- Manages and enforces all collection, storage, and updating of membership records
- Manages incoming and outgoing mail
-Manages boxes being shipped out of the office
- develop system of data and dues collection/convention registration/ etc. through email blasts, reminders
- develop system of data and dues collection/convention registration/ etc. through email blasts, reminders
-Registration for Convention
-Recruitment Recommendations
-Special membership requests
-Expulsion appeals
-Officer updates
-Roster Updates
-Initiation process
-Credit Card payments
- *Delegates to office staff in order to facilitate effectiveness of road staff and department heads (secretaries, accountants*
- Manage all lists

- How to I order Brotherhood pins for my chapter
- How do I order pledge pins
- How do I pay dues
- How do I pay pledge and initiation fees
- How do I get shingles (certificates) for my new initiates
- How do I get shingles (certificates) for brother who don't have them and should
- How do I update my roster
- I want to update my address, e-mail address, or phone number
- How do I get an alumni list for a reunion or event I am planning
- How do I submit my information because I am the new master
- How do I pay our insurance
- How do I submit our permission to initiate
- How do I submit our m-1 form
- How do I get pledge books for our new pledges
- How do I get a membership card
- My membership card is spelled wrong
- How do we make someone an honor initiate
- Any questions about having a good Chapter GPA
- How does traveling abroad/co-op affect my dues
- Any questions dealing with expulsions

- Answering phone

- Entering money into Peachtree

- Entering members into system

- Billing for Fall/Spring dues and insurance

- Jewelry sales and ordering