



GOLDEN KEY INTERNATIONAL HONOUR SOCIETY



SOUTHERN AFRICA



SOCIETY PROFILE

WHAT IS GOLDEN KEY?

Golden Key is the world's largest collegiate honour society, internationally recognised, non-profit organization affiliated with over 530 universities throughout Canada, Australia, New Zealand, Malaysia, the Bahamas, South Africa, India and the United States. The Society's mission is to enable members to realize their potential by connecting individual achievement with service and lifelong opportunity. Golden Key National Honour Society was founded by a group of undergraduate students and faculty members at Georgia State University in Atlanta, Georgia, on November 29, 1977. It is the world's largest collegiate honour society and is a mission focused, values based, and demographics driven organization. With 44 years of rich tradition, Golden Key remains committed to scholarship, career development, leadership and community service. Golden Key South Africa started in 2000, has 16 active chapters currently and touched the lives of more than 120,000 South Africans.

GOLDEN KEY'S MISSION

Golden Key's mission is to enable our members to realize their potential through the advancement of academics, leadership and service.

GOLDEN KEY'S VALUES

Integrity, Collaboration, Innovation, Respect, Diversity, Excellence, Engagement



CHAPTER OFFICER PORTFOLIOS

Officer Code of Contact to be adhered to.

PRESIDENT

- All officer positions report to Chapter President.
 - Assist in organising, planning, and implementing initiatives to ensure the overall success of the chapter.
 - Work with Advisor(s) and other officers to plan a calendar of activities for the upcoming year.
 - Collaborate with officers to plan and execute membership drive activities to increase campus awareness. Develop a strategic marketing plan for the membership drive.
 - **Maintain constant communication with SA Office Chapter Relations Officer.**
 - Ensure the timely submission of the chapter's annual plan, event reports and performance review to the SA office.
 - Plan regular Executive Committee meetings and provide all officers with an agenda.
 - Plan at least one General Member Meeting and provide all attendees with an agenda.
 - Coordinate the planning and implementation of the Information Table Sessions and the New Member Recognition Ceremony (NMRC).
 - Meet with the other officers and the Advisor(s) to select new Honorary Members before the NMRC each year.
 - Delegate tasks to the entire Executive Committee and ensure all officers meet the necessary deadlines.
 - Ensure the chapter meets/exceeds Chapter Standards and achieves the chapter's targeted performance level. Ensure events are listed on the Golden Key website by the appropriate deadlines.
 - Encourage the chapter to engage Honorary Members and Alumni consistently throughout the year.
 - Facilitate leadership transition along with Advisor(s); to ensure election of all incoming officers and those they receive adequate training and mentorship.
- *Two individuals may serve as CO*
- Fulfil President's duties in the absence of the President and assists President in the completion of duties, as needed.
 - Coordinate officers and committees to promote awareness on campus with key constituencies (members, Honorary Members & campus VIPs, prospective members, etc.) – particularly targeting eligible students during the annual membership drive.
 - Ensure the chapter meets minimum Chapter Standards requirements and achieves the chapter's targeted performance level.
 - **Maintain constant communication with SA Office Chapter Relations Officer.**
 - Coordinate the planning and implementation of the Information Table Sessions and the New Member Recognition Ceremony (NMRC).
 - Ensure the timely submission of the chapter's annual plan, event reports and performance review to the SA office.
 - Facilitate leadership transition along with Advisor(s); to ensure election of all incoming officers and those they receive adequate training and mentorship.



- Lead by example for all officers; be on time, present, and actively engage with the chapter's initiatives.

**Two individuals may serve as CO-VICE PRESIDENTS*

TREASURER

- Manage all financial transactions of the chapter with guidance from the Advisor(s).
- Receive and distribute chapter funds for planned events and service activities.
- Work with the President and Advisor to prepare an accurate budget for the chapter.
- Report to the chapter President and Advisor(s) at least once a month regarding the financial status.
- Complete Accounting Reports as required by South African Office.
- Plan and execute fundraising events for summit attendance, chapter funding, and to raise money for service organisations.
- Request funding from the University for Planned Chapter Initiatives and Summits.

SECRETARY

- Record and prepare the minutes of each executive committee and chapter meeting to distribute to chapter leaders, Advisor(s) and SA Office Chapter Relations Office.
- Promote meetings and activities to the membership and campus-at-large.
- Prepare and deliver the New Member Recognition Event invitations to Honorary Members, Administrators and Faculty.
- Ensure that the SA office receives the Officer's contact details, and that this information is kept up to date.
- Send Advisor and Officer Profile Forms when new officers and Advisors begin terms and any time contact information changes.
- Compose and send any chapter correspondence to chapter members, university administrators and faculty, Honorary Members, alumni, campus student organisations, etc. This includes the promotion of all chapter events.
- In the absence of a Public Relations Director, serve as chapter archivist by taking pictures and documenting all events.
- Create and edit chapter newsletter at least once per semester/term.
- Write and/or solicit articles for the chapter's newsletter.
- Ensure distribution of the newsletter to members, university staff, Honorary Members, Alumni and your Chapter Relations Officer.
- Obtain and organise important chapter documents for the chapter's future reference. This includes training materials and contact information. Build an archive and database for future use depicting the procedures to be followed on your campus to organise Golden Key activities.

