



The Honor Society of Phi Kappa Phi

Auburn University Chapter

Marshal

Description: The Marshal is responsible for scheduling facilities for chapter meetings, including initiations and receptions; setting up the initiation materials, including decorations, for chapter events; securing refreshments for reception following ceremony; assisting Vice President for Membership with preparing initiation packets; and storing chapter materials related to initiation.

Primary Responsibilities

- With the assistance of other officers from the Executive Committee, determine a location to store Chapter artifacts for ceremonies (i.e., banner, framed charter, initiation cloth, PKP march on CD, two easels, silk flowers, etc.)
- Contact appropriate personnel from the AU Student Center and make arrangements to reserve space for upcoming initiation ceremonies and receptions.
- After checking on available funds with the Treasurer, order refreshments for the reception and clarify all set-up expectations, orders, and times with AU Student Center staff to ensure that the ceremony and reception run smoothly.
- Work with the contracted clerical support of the AU Chapter of Phi Kappa Phi to supervise proofreading and printing of appropriate number of programs prior to ceremony.
- Assist and support Vice President for Membership and contracted clerical support in stuffing and organizing packets.
- Set up for initiation ceremony, including the following: (a) check room set up; (b) take programs and distribute throughout chairs; (c) work with Vice President of membership to organize initiation/membership packets; and (d) carry over and set up banner, framed charter, initiation cloth two easels; and silk flowers to Student Center.
- Coordinate music and necessary set-up for musicians with the College of Liberal Arts Music Department, through the CLA representative.
- Following the initiation ceremony and reception, remove all chapter materials and return them to appropriate storage location.