

ΑΣΦ

ALPHA SIGMA PHI

alphasig.org

ROLE OF THE VICE PRESIDENT OF STANDARDS

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
- Chairs the Standards Board and makes appointments to the Standards Board, pending Prudential Board approval. The board should be representative of the chapter membership
- Upholds the rules and policies of the Fraternity as presented in the Constitution and Bylaws
- Helps ensure the chapter follows Robert's Rules of Order and Parliamentary Procedure
- Is knowledgeable on all Alpha Sigma Phi policies, including the Amnesty Policy and Health & Safety Guidelines
- Ensures that the Health & Safety Guidelines are followed at all events
- Meets with each new member class to review the Health & Safety Guidelines
- Coordinates at least one educational program related to health and safety each term utilizing a guest presenter
- Assists the President and Prudential Board with crisis management
- Works with the VP of Retention to develop event planning guidelines and processes
- Completes an incident report and submits to Alpha Sigma Phi Headquarters via myAlphaSig's Forms within 24 hours of all health and safety incidents
- Guards the door during all chapter meetings
- Acts as Chaplain during ceremonies and when prayers are appropriate
- Communicates at least monthly with the Standards Advisor on the Chapter Council
- Ensures the Standards Board meets as needed
- Prepares and organizes transition materials/saves materials to an online cloud prior to transition