President:
- coordinates all activities, including:
  - Lab tours within the Department of Biology, and UK Medical Center.
  - Recruiting of new research mentors for Bio 395 students
  - Recruiting new student tutors for tutoring service
  - Recruiting speakers for 2004-2005 Fall and Spring Seminar Series
  - Calls meetings of officers and members.
  - Oversees successful turnover of Beta Beta Beta to new officers.

Vice President:
- Organizes Beta Beta Beta initiation and induction ceremony.
- Promotes 2004-2005 Fall and Spring Seminar Series (i.e., posting of fliers in area science buildings, posts messages to the Biology list-serv, etc.).
- Promotes Tutoring Service to Biology Students (i.e., posting of fliers, Biology list-serv, emails to professors, classroom visits to make announcements).
- Oversees all activities and calls meetings in the absence of the president.

Secretary/Treasurer (one office):
- Oversees collection of semester membership dues of both old and new members.
- Oversees member attendance of Tri-beta seminars (i.e., takes attendance, has spreadsheet of who makes/does not make 4 seminar requirement).
- Oversees balance of Beta Beta Beta account and reports status to the President.
- Takes minutes during officer and members meetings and sends them to faculty advisors and departmental chair.
- Orchestrates the food delivery for the 2004-2005 seminar series.

Membership Chair:
- Begins promotion of Tri-Beta at the beginning of the fall semester to both faculty and students (using fliers, Biology list-serv).

- Organizes and makes class room visits to promote Tri-beta to undergraduate classes.

- Disperses membership applications throughout the building and area science buildings.

- Sets application submission deadlines and oversees application collection.

- Oversees selection of new members and reports to other Tri-beta officers for final vote.

**Web-Site Chair:**

- Updates and develops Tri-beta web site to reflect current Tri-Beta events, membership lists and induction photos, etc.

**Special Events Chair:**

- Continues to advocate Biology Honors Program to faculty and students

- Develops and implements "demonstration day," a day of on-campus hands-on experiments and demonstrations for Big Brothers/Big Sisters children.

- Continues to develop partnership with Big Brothers/Big Sisters.

- Continues and Oversees "Tri-Beta Outstanding Biology Award" for Central Kentucky Science and Engineering Fair held in March.

- Organizes Science Fair Judging opportunities with Drs. Robin Cooper and Jim Krupa.

- Brings new ideas to the table for more projects!