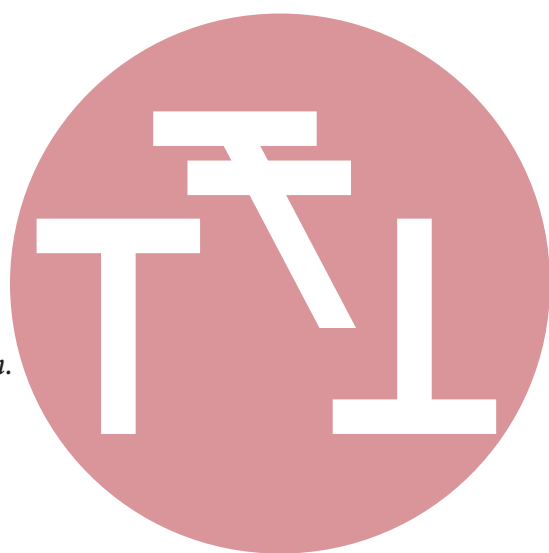


VICE PRESIDENT

Officer Resource Manual

PHI SIGMA KAPPA

Timeless. Truth. Tradition.



RESPONSIBILITIES

- Officiates in the absence of the president and, therefore, must be fully aware of the president's duties and responsibilities.
- Serves as an ex-officio member of all chapter committees and has direct supervision over all committee chairmen.
- Relieves the president of as much of the routine of administration as possible.
- Familiar with the Constitution and By-laws of the Grand Chapter and of his own chapter.
- Responsible for the hospitality of the chapter, especially with regard to alumni and visiting national officers.
- Enforces house rules (when applicable) and is knowledgeable of all rules and standards.
- Evaluates chapter officers and chairmen performance.
- Familiar with the ritual and his part in it.
- Complete all required forms for the Grand Chapter.
- Guarantees smooth transition to successor.

CHAIR POSITIONS

Recruitment
Risk Management
Social
Scholarship
Philanthropy
Community Service
Alumni
Athletics
Brotherhood
House Manager (optional)
Awards (optional)

CHARACTERISTICS OF AN EXCEPTIONAL VICE PRESIDENT

It is an honor to be elected vice president of a chapter of Phi Sigma Kappa Fraternity, but the position comes with great responsibility. The vice president must not only possess superior communication skills, but also excellent organizational skills as well as provide consistent, inspired and enthusiastic leadership for chapter members. The vice president must also be prepared when called upon to act as the president of a chapter of Phi Sigma Kappa Fraternity.

Much like the president, the vice president must possess the ability to lead by example in an attempt to gain the respect and confidence of his brothers.

Self-discipline - Being vice president will enable you to hold others accountable for their actions. Make sure you are fully prepared for all chapter officers and chair members with the appropriate reports. If you are not prepared for these meetings, you cannot expect your members to be either.

Other traits of an exceptional chapter vice president include:

Proactive vs. Reactive - A proactive leader is always thinking three steps ahead, working to master his own environment with the goal of avoiding problems before they arise.

Flexible/Adaptable - How do you handle yourself in unexpected or uncomfortable situations? An effective leader will adapt to new surroundings and situations, doing his best to adjust.

A Good Communicator - As a leader, you must listen...a lot! You must be willing to work to understand the needs and desires of your membership. A good leader asks many questions, considers all options and leads the chapter in the right direction.

Respectful - The vice president should show respect to those who elected him. Showing others respect will ultimately bring him respect, especially as he is the one leading committee meetings.

Confident - Be proud of Phi Sigma Kappa and let your pride emanate to others within and outside the chapter.

Enthusiastic - Excitement is contagious. When a leader is motivated and excited about the chapter

and Phi Sigma Kappa, the chapter will follow his lead. Should the chapter need the leadership of the vice president, they should be confident in his ability to do so.

Open-Minded - Work to consider all opinions when making decisions. A strong leader will evaluate the input from all interested parties and work for the betterment of the whole.

Resourceful - As a chapter leader you must utilize the resources available to you and the chapter. The General Fraternity, your local alumni, the National Interfraternity Conference, your parents, the Greek adviser, the campus community and the community at large are resources at your disposal.

Rewarding - In the case of the vice president, as an effective leader, he will recognize the efforts of committees and chairs and positively reinforce those actions. We all enjoy being recognized for our actions!

Well-Educated - Knowledge is power. Work to be the vice president who is well educated on General Fraternity, campus and community policies and procedures. Further, your knowledge of issues and information within the chapter will only increase your success in leading the chapter.

Open to Change – A leader will take into account all points of view and will be willing to change a practice, policy, program or chapter tradition that is out-dated or no longer beneficial to the chapter.

