFFICER DESCRIPTIONS

All officers must have the skills necessary to complete their positions, must be on campus (not studying abroad), are expected to attend all officers meetings, selections and inductions, and must be scheduled to graduate in May 2019 or later. Term of office is one year.

PRESIDENT

Responsible for overall direction and leadership of the Sigma Circle.

Duties include: Set priorities and ensure all responsibilities of the Circle Officers are fulfilled; chairing Officer meetings, General Body Meetings, Selections, and Inductions; and, other duties as expected to make certain that the Circle runs smoothly and effectively. Time commitment averages about 3 hours a week.

VICE PRESIDENT

Responsible for supporting and backing up the President of ODK in their duties and maintaining positive alumni engagement.

Duties include: Managing the selection process for ODK awards, including Leader of the Year, Top Ten Freshmen, and Sophomore Leader of the Year; developing and coordinating alumni programs and mentorship opportunities; working with Student Affairs Development on ODK fundraising; assisting with the selection process; and other duties as necessary to make certain that the Circle operates effectively. Time commitment averages about 3 hours a week.

COMMUNICATIONS

Responsible for social and informal correspondence with others electronically and through social media.

Duties include: Keeping an eye out for accomplishments of ODK members and alumni, as well as others within the University community; sending notes of congratulations to those who are deserving; maintaining regular communication with Omicron Delta Kappa National and with The Circle magazine; sending other correspondence and noting members' birthdays; track activity points; providing input into Executive Council decisions; and other duties as necessary to make certain that the Circle operates smoothly and effectively. Time commitment averages about 3 hours a week.

PHILANTHROPY AND COMMUNITY SERVICE

Responsible for handling the awarding of ODK Scholarships and determining the scope and direction of philanthropy and community service activities.

Duties include: Organizing and overseeing fund-raising activities during the semester for the purpose of generating funds for the scholarship; working with the Student Affairs Development to advertise, solicit, screen, and award the annual ODK Scholarships; planning philanthropy events and direction for ODK membership; providing input into Executive Council decisions; and other duties as necessary to make certain that the Circle operates smoothly and effectively. Time commitment averages about 1 hour a week.

EVENTS AND LECTURES

Responsible for planning ODK Lectures, networking and social events to encourage and cultivate relationships among ODK members.

Duties include: Chairing ODK Lecture Committee, planning two lectures per year, preparing a budget, reserving a space, developing a marketing campaign, requesting funds as necessary, and serving as the “point person” during events; working with partners as needed; providing input into Executive Council decisions; and other duties as necessary to make certain that the Circle operates smoothly and effectively. Time commitment averages about 1 hour a week.

HISTORIAN

Responsible for documenting in ODK over the course of the year, through photo and video.

Duties include: taking pictures and capturing video at ODK events; sharing photos and video with social media managers, website coordinators, and newsletter editor, as appropriate; maintaining and updating the ODK Showcase in the Stamp Student Union at least twice a year; creating year-end retrospective to share with General Body, alumni, supporters and friends; providing input into Executive Council decisions; and other duties as necessary to make certain that the Circle operates smoothly and effectively. Each induction, it is your responsibility to take headshots of new members. Time commitment averages about an hour a week.

PUBLIC RELATIONS

Responsible for the publication of The Leader once a semester, a smaller bi-weekly e-newsletter, and generating content for the ODK website.

Duties include: coordinating the designing, writing, lay-out production, printing, and mailing of the newsletter and e-newsletter, such that it is received by alumni in a timely manner; generating ideas and assigning website contributions; developing content and graphics for bi-weekly e-newsletter; providing input into Executive Council decisions; and other duties as necessary to make certain that the Circle operates smoothly and effectively. Time commitment averages about 2 hours a week.

MEMBERSHIP AND INDUCTION

Responsible for preparing for the induction ceremony and reception.

Duties include: Ensure that all of the induction equipment is in good order and that items such as candles, ribbon, etc. have been purchased; coordinating the writing of new member bios to be read aloud at induction; taking responsibility for setting up for induction; cleaning up and putting away equipment after the induction ceremony, and coordinating reception details and any special presentations at the reception. Time commitment averages several hours prior to each initiation.

DIGITAL COMMUNICATIONS

Responsible for keeping web content current and up-to-date and for creating and disseminating digital content.

Duties include: Working with the Circle Coordinator to make certain that information on the Web Page is current and up-to-date; creating social graphics to market Circle priorities and events; assist and support with social media; providing input into Executive Council decisions; and other duties as necessary to make certain that the Circle operates smoothly and effectively. Time commitment averages about a two hours a week, but more may be required at certain times of the year.