



DELTA TAU DELTA

VICE PRESIDENT MANUAL

TABLE OF CONTENTS

CLICK ON THE LINK TO GO DIRECTLY TO THE DESIRED PAGE.

[INTRODUCTION](#)

[WORKING WITH THE PRESIDENT](#)

[ADMINISTRATIVE OFFICERS](#)

[INTERNAL ORGANIZATION](#)

[FUNCTION OF THE FINANCE BOARD](#)

[TRANSITION](#)

[HOW TO CHAIR A MEETING](#)

[APPENDIX](#)

INTRODUCTION

The responsibility of the vice president is multifaceted. You are both chief ritualist for the chapter and chairman of the administrative board. You are also the primary liaison between the administrative board and the executive board.

While you are responsible for the *Ritual*, most of that work will be done in collaboration with your *Ritual* chairman (Guide). For more clarity on your relationship with the *Ritual* chairman, you should schedule a meeting with the *Ritual* chairman and discuss how you will work together. You oversee the chairmen who themselves chair the standing committees of the chapter. While the executive board is in charge of executing the long-term vision of the chapter, the administrative board is in charge of the month-to-month programming. In a sense, the administrative board is the programming wing of the chapter. The assistant treasurer and secretary are ex-officio on the administrative board.

WORKING WITH THE PRESIDENT

Having a good working relationship with the president will be essential to your success. The two of you should find a time where you can sit down once a week before your respective board meetings and discuss your goals for the week. An easy way to do this is to schedule a weekly lunch where the two of you will sit down together. Though you may disagree from time to time, it is important to have those discussions in private or involve the chapter advisor.

FILLING IN FOR THE PRESIDENT

In the unlikely case the president is unable to execute his duties, you may need to step in for the president. This may require you to run a chapter meeting, an executive board meeting or handle a crisis situation. As you work with the president, you should have an understanding of all his responsibilities in the event you need to temporarily fill in. Additionally, it may be a good idea to have a strong working relationship with the chapter advisor. For more information on the duties and responsibilities of the president, review the president manual located in the DocuShare portion of DeltsConnect.

Characteristics to Consider When Selecting a Chapter Officer

Unlike the Chapter President whose Board is assembled by the will of the chapter through general election, you have the fortune of being able to assemble your own team. However, this doesn't mean that you should just appoint your best buddies in the chapter to fill all the committee chairmanships. There are some characteristics you should look for before you consider appointing a brother to a committee chairmanship. In fact, some brothers may be better suited for an administrative position than a position on the Executive Board. Again, this does not make them a less important or less impactful brother – it just means their unique skills better align with the specific (but no more or less important) responsibilities of the administrative Board.

SOME CHARACTERISTICS TO LOOK FOR INCLUDE:

Organization – As if it needs to be said, committee chairman need to be incredibly organized. Your chairman will often be juggling many tasks, sometimes for multiple events at the same time, and need to be able to keep track of and prioritize all of their responsibilities.

Ability to Plan in Advance – To execute a plan effectively, one often needs to start sometimes 4 to 6 weeks in advance. This is partially important if the plan includes outside groups (sororities, other fraternities, parents, alumni, etc.) and third party vendors (venues, caterers, entertainment etc.)

Delegation – The reason you are appointing chairman and not coordinators is because each chairman you appoint will have a committee of brothers who are there to assist them. Knowing what to delegate and to who on your committee will ultimately determine your chairman's success.

Communication – To be a successful chairman, they will need to be constantly communicating to many different people including you the Vice President, the chapter secretary, your fellow committee chairman and their committee – just to name a few. Your chairman cannot plan in a silo, otherwise conflicts are bound to arise.

Ambition – Often the future executive board, including your future successor as Vice President, will get their start on the Administrative Board. Appointing people who have higher ambition in the chapter will expose them to how the chapter operates and will give them the skills and experience they need to be successful in their future positions and ultimately ensure the future success of your chapter.

Creativity/Vision – The best committee chairman are those who have the creativity and vision to do fun and exciting new things with their role. While there is no sense in chairmen reinventing the wheel each year, creative chairmen will have the ability to put a new spin or twist on your chapters "traditions".

ADMINISTRATIVE OFFICERS

Selection of administrative officers is very important. While the executive officers set the long-term vision for the chapter, it is the administrative officers that bring that vision to reality. These officers have a tremendous impact on the day-to-day operations of the Fraternity. These men coordinate programming that make the Fraternity experience fun, meaningful and memorable. Thus it is your responsibility to communicate the importance of the administrative board to the officers.

