

Position Description:

Vice President- Brother Sigma

Description:

This resource provides an overview of the roles and responsibilities of a Vice President. The Vice President is responsible for managing all officers other than the Chapter President and serving as the head of the standards board. This description will provide a framework for all Vice Presidents to operate across the International Fraternity.

Goals:

- To identify the roles & responsibilities of the Vice President.
- To clarify what the International organization expects from chapter members serving in these positions

Competencies Addressed:

- Self-Governance
- Organizational Leadership
- Personal Excellence
- Mentorship

Vice President- Brother Sigma

Position Description

1. The Vice President is responsible for fulfilling all duties of the Chapter President in their absence.
 - a. Serves as an executive assistant to the President and be actively involved in all chapter activity.
2. Serves as the operational leader of the day-to-day operations of the Chapter and is responsible for managing all officers.
 - a. Coordinate the development of written officer reports and permanent officer files
 - b. Assign deadlines by which all officers are expected to complete certain tasks. In addition, require these elected and appointed officers to submit formal written reports on their activities during executive committee and chapter meetings.
 - c. Provide each officer the manuals and other publications prepared and distributed by Headquarters.
 - d. Manage the chapter's officer file system for smooth transitions and history of chapter operations.
3. Supervises both the Chapter and individual officer goal planning sessions.
4. Serve as a liaison between the Chapter and the DKE International.
 - a. Ensure all initiation requirements have been met and that Headquarters is notified of the date before the ceremony is conducted.
 - b. Ensure that all reports are submitted to the institution, the General Headquarters, etc. in a timely and professional manner.
 - i. Before the prompt submission of required reports, check to ensure their completeness
 - c. Submit chapter officer lists to Headquarters.
 - d. Ensure the completion and submission of Initiation Records and membership updates to Headquarters.
5. Serves as the chair of the standards board and presides over all cases as a non-voting member.
 - a. Responsible for being knowledgeable of the risk management policy, Constitution, and local bylaws.
 - b. Responsible for any follow-up needed with members from standards sanctions.
6. Assists in the planning and execution of a semesterly officers retreat.
7. Serves as a member of the executive committee.
8. Serves as an ex-officio member of all committees and offers support where needed.

