



### **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?**

#### **LEADERSHIP AND CHAPTER GOVERNANCE**

- If the “A” is unable to be present for an official event or meeting, the “B” shall serve in their place.
- Schedule and reserve meeting rooms, if applicable, for all chapter Executive Board and General Body meetings.
- Coach and support 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.
- Oversee any unfilled chair positions until a chairman is appointed.
- Serve as the head of the Chapter Bylaws Committee and recommend revisions.
- Ensure chairmen are updating their position materials semesterly/quarterly for transition and meeting required deadlines, goals, and action plans they have set.
- Maintain an up-to-date calendar of events and communicate changes regularly.
- Provide chair and committee reports during regular executive board meetings.
- Attend the annual Officer Transition/Executive Board Retreat and Chapter Retreat.
- Work with fellow chapter executive board officers to develop and execute action plans for the chapter.
- Prepare and organize transition materials for your position and save all materials to an online cloud/database prior to transition.

#### **ADVISOR AND CAMPUS RELATIONS**

- Meet regularly with Alumni Board of Trustees (ABT) Advisor.
- Meet regularly with the Interfraternity Council (IFC) Vice President or other campus governing council peer officer as needed

#### **FRATERNITY COMPLIANCE AND REPORTING**

- Support the submission of the Mid-Year Chapter Operations Assessment, the End-of-Year Chapter Operations Assessment, and International Headquarters Awards applications.
- Support chapter participation in the annual Membership Experience Survey.
- Attend the the Regional Leadership Academy event, and complete the “B” officer onboarding modules prior to arrival.
- Attend applicable risk management webinars.