

ROLE OF THE VICE PRESIDENT OF SERVICE AND PHILANTHROPY

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
- Plans at least one event per semester that raises awareness for one of the five Alpha Sigma Phi Philanthropic Partners
- Plans at least one event per semester that raises money for one of the five Alpha Sigma Phi Philanthropic Partners
- Utilizes CrowdChange to promote philanthropic events and gather donations
- Tracks and gathers documentation on how much money the chapter/provisional chapter raises for charity
- Submits documentation/receipts of donation for all money raised to Fraternity
- Plans at least one chapter/provisional chapter community service event per month
- Gathers service opportunities for member participation
- Develops a process to track all members community service hours
- Communicates at least monthly with the Service and Philanthropy Advisor on the Chapter Council
- Prepares and organizes transition materials/saves materials to an online cloud prior to transition