Most administrative officers will have a committee who they oversee. The chapter should encourage participation in committees from the membership. If a member wants to be involved, they should have the opportunity to do so. This not only allows opportunities for members to be invested in chapter operations, but also takes a burden off the chairmen to do all the work.

WHILE THE EXACT OFFICERS THAT ARE ON THE ADMINISTRATIVE BOARD VARY FROM CHAPTER TO CHAPTER, A BEST PRACTICE IS TO HAVE THE FOLLOWING:

ALUMNI & PARENTS CHAIRMAN

The alumni & parents committee is in charge of planning events for and communicating with alumni and parents. One way to communicate is to write a newsletter twice a year. The committee should also work with the *Ritual* committee to ensure alumni are invited to initiation and parents, faculty members and other non-Delts are invited to Rite of Iris.

BROTHERHOOD CHAIRMAN

The brotherhood committee is in charge of developing activities for members of the chapter as well as encouraging active involvement in campus-sponsored events. They can plan large semesterly events, such as a trip to an amusement park or a paint ball facility, as well as small weekly events, such as a brotherhood dinner night. The brotherhood committee also organizes opportunities for members of the chapter to participate in campus intramural. They should also work with the director of recruitment to identify events which potential new members could be invited to.

COMMUNITY SERVICE CHAIRMAN

The community service committee establishes and maintains the chapter's service program. The community service committee is also responsible for identifying community service opportunities for the chapter members and tracking each member's volunteer hours. The focus is on upholding the value of "strengthening community". It is important to understand the difference between community service and philanthropy. Typically community service is the donation of time, such as physically cleaning up a park, while philanthropy is the donation of money and raising awareness of a cause, such as raising money for JDRF. The committee should also work with the director of recruitment to identify events which potential new members could be invited to.

NEW MEMBER EDUCATION CHAIRMAN

The new member education committee is responsible for bringing new members into the fold. They must set the conduct and moral standard for a group of very impressionable new members. It is in charge of designing and executing the 6-8 week hazing-free new member program. The goal of the process is to introduce each new member to the Fraternity's mission, instill a sense of brotherhood in incoming members, and to help new members make smooth academic and social transitions from high school to college. Functions include developing a week-by-week new member education syllabus, facilitating weekly meetings, overseeing new member activities and events, organizing outside speakers, and ensuring new member completion of requirements of initiation.

PHILANTHROPY CHAIRMAN

The philanthropy chairman organizes fundraising events which raise money and awareness for a charity. He also stays in contact with other Greek and non-Greek organizations on campus to provide the chapter with opportunities for members to get involved with other philanthropic events on campus and within the community. The philanthropy committee should develop and maintain a strong working relationship with the local JDRF chapter.

GUIDE (RITUAL CHAIRMAN)

The *Ritual* committee oversees the ceremonies of the chapter (pledging, Rite of Iris, initiation ceremony, etc). It also helps maintain the necessary ceremony equipment. Additionally, the committee is in charge of teaching the chapter the meaning behind the secrets and mysteries of the Fraternity. The committee should also work with the chief ritualist (vice president) on organizing rehearsals of the ceremonies as well as the alumni and parents committee to ensure that alumni are invited to the initiation ceremony and that parents are invited to the Rite of Iris ceremony. See the Guide Manual for additional information.

SHELTER & GROUNDS CHAIRMAN

The shelter & grounds committee oversees general maintenance and major repairs on the Shelter. The focus should be on keeping the Shelter a healthy, positive environment for its occupants and guests. Responsibilities may include assigning cleaning and repair chores, working with the house corporation on improvements, and ensuring that services are provided. Anything regarding the maintenance and operations of the chapter facility and the immediately surrounding grounds should be under the jurisdiction of this committee. A member of the committee may specifically be tasked with kitchen operations and may receive the title of steward.

SOCIAL CHAIRMAN

The social committee plans events where non-Delts are invited. The events can include but are not limited to, date parties, mixers, formals, community service events with other organizations, etc. They may also work with the Road committee and community service chairman to identify events which could be cosponsored with other campus groups.

HOW TO DEAL WITH DELINQUENT OFFICERS

If one or more of your committee chairmen are not doing their job, it is best to confront them early. Be sure not to publically humiliate them. At first you will want to pull them aside after a meeting or schedule a separate time when the two of you can sit down one-on-one. Ask them why they are not doing their job. Are they overwhelmed by academics? Is there a personal issue they are dealing with? If they are feeling overwhelmed, you should encourage them to utilize their committee better. It is not just the responsibility of the chairmen to do the work of the committees. It should be a team effort. However, ultimately if a chairman refuses to do any work and meet his goals, he should be replaced with a member who is interested in fulfilling the duties of the job.

