

Chapter Officer Responsibilities

Duties of the President (Rex)

Overseeing chapter meetings, liaison between chapter and key partners, ensuring procedures are followed, setting goals for the chapter

- A. The President (Rex) shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
- B. It shall be the duty of the President (Rex) to preside at all meetings of the active chapter; to enforce the due observance of the constitution; to make final determinations on questions; to offer for consideration all motions duly made and seconded.
- C. The President (Rex) shall set the vision and direction of the local chapter in compliance with all FIPG, IEC/IHQ and institutional guidelines and regulations.
- D. The President (Rex) shall conduct weekly Executive Board meetings where updates from all Executive Board Members, committees and Coordinators are covered and plans for executing chapter goals and mission are discussed.
- E. The President (Rex) shall conduct an application process and will appoint Coordinators in collaboration with the Vice President of each respective committee.
- F. The President (Rex) shall be a non-voting member of all committees. He shall have the power to call a special meeting at any time he may feel fit.
- G. The President (Rex) shall be responsible to and for the chapter and shall be the liaison between the International Executive Council/International Headquarters, Local Alumni Association and the active undergraduate chapter.
- H. The President (Rex) shall be responsible for ensuring all local, IEC/IHQ and Institution Student Code of Conduct guidelines are enforced.
- I. The President (Rex) shall aid the chapter in establishing yearly and semester/quarterly goals and communicate these goals to the IHQ.
- J. The President (Rex) shall meet regularly with IHQ to address current needs of the chapter and continual plans for chapter improvement.
- K. The President (Rex) shall represent the chapter whenever possible at all International Conventions, regional gatherings, and functions.
- L. The President (Rex) shall serve as the main representative for the chapter to the IFC and to the Office of Greek Life.

Duties of the Vice President Education & Development (Archon)

Development of New Members, IHQ Approved New Member Education Program, Hazing prevention, Judicial Board, Education & Development Committee, Ensure chapter support of The Elimination of Prejudice, Rituals, Filling in for the President (Rex) when needed

- A. The Vice President Education & Development (Archon) shall set the example

for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.

- B. The Vice President Education & Development (Archon) shall fulfill the office of President (Rex) in the latter's absence. The Vice President Education & Development (Archon) shall be familiar with all duties of the President (Rex) in case the President (Rex) resigns or is removed from office. The Vice President Education & Development (Archon) shall act as President (Rex) until a new President (Rex) is elected.
- C. The Vice President of Education & Development (Archon) shall be responsible for the education and development of all the New Members.
- D. The Vice President of Education & Development (Archon) shall oversee weekly new member meetings and lead all New Members through discussions about the values, history, traditions, organizational structure, standards and mission of Pi Lambda Phi and the local chapter.
- E. The Vice President of Education & Development (Archon) shall lead all New Members through the IHQ approved New Member Education.
- F. The Vice President of Education & Development (Archon) shall aid in the development of positive relationships between the New Member Class and active Brothers. He shall do so through team builders, interviews and social events all in accordance with the FIPG Risk Management Guidelines and Institution Student Code of Conduct.
- G. The Vice President of Education & Development (Archon) shall submit an outline of all additional local New Member Educational events and activities to the Chapter Advisor and IHQ prior to the start of each semester/quarter.
- H. The Vice President of Education & Development (Archon) shall directly oversee the Education and Development Committee and meet weekly with its Coordinators for follow up and setting the direction to aid the mission and goals of the chapter.
- I. The Vice President of Education & Development (Archon) shall have regular occurring calls with the IHQ to discuss New Member development and any questions or concerns regarding the use of Pi Lambda Phi University.
- J. The Vice President of Education & Development (Archon) shall communicate Pi Lam's "Anti-Hazing" stance and report any allegations of hazing to Chapter President (Rex), Chapter Advisor and IHQ.
- K. The Vice President of Education & Development (Archon) shall provide to the Brotherhood during chapter meetings updates including but not limited to New Member progress relating to completion of the New Member program, participation during New Member meetings, completion of Brother-New Member Interviews, grades on weekly quizzes and attendance at Brotherhood Events.
- L. The Vice President of Education & Development (Archon) shall ensure the New Member evaluation process is completed as in accordance with IHQ suggested best practices and the chapter's Constitution and Bylaws.
- M. The Vice President Education & Development (Archon) shall be the chairman for the Judicial Board and be responsible for ensuring that the Board carries out

its duties and upholds all FIPG, IEC/IHQ and local Alumni Association and undergraduate chapter Risk Management Policies.

- N. The Vice President Education & Development (Archon) shall oversee the running and planning for all Rituals. With the aid of the chapter Ritualist the Vice President Education & Development (Archon) shall ensure all materials, location and details of all Rituals are present and prepared for proper execution.

