VICE PRESIDENT OF RECRUITMENT DESCRIPTION

POSITION FUNCTION
The Vice President of Recruitment on the Executive Board and coordinates the chapter’s recruitment effort.

PRINCIPLE RESPONSIBILITIES
• Serve as an Executive Board officer within the chapter. Attend Executive Board meetings and contribute input as to the advancement of the Fraternity.
• Develop and chair the Membership 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 Membership 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.
• Ensure the colony membership size meets or exceeds the campus chapter average.