**DUTIES OF MINERVA CIRCLE MEMBERS**

**THE LEADER OF THE MINERVA CIRCLE** • Serves as Chair of the Minerva Circle and coordinates all intake activities from the chapter preparation process to the Initiation Ceremony. • Conducts all Minerva Circle meetings. • Works with the chapter president and Minerva Circle to plan the calendar of events and all ceremonies. • Works with the Nine Jewels. (Each Jewel may choose assisting sorors.) • Coordinates with the Convener of the Odyssey Experience. • Coordinates with each Jewel, the activities scheduled for each Jewel Day. • Works with the Keeper of the Muses and the Graces to assure that the steps and songs are tasteful and appropriate. • Administers and scores the National Delta Achievement Test in cooperation with the chapter president (and the chapter advisor, if chapter is a collegiate chapter.) • Notifies Pyramids of passing or failing scores on the test, in conjunction with the chapter president and chapter advisor. • Is available to the Applicants/Candidates/Pyramids when deemed necessary to handle issues, concerns, and problems.

**THE CONVENER OF THE ODYSSEY EXPERIENCE** • Should be thoroughly familiar with the goals and structure of the Odyssey Experience. • Plans and implements with her committee all activities of the Odyssey Experience. • Must communicate with the proper college officials regarding plans, if any, to take the Pyramids off campus. Legal and/or university policies and procedures must be followed. • Should be present at all Minerva Circle Meetings and Jewel Days. • Establishes the budget for the Odyssey Experience with the President, and Leader of the Minerva Circle.

**THE KEEPER OF THE MUSES AND THE GRACES** • Should be thoroughly familiar with the entire Membership Intake Program. • Works closely with each Jewel and coordinates all music for RUSH, Ceremonies and Jewel Days. • Assists in organizing and teaching songs, steps, and other artistic activities for the entire Membership Intake Program. • Should be present at all Minerva Circle meetings and Jewel Days.

**THE NINE JEWELS** • Should be thoroughly familiar with the material for her assigned Pyramid Preparation Day and execute the Jewel Day activities. • Recruits sorors to assist in the Jewel Day presentation. • Should be present at all Minerva Circle meetings and Jewel Days. • Should be available to Pyramids during the Pyramid Preparation Period (PPP). • Should assist in organizing activities for the Odyssey Experience.

**THE MINERVA CIRCILE ASSISTANTS** • Should be thoroughly familiar with the entire Membership Intake Program. •Works closely with the Leader of the Minerva Circle and Chapter President to assist in organizing, planning, coordinating, and implementing activities and designated assignments for the entire Membership Intake Program. • Should be present at all Minerva Circle meetings and Jewel Days.

**THE TECHNOLOGY CHAIR** works closely with the elected members of the Minerva Circle to assist with technological needs in implementing activities for the entire Membership Intake Program •Should be present at all Minerva circle meetings and Jewel Days.

**CHAPTER PRESIDENT** • Works with the Leader of the Minerva Circle and the Keeper of the Muses and the Graces to plan the ceremonies and activities. • Works with the financial secretary, treasurer, and Leader of the Minerva Circle to see that all necessary fees are collected and forwarded to National Headquarters on time. • Administers and scores the National Delta Achievement Test in co-operation with the Leader of the Minerva Circle (and the chapter advisor, if chapter is a collegiate chapter.) • Plans the intake program calendar far enough in advance so that it becomes an integral part of the Sorority calendar. • Should be present at all Minerva Circle meetings and Jewel Days. • Should be available to the Applicants/Candidates/Pyramids when deemed necessary to resolve issues concerns, and problems. • Responsible for overseeing the distribution of the Membership Application Documents, the Delta Deadline Information Sheet, and to read aloud Notice to Applicant/Candidate/Pyramid Regarding Privilege and Responsibilities (Appendix 11B of the APMI) to attendees during the RUSH.

**CHAPTER FINANCIAL SECRETARY** • Secures and executes appropriate form(s) from National Headquarters. • Works with the treasurer in assisting the Minerva Circle set up a budget for intake activities. • Informs prospective applicants of required fees and deadlines for such, according to the national fee schedule. • Collects Candidate(s) fees and turns over to the chapter treasurer who forwards all monies to National Headquarters. • Should be present at all Minerva Circle meetings and Jewel Days