

Chapter Officers



The formal TSA officer positions and their respective duties are listed below:

President: Preside at all meetings, develop a program of work, promote the general welfare of TSA.

Vice President: Ensure strong membership and a good work program, and accept the responsibilities of President should the need arise.

Secretary: Keep accurate records of all business and correspondence of the chapter.

Treasurer: Keep accurate records of all funds and to see that financial obligations are met promptly.

Reporter: Ensure the school and community have a complete report of chapter's activities (social media, news outlets, website, etc.)

Sergeant-At-Arms: See that the assembly is comfortable and properly welcomed, and serve as doorkeeper for the organization.

However, the most important thing is, of course, for the officers to work as a team! The President should organize regular officer meetings where officers discuss ideas, plans, and progress to implement with the chapter (with advisor's approval). For transparency, the Secretary's meeting minutes could even be published for the whole chapter to see.

It's helpful to have a running Program of Work log for the year, where the officer team can keep track of tasks, the officers responsible, start/due dates, etc. That also makes what an officer team has accomplished in a given year more visible. A [sample Program of Work](#) log can be found on the National TSA website.

A good chapter is always looking to improve, so at the end of the year it is also advisable that the officer team reflects on their successes, failures, and what they learned. They can write down those reflections and leave them to help the following year's officer team.