POSITIONS ON EXECUTIVE BOARD OR ADMINISTRATIVE BOARD

As we have covered earlier in this manual, the executive board is no more or less important than the administrative board. Instead they have different, but equally important, responsibilities. Generally speaking, the executive board is in charge of executing the long term vision of the chapter while the administrative board is in charge of the month to month programming.

This considered, depending on if a position is on the executive board or the administrative board their responsibilities may change. This is true for no position more than the Guide. While you are the “chief ritualist” of the chapter, many chapters delegate most if not all of the ritual responsibilities to the guide.

If the Guide is on the executive board, his responsibility will consist primarily of making sure the themes of the ritual and the mission and values of the Fraternity are present and consistently applied when planning and executing the long term vision of the chapter. Just as the Director of Risk Management will review and approve programming in terms of safety, the Guide should review and approve programming for consistency with the ritual, the mission and the values of the Fraternity. In the event of the Guide not being on your chapter’s Executive Board these responsibilities will rest on you, the Vice President and Chief Ritual Officer.

If the Guide (Chairman of the Ritual Committee) is on the administrative board, his responsibility will consist primarily of executing the chapter’s Ritual Education program and creating and executing a plan to ensuring the ritual team is prepared to perform a memorized and well-orchestrated Ritual for initiation each semester. Just as the other committee chairmen plan and execute their programming, the ritual chairman should plan and run regular ritual education sessions for the chapter membership and ritual practices for the ritual team. If the guide is not on the Administrative Board, these responsibilities may be delegated to the new member education chairman, a separate ritual or ritual education chairman or still done by the Guide just form the Executive Board.



INTERNAL ORGANIZATION

As head of the administrative board you should monitor each committee's activity and coordinate chapter programs that require the work of a number of committees. The administrative board should serve as the clearinghouse for all chapter activities and operations. You will want to call a meeting of the administrative board weekly, usually before the executive board and before the weekly chapter meeting. During this meeting, you will assess the progress of each committee and act as a two-way liaison between the president and rest of the chapter.

A vice president is a key person, a catalyst, to get things done the right way. The chapter organization chart in Appendix 1 is a good tool for you to study as a typical chapter setup. As you can see, your work will fall into several areas. With individual committee chairmen, you will participate in the planning and personnel selection. You will want to work with the committee chairmen to set up meeting times, operating procedures, delegation within committees, and reports to the administrative committee and the chapter. This kind of work must be done on a daily basis, particularly follow-up, which may be the most important part of your responsibilities.

The administrative board is an opportunity for chairmen to collaborate. Splitting the administrative board will limit the potential for collaboration. At the same time, creating chairmen with too specific of a responsibility will overwhelm the administrative board. For every committee you create, it is very important the job carry real responsibilities with well-defined goals mapped out. Empty titles will not help your chapter prosper. Additionally, you do not want the responsibilities of committees to overlap. You should look at yourself as the manager of internal chapter affairs and semesterly chapter planning. At the beginning of your term, you should evaluate each area of chapter operations; make mental projections of what you think can be accomplished, and then set goals. These are the same kinds of projections successful business leaders make every year. Just as in business, your chapter's success will depend on its leadership ability to anticipate needs and fine tune your operation to meet those needs.

COMMITTEE REPORTS

A man that is essential to a smoothly operating administrative committee is the secretary. He should keep extensive minutes of your meetings, both for reporting to full chapter meetings and future reference. The officer report form in Appendix 2 should be filled out prior to administrative board meetings to facilitate the reporting process. He should also be updating and keeping a chapter calendar on DeltsConnect to keep all brothers informed on chapter events. A calendar will help your chapter run more efficiently. You may want to take a closer look at your own operations to make sure the administrative board is reaching its full potential.

MANAGING THE CHAPTER CALENDAR

To ensure events are planned in a timely fashion, the administrative board should set the chapter calendar a semester (or quarter) ahead. The administrative board should choose dates on a calendar for when they want to have events. At this time, specific themes are not necessary. Just determine which committee will be in charge of planning an event on which day. This will ensure there is a steady flow of events throughout the semester and will allow ample time for the committees to reach out to other campus groups for cosponsor opportunities as well as ensure events are publicized well in advance.

FUNCTION ON FINANCE BOARD

The vice president is on the finance board to represent the interests of the administrative board. After a committee develops an event and fills out an event registration form, the committee chairman proposes the event to the administrative board. If the administrative board approves the event by a simple majority, then the vice president brings the event to the finance board. The finance board then ensures the committee has funds available from the committee budget to pay for the event and that paying for the event would be a good use of chapter funds. The treasurer and assistant treasurer will work with the committee chairmen to set annual committee budgets.

