



VICE PRESIDENT OF ADMINISTRATION

POSITION FUNCTION:

The vice president administration on the executive council, takes minutes of all official meetings of the chapter, and distributes them to the undergraduates, alumni, and International Fraternity. He keeps all records of the chapter and maintains relations with the International Fraternity.

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.
- Create a chapter member phone list and roster at the beginning of each semester.
- Prepare outline form agendas for chapter and executive council meetings detailing all agenda items.
- Record minutes from chapter and executive council meetings.
- Responsible for all mailings to the International Fraternity Headquarters including the chapter officer list, Leadership Institute registration, summer officer address form, and chapter meeting minutes.
- Produce a master chapter calendar for planning and coordinating events.
- Develop and maintain a detailed account of secretarial activities and compile an officer notebook to educate future officers.
- Develop position goals and budget.
- Properly and adequately train all assistants and replacements.