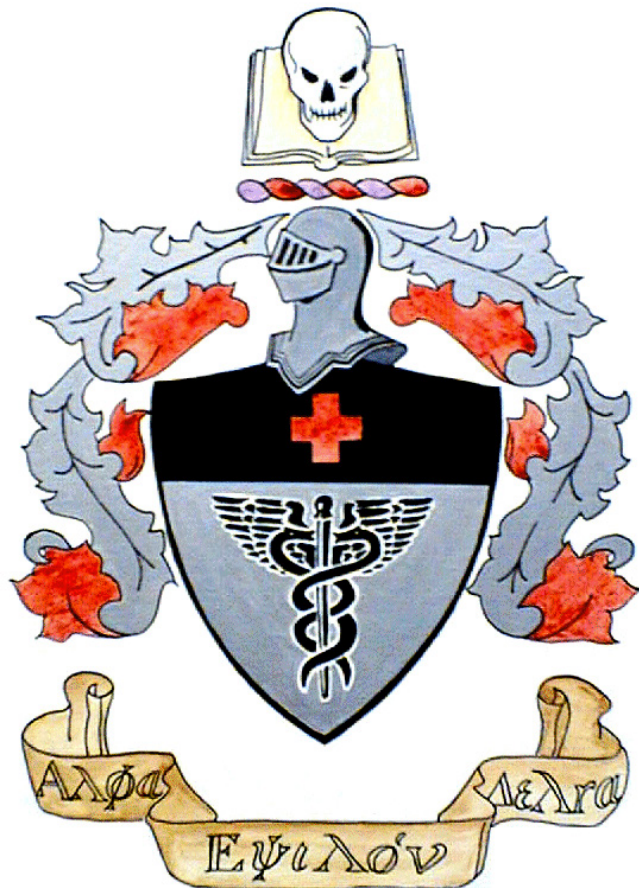


Alpha Epsilon Delta



Officer Manual



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 the National Office.

Please keep the National Office informed of all chapter activities and any changes in names/addresses of chapter advisors/officers.

AED National Office
4747 S. Hulen St Suite 110
Fort Worth, TX 76132

aednationaloffice@aednational.com

The officers provide guidance, direction and leadership in promoting the objectives of the Society as stated in the *Constitution*. 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 beneficial to the chapter members. 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.

AED Colors:

Red and Violet

AED Flower:

Red Rose

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 both the National and Chapter *Constitution and Bylaws*
- Verifies the membership credentials of each member
- Assists the officers and members in the selection of appropriate leaders in the educational and health professions for honorary membership
- Encourages the selection of capable leadership to insure continuity of the chapter and maintenance of an effective program of activities
- **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 its 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. See the IRS website below for instructions or questions.
[http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations--Form-990-N-\(e-Postcard\)](http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations--Form-990-N-(e-Postcard))
- Follow-up with officers regarding the submission to the National Office of all mandatory reports; including **Annual Financial Audit, Chapter Activities, Membership Record Form** (MRF) for all school year inductees, **Chapter Information Form** (CIF)

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
- Follow-up status of mandatory chapter reports to National Office and keeps Advisor informed
- Election and induction of new officers. Provide new officers with the necessary materials from their predecessor
- Ensure that the chapter stays in good standing with the institution in which it resides

VICE 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 meetings
- Maintains the Chapter Roll book containing the signature and home address of each person initiated into the chapter
- Forwards memberships along with a check for the total membership fees from the Chapter Treasurer, to the AED National Office
- 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 “Current Student Report” printout
- Distributes membership materials
- 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)**

TREASURER

The Treasurer has the responsibility of conducting the chapter’s financial business. It is important for there to be a good annual “hand off” from former treasurer to the new treasurer. This officer functions in the following capacities:

Maintains an accurate account of all financial transactions 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
(see website)

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 fee** for all initiates that are submitted to the AED

National Office AED National Office • 4747 S. Hulen St. Fort Worth, TX 76132 Phone: 682-978-7935 • Email: aednationaloffice@aednational.com Web: www.aednational.com

- Ensure all disbursements are for chapter related functions

HISTORIAN

The Historian is the person who is responsible for preserving the history of the chapter for future members. This officer functions in the following capacities:

- Compiles chapter history and document activities
- Cooperates with the Vice President in maintaining the chapter scrapbook and other historical chapter records
- The Historian should make sure that the Chapter's Charter is maintained and 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.

- Prepare and send reports for the *The Scalpel* using the form provided on the national website. Please send photos via email with completed form.
- 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!