



RECRUITMENT CHAIRMAN POSITION DESCRIPTION

PURPOSE

The Recruitment Chairman should initiate and oversee all membership recruitment efforts of the local chapter. He should foster a responsibility among all members to help the chapter grow by recruiting throughout the year and provide members the resources to do. He should collaborate with chapter leaders and members to identify unique aspects of the local organization that could be appealing to potential associate members and work with the chapter to help publicize those unique qualities on campus. He should encourage members to bring in future brothers who will further the goals of the organization and live the three Cardinal Principles.

DUTIES

- Plan and organize formal and informal recruitment events
- Create and oversee recruitment committee
- Be aware of, and educate members on, any and all campus and Grand Chapter recruitment and recruitment event policies
- Ensure all recruitment-related events are alcohol-free, per Grand Chapter and North American Interfraternity Conference (NIC) policies and hold individual members accountable for not following said policies
- Hold members accountable to attending recruitment events and recruitment trainings
- Hold recruitment training events for members to understand the importance of recruiting and how to recruit potential associate members who will be a good fit for the chapter and Phi Sigma Kappa
- Ensure ChapterBuilder is used in an ongoing manner to aide with the generation and organization of potential associate member names
- Collaborate with chapter leaders and officers to promote the organization online and on campus

SKILLS/COMPETENCIES

Relationship building
Motivate others
Creativity

Action oriented
Direct work
Accountability

Confidence
Purpose/vision/goal setting
Authenticity

RESOURCES AVAILABLE

- [ChapterBuilder](#)
- [PhiredUp's Free Online Resources](#)
- **Officer Portal**
 - Document Library
 - Calendar
 - Forms
- **Phi Sigma Kappa Website**
 - "Undergrads" tab
 - "About" tab > Resources
- **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