

## **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/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](http://alphasigmaphi.org).

### **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
- Creates a new member class on Vault
- Ensures that all new members complete the Omega Fi 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/provisional 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 focuses on academic success
- Works with the VP of Finance 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/provisional 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 Liaison
- Communicates at least monthly with the Membership Enrichment Advisor on the Chapter Council
- Prepares and organizes transition materials/saves materials to an online cloud to transition