

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/provisional chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee.

Should you have any questions about the role of this officer, please contact Fraternity Staff.

For additional resources, please visit alphasigmaphi.org.

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/provisional chapter archives on Vault
- Calls the roll at all regular and special chapter/provisional chapter meetings along with required chapter/provisional chapter events (ritualistic ceremonies, retreats, etc.)
- Develops a process for members to report excused absences
- Creates a chapter/provisional chapter calendar prior to the start of each term by soliciting proposed events/dates from officers
- Updates the chapter/provisional chapter's newly installed officers on Vault by December 6
- Updates the Membership Roster on Vault by December 6 and April 15
- Maintains and updates a current undergraduate directory including on-campus address, permanent address, phone number, and e-mail
- Maintains the chapter/provisional chapter roster book
- Maintains an updated copy of the chapter/provisional chapter's constitution and by-laws and saves them on their Vault Resource Center
- Reads all correspondence to the chapter/provisional 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/provisional chapter news to Alpha Sigma Phi Headquarters for inclusion in publications
- Maintains records of the chapter/provisional chapter's point system as established by the Prudential Board
- Maintains annual album to record chapter/provisional chapter's honors, accomplishments, and activities
- Ensures that all chapter/provisional chapter events are appropriately photographed
- Maintains and regularly updated social media for the chapter/provisional 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 - www.facebook.com/AlphaSigmaPhi, Twitter - @aphasigs, Instagram - @alphasigs, Snapchat - alphasigs)
- Prepares and organizes transition materials/saves materials to an online cloud prior to transition