



ALPHA SIGMA PHI

alphasig.org

ROLE OF THE VICE PRESIDENT OF COMMUNICATIONS

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

- Member of the Prudential Board, which meets weekly
- Records minutes of all regular and special meetings with accuracy and fullness
- Distributes and posts the minutes within 48 hours after the conclusion of the meeting and ensures a copy of the minutes are preserved in the chapter archives on Vault
- Calls the roll at all regular and special chapter meetings along with required chapter events (ritualistic ceremonies, retreats, etc.)
- Develops a process for members to report excused absences
- Creates a chapter calendar prior to the start of each term by soliciting proposed events/dates from officers
- Updates the chapter's newly installed officers on MyAlphaSig
- Updates the Membership Roster on MyAlphaSig by December 6 and April 15
- Maintains and updates a current undergraduate directory including on-campus address, permanent address, phone number, e-mail, and social media handles
- Maintains the chapter roster book
- Maintains an updated copy of the chapter's constitution and by-laws
- Reads all correspondence to the chapter during its regular and special meetings
- Ensures that thank you notes are promptly sent to alumni, faculty/staff, other organizations, etc. as appropriate
- Submits chapter news to Alpha Sigma Phi Headquarters for inclusion in publications
- Maintains records of the chapter's point system as established by the Prudential Board
- Maintains annual album to record chapter's honors, accomplishments, and activities
- Ensures that all chapter events are appropriately photographed
- Maintains and regularly updated social media for the chapter utilizing the brand compliant Fraternity logo
- Communicates at least monthly with the Communications Advisor on the Chapter Council
- Promotes Alpha Sigma Phi social media (Facebook, Twitter, Instagram, Snapchat, LinkedIn, Youtube, TikTok, etc.)
- Prepares and organizes transition materials/saves materials to an online cloud prior to transition