

# ΑΣΦ

## ALPHA SIGMA PHI

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## ROLE OF THE PRESIDENT

### OVERVIEW

The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee.

### RESPONSIBILITIES

- Directly supervises the following officers and meets with them at least monthly: VP of Finance, VP of Ritual and Traditions, VP of Standards, VP of Communications, VP of Membership Enrichment, VP of Growth, VP of Service and Philanthropy, VP of Retention and VP of Alumni and Family Relations
- Chairs the weekly Prudential Board meeting, which includes developing a prepared agenda for every meeting and ensuring that the board meets weekly at a standard time & in a standard place
- Chairs all chapter meetings, which includes working with the VP of Communications to prepare an agenda for every meeting and ensuring that the chapter meets at a standard time in a standard place
- Ensures completion of all required reports due to the College/University and Fraternity Headquarters
- Serves as IFC Representative (if applicable)
- Works with the GCA to plan an annual goal-setting chapter retreat
- Plans an officer retreat in which SMART goals are established each term
- Ensures chapter officers hold full-year terms
- Serves as the Chapter Delegate at Grand Chapter and Elevate – International Leadership Conference
- Works with chapter alumni to develop an Alumni Association if one does not already exist
- Communicates at least bi-weekly with the GCA through a structured one-on-one meeting
- Ensures all officers are communicating with their Chapter Council counterpart
- Meets once a month with a campus Fraternity/Sorority Life professional
- Communicates at least monthly with the Alumni Association President
- Serves as the chapter spokesman and point person in a crisis
- Prepares and organizes a transition retreat and materials
- Saves materials to an online cloud prior to transition