MEMBERSHIP RECRUITMENT DIRECTOR

- Coordinate and implement a first-year student recognition program or yearlong campaign focused on making first-year students aware of Golden Key's opportunities. This could be in the form of a mentorship.
- Promote Golden Key opportunities to non-members through information and advertising to



facilitate campus awareness drives (i.e. reserve spaces for student organisation fairs, post flyers in residence halls, host informational sessions, plan prospective member events).

- Brainstorm and execute unique ideas to increase membership (themed membership drive week, present in classes, etc.).
- Work with Chapter Relations Officer to send an email to prospective members inviting them to upcoming events, introduction to chapter leaders and upcoming information tables/sessions.

SERVICE DIRECTOR

- Plan ahead and execute community service activity. All information can be found within the Chapter Toolkit.
- Plan and coordinate one (or more) general service activity throughout the year.
- Coordinate a service committee and call committee meetings, as necessary.

CAMPUS & COMMUNITY OUTREACH DIRECTOR

- Organise events focused upon personal development, including socials, networking opportunities, as well as alumni and Honorary Member involvement.
- Network and partner with other student organisations for various programs, socials, and activities.
- Network and partner with other Golden Key Chapters for various programs, socials and activities.
- Engage community leaders and alumni on a consistent basis for fundraising, networking, and speaking at Chapter meetings/events.
- Consistently work on increasing the campus awareness of Golden Key.
- Prepare and send chapter updates to Honorary Members and alumni at least twice per year.
- Lead selection process for new Honorary Member search. Complete the Honorary Member Profile Form and send to the Chapter Relations Officer. This form must be completed two weeks prior to New Member Recognition Event for production of certificates.
- Prepare and send invitations for the New Member Recognition Event and other events to Honorary Members, important campus administrators and alumni.
- Plan and coordinate at least one Honorary Member activity (Honorary Member Luncheon, Wine & Cheese Social, guest speakers, etc.).
- Coordinate updating Honorary Member contact information with SA Office (who is no longer at university, email address changes, names, etc.)
- Serve as the contact person for encouraging alumni involvement with the chapter.

PUBLIC RELATIONS DIRECTOR

- Coordinate all publicity for chapter activities and events.
- Assist the Secretary to advertise all chapter events to chapter members.
- Maintain good relations with campus and local newspapers and radio stations. Set up interviews, as needed.
- Place advertisements and public service announcements in local media.
- Write and submit press releases for important chapter activities.
- Explore any creative methods of advertising or publicity to increase awareness about Golden Key. (For example, create an app for your chapter's members)
- Notify your Chapter Relations Officer of major events, achievements, and awards taking place



on campus.

FUNDRAISING DIRECTOR

- Coordinate activities to raise funds for future chapter activities, and especially for community service initiatives/SPARK a Chang he completion of activity reports and semi-annual reports.
- Take pictures to include on the local chapter's independent website, Facebook Page or in local publicity materials.
- Maintain chapter's Facebook Fan Page, Twitter, and Instagram, YouTube channel and/or any other social networking sites you choose. e.
- Investigate sources of local funding.
- ALWAYS confer with the SA Director regarding any potential sponsorship from corporates.
- Investigate sources of University funding.
- Recruit fundraising volunteers from the chapter.
- Collaborate with other committee members, especially the treasurer; to determine and address those planned chapter activities that require additional funds. Plan the fundraising activities accordingly.

PROFESSIONAL DEVELOPMENT DIRECTOR

- Coordinate and implement chapter professional development activities, including all academic events, career development initiatives, as well as leadership development events.
- Research and encourage professional connections between the local chapter on campus and in the community professionals.
- ALWAYS confer with the SA Office regarding any communication with corporates.
- Research other on-campus organisations to partner with in order to host academic events, leadership development events, or to develop a speaker series/intellectual development series.

GENERAL COMMITTEE MEMBER

- Serve as a committee member to one of the officers listed above.
- Assist generally with the chapter events and initiatives.



GOLDEN KEY SOUTH AFRICAN OFFICE CONTACT DETAILS

SOUTHERN AFRICAN OFFICE CONTACT DETAILS - PRETORIA

E-mail: southafrica@goldenkey.org

Office Hours: 08:30 – 16:00
