

---

# Sample Roles and Responsibilities for Greek Life

---

## Chapter President

1. Have overall responsibility for the operation of the Chapter.
2. Call and preside at all regular and special meetings of the Chapter.
3. Call and preside at all Chapter Executive Board meetings.
4. Review, approve and sign all the Chapter's checks and contracts.
5. Serve as an ex-officio member of all Chapter Committees with voice but not vote.
6. Report as required to National Headquarters.
7. Maintain a complete and up-to-date President's file, including the current Constitution & Bylaws, Standing Rules, the current budget, current correspondence, and materials received from the National Headquarters, and other pertinent information or materials.
8. Keep in regular contact with the Chapter Advisor.
9. Represent the Chapter to outside parties.

## Chapter Vice-President

1. Develop and implement special programs (i.e. New Member Symposium, Greek Awards Night, Greek Retreat) per chapter vote.
2. Keep notebook containing all records and notes for each program sponsored.
3. Supervise subcommittees coordinating and implementing each program.
4. Coordinate all membership recruitment activities according to the Constitution.
5. Train membership on proper selection procedures and how to obtain the most diverse membership pool.
6. Oversee tapping and initiation activities per Order of Omega rituals and policies.
7. Keep all initiation supplies in proper condition.
8. Perform the duties of the President in their absence, inability to serve or as requested by the President.

## Chapter Secretary

1. Keep an up-to-date membership roster and call roll at all meetings.
2. Keep current statistics concerning the number of initiated members and honorary members and their respective Greek affiliation.
3. Keep all meeting minutes and record all actions taken by the Executive Board.

## **Roles and Responsibilities for Greek Life**

Page 2

4. Maintain a complete and up-to-date file, including meeting minutes since the Chapter's inception, copies of all contracts and current correspondence.
5. Be responsible for the official correspondence unless provided for otherwise.
6. Sign contracts when authorized.
7. Publish a chapter newsletter.
8. Keep national headquarters informed of all membership changes.

### **Chapter Treasurer**

1. Be responsible for the general supervision of Chapter finances.
2. Prepare the annual budget for approval by the Chapter.
3. Receive all payments, collect dues and issue receipts.
4. Promptly pay all bills of the Chapter.
5. Maintain up-to-date financial records, give a financial report at each regular meeting and provide an annual report at the close of their term.

### **Chapter Advisor**

1. Be available to assist chapter officers in membership recruitment, planning and implementing tapping and initiation ceremonies, officer installation and chapter meetings.
2. Assisting with chapter events and communications.
3. Assisting the chapter in setting and evaluating goals annually.

### **Committee Chairs**

#### **1. Recruitment**

- a. Hosting an annual recruitment retreat for the chapter.
- b. Creating an exhaustive calendar of relevant dates for recruitment.
- c. Creating, and continuously updating a list of names and contact information of potential new members.

#### **2. Interfraternity Council/National Panhellenic Conference/National Pan-Hellenic Council/Fraternity and/or Sorority Relations**

- a. The representative is responsible for attending weekly meetings held by the (applicable) Council and reporting updates back to the chapter's executive council.
- b. The council representative should also work proactively to foster positive relations with other fraternity chapters at your host college or university.

## **Roles and Responsibilities for Greek Life**

Page 3

### **3. Public Relations**

- a. Creating promotional materials, such as informational brochures, handouts, and t-shirts, for chapter events and initiatives.
- b. Managing the chapter's website and social media accounts.
- c. Creating and circulating press releases for events

### **4. Scholarship**

- a. Ensuring that the chapter's scholarship plan is up to date and on file with the National Headquarters.
- b. Implementing creative incentives for members to perform academically.

### **5. Alumni Relations**

- a. Managing a record of alumni contact information.
- b. Recruiting an alumnus initiate each semester.

## **Compiled and prepared by**

Dave Kelly, *America's Student Leadership Trainer<sup>sm</sup>*

[DaveKelly@GonzoSpeaks.com](mailto:DaveKelly@GonzoSpeaks.com) | [www.DaveGonzoKelly.com](http://www.DaveGonzoKelly.com) | 770-552-6592

Dave is available to come to your campus to work with your student government members and leaders, clubs and organizations, new student orientation, Greek Life, Programming/Campus Activities Board, leadership conferences and events, student leadership workshops and more!