Interested in Feedback – How do your members feel about your term in office? How can you serve your committees better? Having these questions in mind, while holding this position, can only serve to benefit you.

Evaluative – Evaluation of chapter events and programs is essential for a chapter to improve and progress. An exception leader will constantly evaluate and change programs and policies that are not working.

Organized – The vice president must at all times be organized so as to have the a record of committee reports and other resources (i.e. a chapter calendar) to check on the progress of the various committees.

COMMUNICATION

It is the responsibility of the vice president to schedule committee meetings as well as let the appropriate members know of the meeting time and location.

It is important that the vice president be in consistent communication with the chapter president and adviser to ensure that he is properly prepared should he need to step into that position.

ORGANIZATION

An officer notebook or 'vice president's files' are essential in the continuity of a chapter. As VP, it is important that your records are the most up to date as you are the main communication for the chairs to the rest of the chapter.

Possible contents of a secretary's notebook or file cabinet include the following:

- A copy of the chapter's constitution and bylaws
- A copy of the Code of Conduct Phi Sigma Kappa
- A copy of the Monthly Planner & Reporting Guide
- A list of chapter and individual officer goals and contact information
- Complete and up to date chapter roster and contact information
- Copies of paperwork associated with the position
- The Phi Sigma Kappa Risk Management Policy
- The Phi Sigma Kappa Emergency Action Plan along with the chapter's Emergency Action Plan
- Chairs positions and descriptions
- A copy of the chapter's master calendar for the school year
- A contact list of local alumni, university/college officials, Grand Chapter Officers, chapter and regional advisers and counselors.

OFFICE TRANSITION MEETING/ RETREAT

When the chapter president has scheduled an officer transition meeting/retreat, you must prepare all materials that you think are necessary for the incoming officer. Think about what you have learned during your tenure in the position and impart this knowledge onto the next vice president. Also, consider some aspects of the position that you did not know or wish you did when you first started the position and be sure to pass on this advice. Properly preparing for the officer transition meeting will ensure that all of the progress you made in your time in the position will serve as a foundation for the incoming vice president.

Furthermore, it is important to be able to recognize the strengths of your members. Should the new vice president have questions or concerns about how appointments of chairmen and committees, you should instruct him on the decision making process. Speaking to fellow Executive Board members and chapter members regarding these decisions is necessary when considering potential appointments.

OFFICER/CHAPTER GOAL SETTING

As with officer transition, goal setting need not be a laborious task as we all might imagine it to be. In reality, a goal setting session could be effectively accomplished in a couple of hours.

Remember, your goals need to be:

- Achievable/Attainable
- Believable
- Definable
- Controllable
- Explicit/Specific
- Measurable

Further, your goals should contain action plans answering: who, what, when, where, how. Basically – goals are guides for action. Officers/committees with written goals will be more focused, and it will be easier to track whether or not an individual is performing well in his position.

Think about the goals that your chapter's committees had set when you were in office. Did they meet them? If so, what did they do well, and how were you instrumental in their activity? If not, what can the committee improve upon, and how can you help them facilitate that change?

OFFICER/CHAPTER GOAL SETTING

The executive committee meeting is one of the most important aspects of chapter operations. The executive committee functions to hold preliminary discussions on important business, plan future activities and programs and communicate effectively to the chapter so everyone is aware of policies, plans and activities.

At these meetings, be prepared to discuss and go over any goals or action plans that you may have come up with in order to discuss them with the rest of the executive board. Keeping other Executive Board members updated on committee activities and progress is essential in these meetings.

DELEGATION

There are some key things to remember, especially when considering committees/chairmen:

A good leader knows how to delegate authority. As vice president, you must ask for others for the chapter to move ahead. The three steps to effective delegating are:

1. Request that a member/officer perform a task with a specific date of completion
2. Check on the process of the member/officer.
3. Follow through to ensure the task has been completed.

Oftentimes, leaders do a great job of step one; however steps two and three are not given the attention they need. Work to incorporate steps 1 through 3 when delegating authority within the chapter.

CORRESPONDENCE

Correspondence with Chapter

Make sure to have committee reports and any updates from chairmen before committee meetings and chapter meetings. This will ensure that the chapter will be informed of any upcoming news/events on a timely basis.

Correspondence with Chapter/Regional Adviser

It is a good habit to meet/communicate with your Chapter Adviser twice a month. Maintain contact with your Regional Adviser once a month as well. These contacts will be especially useful should you need to take over the duties of the chapter president.

Correspondence with Grand Chapter

It is important to have consistent communication with the Grand Chapter regarding any forms that you must fill out on their behalf. Furthermore, should the president have to step down from his duties, you must be able to pick up his lines of communication with the Grand Chapter.