**“A” Position Description**

* Ensure implementation of the proper officer structure as outlined in the Chapter Management BRIEF
* Serve as the Chair for the general meetings by running efficient meetings using parliamentary procedure and a written agenda
* Meet with the Fraternity/Sorority Advisor regularly and attend IFC meetings and Presidents Council (when applicable)
* Serve as the primary representative for the chapter/colony
* Coordinate the officers' and chapter retreats each semester
* Responsible for all paperwork needed for recognition on campus and by the IFC
* Work with the Executive Committee to develop action plans for the chapter/colony
* Attend ABT meetings and meet regularly with the "BB"
* Report "BB" election/re-election by November 1 in non-convention years
* Prepare and organize transition materials; save all materials to an online cloud prior to transition