



## PRESIDENT POSITION DESCRIPTION

### PURPOSE

The President shall be the executive leader of the local chapter. He manages the chapter activities of the chapter internally and serves as the face of the chapter externally. He leads the process of goal setting for the chapter, motivates members to work towards these goals, and tracks progress. The President sets the tone of the chapter and establishes group norms that influence the chapter's culture. He is a liaison between multiple entities and should communicate information across these entities.

### DUTIES

- Preside over Executive Board meetings and chapter meetings, in accordance with the Ritual Book
- Serve as the chair of Executive Board and hold officers accountable to completing responsibilities
- Oversee disciplinary action taken against members and/or local chapter, as a result of decisions made by the judicial board, Alumni Advisory Board (AAB), International Headquarters, campus and/or Interfraternity Council
- Know all legal responsibilities and obligations of the chapter and its officers
- Communicate Grand Chapter and local bylaws to all members of the chapter, and when bylaws and policies are broken, ensure accountability measures have taken place
- Communicate with Chapter Adviser, International Headquarters and campus fraternity and sorority life advisor
- Serve as the official representative of the chapter, acting as a liaison to the campus, local community, International Headquarters, and Grand Chapter
- Serve as crisis management representative on behalf of the chapter, report incident to necessary parities, and oversee completion of any remediation or disciplinary outcomes

### SKILLS/COMPETENCIES

<b>Purpose/vision/goal setting</b> <b>Manage change</b> <b>Communication</b>	<b>Decision quality</b> <b>Integrity</b> <b>Adaptability</b>	<b>Credibility</b> <b>Motivate others</b> <b>Balance stakeholders</b>
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### RESOURCES AVAILABLE

- **Officer Portal**
  - Document Library
  - Calendar
  - Forms
- **Phi Sigma Kappa Website**
  - "Undergrads" tab
  - "About" tab > Resources
- **Phi Sigma Kappa Ritual Book**
- **First point of contact:** appointed Chapter Adviser or Alumni Advisory Board member
- **Second point of contact:** Chapter Consultant, can direct to another International Headquarters professional staff member, if needed
- **Campus-based questions/challenges:** campus fraternity and sorority life advisor