



## VICE PRESIDENT POSITION DESCRIPTION

### PURPOSE

The Vice President assumes the role of second-in-command of the local chapter, behind the President, while also aiding him with pressing tasks or large projects. The Vice President is responsible for overseeing all internal affairs of the chapter. This can be done by setting goals and monitoring the progress of all chair positions in achieving their goals. The Vice President should have a thorough knowledge of the local chapter bylaw and oversees all bylaw changes.

### DUTIES

- Serve as a member of the chapter's Executive Board
- Represent the chapter at meetings or events, when the President is not available
- Serve as the chair of the Executive Board and run local chapter meetings, when President is not available
- Organize and support the chapter's committee structure and committee chairman
- Appoint committee chairs and provide charges and direction that align with chapter goals
- Host regular committee chair meetings and review local chapter bylaws
- Ensure committee chairmen are operating, accomplishing tasks, and planning events and programs that align with organizational goals and values
- Oversee the *Scholarship in Phi Sigma Kappa* program, unless otherwise delegated to another officer/chapter leader

### SKILLS/COMPETENCIES

Accountability Motivating others Decision quality	Purpose/vision/goal setting Relationship Building Direct work	Provide feedback Mentorship Attention to detail
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### RESOURCES AVAILABLE

- **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