Excerpt from the Constitution of the Beta Chi Chapter of Gamma Iota Sigma:

B.1) Executive Board

The executive board is divided into two tiers. The first tier consists of the following and is listed in order of succession:

B.1.1) President*

- Represents the Chapter as the organization’s primary contact
- Creates and shares a compelling, value-driven vision for the Chapter
- Attends the Leadership Conference in August^ and monthly Presidents’ Calls
- Organizes and leads executive board meetings
- Understands and oversees all Chapter operations
- Has Signature Authority

*One of either the President or Vice President must be concentrating in Actuarial Science.
^If the President has already attended the Leadership Conference, the Vice President shall attend.

B.1.2) Vice President

- Assumes duties of the President whenever necessary
- Coordinates the Peer Mentor Program
- Organizes and leads executive board meetings
- Understands and oversees all Chapter operations

B.1.3) Director of Operations

- Organizes calendar and makes all necessary reservations for meetings and events
- Maintains attendance records for all meetings and events
- Takes notes during executive board meetings
- Submits Monthly Chapter Reports to the Grand Chapter
- Understands all Chapter operations

B.1.4) Director of Finance

- Maintains accurate and current accounts of all Chapter funds
- Manages spending in compliance with rules and regulations set forth by the SGA
- Submits a budget request for the following fiscal year
- Has Signature Authority
The second tier of officers consists of the following:

**B.1.5) Director of Communications**
- Sends weekly emails to members every Monday
- Puts together monthly newsletters to share with members on the first day of each month
- Posts new content to Facebook, LinkedIn, and GIS website

**B.1.6) Director of Management Information Systems (MIS)**
- Manages GIS web page (HTML), member/alumni databases, and Google Drive folder

**B.1.7) Director of Actuarial Science (AS) Career Development**
- Organizes resume and cover letter reviews, mock interviews, and technical workshops
- Prepares a list of job postings and alumni contact information

**B.1.8) Director of Risk Management & Insurance (RMI) Career Development**
- Organizes resume and cover letter reviews, mock interviews, and technical workshops
- Prepares a list of job postings and alumni contact information

**B.1.9) Director of Industry Affairs**
- Maintains existing relationships with industry professionals, companies, and societies
- Increases Chapter presence by forming new connections with industry representatives
- Facilitates interaction with the industry by inviting guest speakers and planning field trips

**B.1.10) Director of Alumni Affairs**
- Maintains alumni relations and records
- Invites alumni to join LinkedIn groups
- Sends one alumni newsletter per semester
- Organizes professional and social student-alumni events

**B.1.11) Director of Community Affairs**
- Organizes social, fundraising, and philanthropic events
- Photographs events for posterity

**B.1.12) International Student Chair**
- Focuses on the unique needs of international students
- Encourages international student involvement