**“B” Position Description**

* Read the Chapter Management BRIEF and be familiar with chapter management procedures
* Schedule, plan and chair Executive Committee meetings
* Oversee all committees
* Hold chairmen accountable to their tangible plans and goals
* Ensure chairmen are updating their position materials for transition
* Keep a detailed calendar of events; post monthly for membership
* Arrange meeting rooms when needed
* Chair the Bylaws Committee as needed
* Set up adhoc committees as necessary
* Submit weekly officer/committee reports at Executive Board meetings
* Coordinate with the “C” and “E” to send correspondence to other fraternities, sororities, university, and alumni (holiday cards, congratulatory messages, etc.)
* Prepare and organize transition materials; save all materials to an online cloud prior to transition