



# Chapter Management

## *Officer Descriptions*

### **PRESIDENT**

- Serves as the official representative of the chapter
- Call to order and run all chapter meetings and executive board meetings
- Direct the chapter's strategic plan and implement needed change within the organization
- Responsible for all chapter operations
- Develop positive relationships with campus officials, alumni, undergraduate members, and all other constituents

### **VICE PRESIDENT OF MEMBERSHIP**

- Perform all of the duties of the chapter president in the event of his absence
- Ensure that all membership related paperwork is completed and submitted in a timely manner
- Serve as the chair of the chapter judicial board
- Organize the annual Brotherhood Retreat

### **VICE PRESIDENT OF FINANCE**

- Be in charge of all financial matters for the chapter
- Serve as the chair of the finance committee and oversee the development of the chapter budget
- Be responsible for collecting all fees and dues
- Enforce all by-laws as they relate to the chapter treasury

### **VICE PRESIDENT OF MEMBER DEVELOPMENT**

- Serve as the chair of the ENGAGE Committee
- Direct all activities associated with the ENGAGE program
- Ensure that the New Member Education Orientation is run in accord with the National Leading the Lion Pride program
- Responsible for the welfare of all members
- Provide programming that is free of hazing and enhances the brotherhood experience in a positive manner
- Oversee the assignment of big brothers and ensure that they are providing the support needed during the New Member Orientation program

## **VICE PRESIDENT OF ADMINISTRATION**

- Keep all the records of the chapter
- Type all meeting minutes and distribute them in a timely manner
- Maintain the chapter's constitution and by-laws, and the National Constitution and By-laws
- Ensure that all chapter documents are kept in a safe place and readily available
- Maintain all chapter rosters and attendance records

## *Support Officer Position Descriptions*

### **SERGEANT-AT-ARMS**

- Keep order during meetings and ensure meetings start on time
- Attends door during formal chapter meetings, ensuring proper password and grip are used
- Distributes and collects voting ballots
- Maintains order on the fraternity property
- Ensures risk management policies are followed
- Serves as a member of the House Committee (if applicable)

### **CHAPLAIN**

- Conducts all ritual exercises of the chapter
- Promote spiritual welfare within the chapter
- Provides guidance at the beginning of the meeting and innovation at meals
- Conducts the installation of new officers
- Responsible for observance of Founder's Day

### **HOUSE MANAGER (IF APPLICABLE)**

- Supervises house maintenance and other staff
- Supervises repairs and renovations to the house
- In charge of maintenance and upkeep of the house
- Order supplies for the house (not food)

### **STEWARD (IF APPLICABLE)**

- Supervises dining procedures
  - Orders food supplies
  - In charge of storage and care of food
  - Prepares menus
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