



**ALPHA SIGMA PHI**

alphasig.org

## **ROLE OF THE VICE PRESIDENT OF MEMBERSHIP ENRICHMENT**

### **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
- Ensures that the Membership Orientation Program is implemented in a manner consistent with Fraternity guidelines
- Serves as the lead facilitator for all new member meetings in the Membership Orientation Program
- Develops a calendar for membership orientation to distribute to all new members and brothers
- Ensures that all new members complete registration prior to joining
- Promotes the Alpha Sigma Phi LinkedIn site and Career Connections Facebook page as an opportunity for members to network with other Alpha Sigs
- Advises all potential members and members on academic expectations and requirements to receive a bid, be initiated, be in good standing, hold an office, attend social events, participate in intramurals, etc.
- Develops, implements, and assesses a chapter scholarship program for all members that is customized for each member based on academic standing, major, need, etc.
- Creates an academic recognition program to recognize members for academic achievement (Dean's List, highest GPA, most improved GPA, GPA above all-men's average, above all-fraternity average, above all-undergraduate average, highest Big-Little, etc.)
- Coordinates at least one educational program each term focusing on academic success
- Works with the House Manager to ensure that the chapter facility is an environment conducive to academic success (quiet hours, courtesy hours, etc.)
- Works with the Standards Board to have hearings for members that don't meet the GPA requirement
- Submits term GPA for chapter each term, along with all-fraternity GPA, all-men's GPA, all-Greek GPA, all-undergraduate GPA, and fraternity rank to Alpha Sigma Phi Headquarters via the Staff Coach
- Communicates at least monthly with the Membership Enrichment Advisor on the Chapter Council