

OFFICER DUTIES

MEMBER ENGAGEMENT AND SUPPORT

- Promote greater participation in a culture of belonging and support within the chapter.
- Collaborate with other officers and chairs to incorporate brotherhood experiences throughout the operations of the chapter.
- Organize and implement brotherhood events that incorporate a variety of interests to promote participation and engagement of members.
 - *Tips:* Check-out the North American Interfraternity Conference (NIC) “[Best of Brotherhood Building](#)” guide or the Brotherhood Activities Guide Office Resource for ideas or inspiration
- Promote campus programs and activities to encourage campus involvement.
 - *Example:* intramural sports, leadership development programs, career services events, campus-wide speakers, etc.
- Work with the Associate Member Counselor (AMC) to help Associate Members have a positive and smooth transition into the chartered/provisional chapter.
- In the event that the chapter does not have a separate Mentor Program Manager, it is recommended that the Brotherhood Chair take on those responsibilities.
- Create and maintain a member recognition program.
- Develop programming and events to keep seniors engaged and celebrate their contributions to the chapter.

GENERAL DUTIES AND RESPONSIBILITIES

- Chair the Brotherhood Committee and meet regularly with the ABT Member Education Advisor (or other assigned Advisor).
- Meet with the Interfraternity Council Brotherhood or Programming officer or other campus governing council peer officer as needed.
- 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.