BROTHERHOOD CHAIRMAN POSITION DESCRIPTION

POSITION FUNCTION
The primary responsibilities of the Brotherhood Chairman and Committee are to oversee and organize brotherhood programming in order to increase chapter motivation, collaboration between classes, and building a stronger community between brothers. The position reports to the Vice President of Membership Education.

PRINCIPLE RESPONSIBILITIES
- Lead, plan, organize and execute brotherhood building activities for chapter.
- Create calendar of brotherhood events for each semester/term.
- Plan and organize at least two events per month for chapter.
- Set and manage brotherhood budget.
- Structure and organize Brotherhood Committee to plan and execute events for the chapter.
  - Hold weekly meeting with Committee
  - Appoint at least 3-5 members of the Committee (depending on size of chapter)
- Establish measurable goals for position
- Create recognition program to recognize and spotlight weekly, monthly, semesterly/quarterly, and yearly accomplishments of individual brothers and/or chapter (i.e. Brother of the Week, Brother Who Embodied of the Four Founding Principles, etc.).
- Document attendance at each brotherhood event.
- Conduct regular meetings with VP of Membership Education to establish weekly tasks and check-in on progress with semesterly/quarterly goals.
- Develop and maintain a detailed account of brotherhood activities and compile an officer notebook to educate future officers and committee members.
- Annually/biannually survey chapter members to determine what types of brotherhood activities they would like to do.