

# ΑΣΦ

## ALPHA SIGMA PHI

alphasig.org

## ROLE OF THE VICE PRESIDENT OF SERVICE & 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 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
- Plans at least one event per term that raises awareness for one of the five Alpha Sigma Phi Philanthropic Partners
- Plans at least one event per term 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 raises for charity
- Plans at least one 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