TRANSITION

You cannot have success without a successor. As you advance, remember that others follow. As you progress in your position, be mindful of possible successors. When you have one in mind, expose him to opportunities that he may encounter as a possible future vice president. With proper guidance, he will be prepared to take the position over upon completion of your term, while you can progress in your journey with a clear conscious. Additionally, make sure your chairmen are thinking of potential successors as well. The best committee chairman will have served for some period of time on the committee before they step up to lead it. Creating a folder for each committee on DeltsConnect is an easy way to have an organized and centralized location to store documents and information for perpetuity.



HOW TO CHAIR A MEETING

As head of the administrative board, you will take part in and chair many meetings. During the administrative board meeting, each chairman should report the progress he has made since the last administrative board meeting and set goals for his committee to be accomplished by the next administrative board meeting. If a chairman consistently does not have a report to give, you may need to work more closely with him to ensure he is fulfilling his duties.

You are also responsible for your committee chairmen and should be ready to help them run their meetings smoothly and efficiently. These smaller groups will often hold very informal meetings, but it is essential that each chairman knows how to run a meeting. This will make for efficiency in time and democracy in every view getting a fair hearing.

The following are some ideas you will want to follow in chairing all kinds of meetings:

1. Confine discussion to the topic at hand. Don't let people wander.
2. Encourage all members to express themselves. Don't let one or two dominate the discussion.
3. Before you start a new topic, be sure everyone has a clear concept of the task.
4. Keep the discussion moving toward a logical solution for the problem at hand. Do not let things get stalemated.
5. When lines of disagreement are drawn up on a particular subject, it is your job to bring about an acceptable compromise. Have each side lay out their ideas and work logically toward a conclusion.
6. Don't dominate the meeting with your thoughts and opinions. You should break the ice, stir up discussion and guide topics to conclusion.
7. Keep interest and attendance high at your committee meeting by being prepared and keeping
8. a sense of direction. Goal setting and progress review are vital to this progress.
9. Keep meetings informal. Reach a consensus rather than taking a vote.

Sample agenda for Administrative Board

- I. Call Meeting to Order
- II. Roll Call
- III. Reading and Approval of Minutes of the Previous Meeting
- IV. Reports of Standing Committee Chairmen
- V. Reports of Special Committee Chairmen
- VI. Review of Chapter Calendar
- VII. Secretary Review/Report of FAR Documentation
- VIII. Old Business
- IX. New Business
- X. Pass the Gavel
- XI. Adjournment

CONCLUSION

Delta Tau Delta is proud of you and your sincere desire to improve your chapter. As a leader of the chapter, your success will be determined by your actions, words and thoughts. The Fraternity expects you to work diligently to build a positive experience for yourself and your brothers. Please take these final thoughts with you as you begin what will be a great year for you and your chapter:

COMMUNICATION IS THE KEY TO SUCCESS:

It will be vital for you to communicate with your brothers and your peer officers. Many of the goals you will set will require you to work with other individuals. If you continue to focus on improving your communication skills throughout your officer term, you will not only be a more effective officer, but you will also be better prepared to lead in the future.

RESOURCES ARE ALWAYS AVAILABLE TO YOU:

There will always be someone willing to help you as you encounter obstacles. This person may be a chapter advisor, a campus advisor, a chapter consultant, an older member of the chapter or even a student in the campus community. It is important to realize all of these people want you to be successful. Please include and utilize these people as often as you can.

THE FRATERNITY WANTS YOU TO ASK QUESTIONS:

This manual will not cover every concern you encounter and each obstacle is different. If you have a question, please do not hesitate to contact any the resources previously mentioned or to the Central Office. The Fraternity wants you to have all of the information you need to be successful.

“AS YOU ADVANCE, REMEMBER OTHERS FOLLOW”:

This concept is so important as a leader. In order for the chapter to be successful for a long period of time, you must recognize your responsibility to be a role model and mentor for members of the chapter. By teaching and encouraging other members to achieve, the chapter will achieve. Do not lose sight that you joined because of the men around you; you should feel a special responsibility to do your best for and with these men.

