



# DELTA UPSILON

## INTERNATIONAL FRATERNITY

### VICE PRESIDENT OF ADMINISTRATION DESCRIPTION

#### POSITION FUNCTION

The Vice President of Administration on the Executive Board 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 Board officer within the chapter. Attend Executive Board 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 Board meetings detailing all agenda items.
- Record minutes from chapter and Executive Board meetings.
- Responsible for all mailings to the International Fraternity Headquarters including the 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.
- Ensure members attend all Delta Upsilon International Fraternity leadership programs including Leadership Institute, Regional Leadership Academy, Presidents Academy, etc.