

DELTA CHI

FRATERNITY

OFFICER DESCRIPTION: “B” - VICE PRESIDENT

FROM DELTA CHI LAW:

- Exercise the powers usually exercised by the vice-president of an organization.
- In the case of absence or incapacity of the “A,” the “B” shall perform the duties of the “A.”
- Perform such additional duties of the office of the “B” as are set forth in applicable Fraternity publications.

WHAT DOES THAT ACTUALLY MEAN?

- If the “A” is unable to be present for an official event or meeting of the chapter / provisional chapter, the “B” shall serve in his place.
- Read the [Chapter Management BRIEF](#) and be familiar with chapter management procedures.
- Schedule and reserve meeting rooms, if applicable, for all chapter/provisional chapter executive board and general body meetings.
- Supervise all Chair positions and, if applicable, their committees (if not already chaired by another executive board officer).
- Appoint additional Chair positions or committees as needed.
- Serve as the head of the chapter bylaws committee and recommend revisions.
- Ensure chairmen are updating their position materials for transition and meeting required deadlines, goals, and action plans they have set.
- Keep a detailed calendar of events, updating members regularly.
- Provide chair and committee reports during regular executive board meetings.
- Meet with Interfraternity Council or other campus governing council peer officers as needed.
- Attend annual officer transition retreat and chapter retreat.
- Work with fellow chapter/provisional chapter executive board officers to develop action plans for the chapter/provisional chapter.
- Prepare and organize transition materials, and save all materials to an online cloud/database prior to transition.
- Attend the January Regional Leadership Academy event.
- Support member completion of the annual Membership Experience Survey in February.
- Support the submission of the Mid-Year Chapter Operations Assessment, due November 30 each year.
- Support the submissions of the Chapter Operations Assessment and IHQ Awards submissions, due April 30 each year.
- Attend applicable risk management webinars.