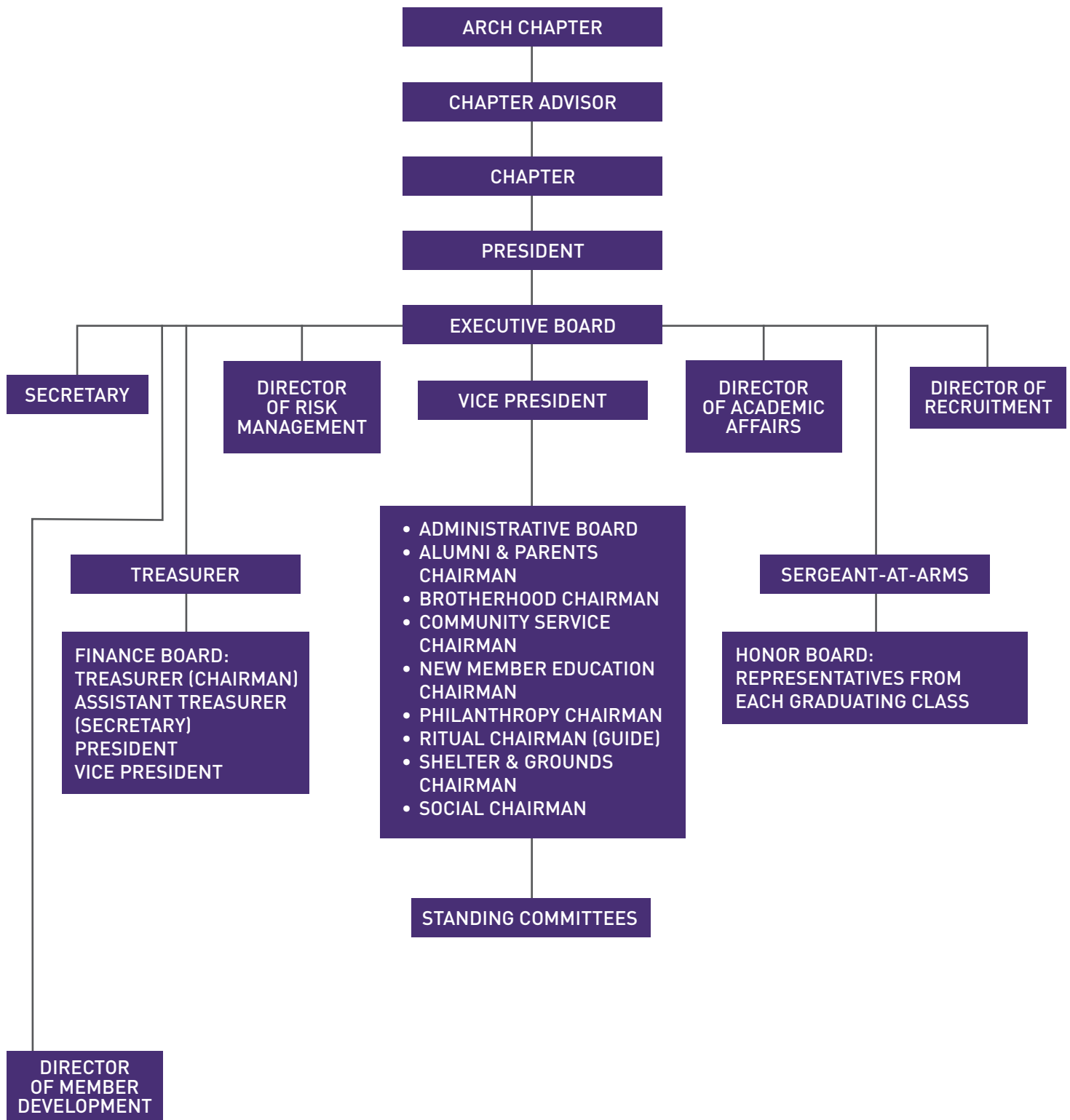
USE THE VALUES OF DELTA TAU DELTA TO GUIDE YOUR DECISIONS:

Truth, Courage, Faith and Power should be ever present in your decision making as a member of Delta Tau Delta. These values are not exclusive to the *Ritual* of the Fraternity, but they should be embodied in your everyday work as an officer of the chapter to motivate, encourage and lead your brothers.

THE FRATERNITY KNOWS YOU WILL DO MUCH TO BETTER THE CHAPTER AND DELTA TAU DELTA THANKS YOU FOR YOUR TIRELESS EFFORT AND YOUR STEADFAST COMMITMENT. THE FRATERNITY WISHES YOU NOTHING BUT SUCCESS AND HAPPINESS AS YOU LEAD YOUR CHAPTER TO EXCELLENCE.

APPENDIX

HIERARCHY OF AUTHORITY





DELTA TAU DELTA

OFFICER MEETING REPORT FORM

POSITION : _____

DATE : _____

Tasks accomplished this past week:

Tasks accomplished this upcoming week:

Update on long/short term goals: