



## **VICE PRESIDENT OF RECRUITMENT**

### **POSITION FUNCTION:**

The vice president recruitment on the executive council and coordinate the chapter's recruitment effort.

### **PRINCIPLE RESPONSIBILITIES:**

- Serve as an executive council officer within the chapter. Attend executive council meetings and contribute input as to the advancement of the Fraternity.
- Develop and chair the recruitment committee. In conjunction with the committee, and through the efforts of the entire chapter, coordinate, plan, and implement a successful recruitment program.
- In conjunction with the recruitment committee set a recruitment goal for the chapter.
- Develop a written calendar of year-round recruitment events. With the committee, plan and implement events which utilize the chapter membership.
- Train chapter members on effective recruitment techniques through regular recruitment workshops.
- Compile and maintain a list of prospective members using all available resources including undergraduate and alumni members, university admissions and Greek affairs offices, International Headquarters, non-Greeks and other campus organizations.
- Track the progress made on each recruitment contact and follow up regularly with the prospective member or ensure that regular follow up is being made by the membership.
- Present candidates for membership to the chapter and determine strategy for delivering bids.
- Coordinate and oversee the bidding process.
- Work with the associate member educator to ensure that all paper work and fees have been sent to Fraternity Headquarters for each new member.
- Develop recruitment materials and utilize available resources designed to educate potential members and their families about the benefits of membership in Delta Upsilon.
- Develop and maintain a detailed account of recruitment activities and compile an officer notebook to educate future officers and committee members.
- Develop position goals and budget.
- Properly and adequately train all assistants and replacements.