Duties of the Vice President of Programming, Risk Management & Housing (Marshal)
FIPG Observance and education, Brotherhood Programming, Judicial Board, House Manager

- A. The Vice President of Programming, Risk Management & Housing (Marshal) shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
- B. The Vice President of Programming, Risk Management & Housing (Marshal) shall serve as the chapter expert on FIPG, Institution Student Code of Conduct guidelines and local chapter Risk Management practices. On all questionable topics the Vice President of Programming, Risk Management & Housing (Marshal) shall consult the IHQ.
- C. The Vice President of Programming, Risk Management & Housing (Marshal) shall advise the chapter on Risk Management accommodations as events are planned.
- D. The Vice President of Programming, Risk Management & Housing (Marshal) shall ensure FIPG regulations and Institution Student Code of Conduct guidelines are being observed at all fraternity functions.
- E. The Vice President of Programming, Risk Management & Housing (Marshal) shall work directly with the Vice President of Recruitment and Vice President of Education & Development (Archon) to ensure no Hazing or other Risk Management Violations occurs during the Recruitment and New Member Educational processes.
- F. The Vice President of Programming, Risk Management & Housing (Marshal) shall ensure the entire chapter reviews the FIPG Risk Management regulations and Institution Student Code of Conduct guidelines within the first three weeks of each semester at a chapter meeting.
- G. The Vice President of Programming, Risk Management & Housing shall ensure all New Members complete the IHQ FIPG Risk Management Certification
- H. The Vice President of Programming, Risk Management & Housing (Marshal) shall serve as “House” Manager and enforce all house rules, in accordance with the FIPG regulations and Institution Student Code of Conduct guidelines.
- I. The Vice President of Programming, Risk Management & Housing (Marshal) shall have full charge of all matters pertaining to the care and maintenance of the shared living space.
- J. The Vice President of Programming, Risk Management & Housing (Marshal) shall make all purchases deemed necessary for the maintenance of the shared living space subject to prior approval of the Vice President of Finance (K.O.E.).

- K. The Vice President of Programming, Risk Management & Housing (Marshal) shall submit all shared living space rules on semester basis to the active Chapter Advisor and IHQ for approval.
- L. The Vice President of Programming, Risk Management & Housing (Marshal) shall directly oversee the Programming & Risk Management Committee and meet weekly with its Coordinators for follow up on progress and setting the direction to aid the mission and goals of the chapter.
- M. The Vice President of Programming, Risk Management & Housing (Marshal) shall be an active member of the chapter Judicial Board and ensure any Brother found in violation with local, campus, and/or International standards, performs all required sanctions.
- N. The Vice President of Programming, Risk Management & Housing (Marshal) shall work with the campus, student organizations or local law enforcement to provide a Risk Management Educational presentation a minimum of once per semester. Possible topics for a Risk Management Educational Presentation include; hazing awareness, conflict resolutions, signs of alcohol poisoning, safe sex, etc.

Duties of the Vice President of Recruitment (Prolocutor)

Names List, FIPG Compliance During Recruitment, Brotherhood Education, 365 Recruitment, Values Based Evaluation

- A. The Vice President of Recruitment (Prolocutor) shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
- B. The Vice President of Recruitment (Prolocutor) shall oversee the development and execution of a 365 day Recruitment Strategy.
- C. The Vice President of Recruitment (Prolocutor) shall maintain and actively update and review the chapter names list on a regular basis with all brothers during chapter meetings.
- D. The Vice President of Recruitment (Prolocutor) shall provide continual recruitment training for all members. IHQ suggested best practice is to utilize PLPU “Phired-Up Training” or facilitation of ideas and questions provided by “Good Guys” book by Phired-Up. Your IHQ Regional Representative can provide training or other suggestions.
- E. The Vice President of Recruitment (Prolocutor) shall encourage and motivate all Brothers to actively participate in the recruitment process by meeting people, building relationships and inviting them to fraternity events.
- F. The Vice President of Recruitment (Prolocutor) shall give regular recruitment training presentations to the entire chapter.
- G. The Vice President of Recruitment (Prolocutor) shall ensure the Values Based Evaluation process is followed prior to the extension of bids in ordinance with IHQ suggested Best Practices and the chapter’s Constitution and Bylaws.
- H. The Vice President of Recruitment (Prolocutor) shall plan events during campus “Recruitment Week” these events will be in compliance with the FIPG Risk

Management Policies and Institution Student Code of Conduct guidelines.

- I. The Vice President of Recruitment (Prolocutor) shall have regular occurring calls with the IHQ to discuss the chapter's Dynamic Recruitment strategy and any questions or concerns regarding the recruitment process.

Duties of the Vice President of Finance (Keeper of the Exchequer)

Collections, Budgeting, Record Keeping, Finance Committee Director, Fundraising, Judicial Board.

- A. The Vice President of Finance (K.O.E.) shall set the example for all Brothers by being in compliance with all local, campus, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
- B. The Vice President of Finance (K.O.E.) shall be responsible for all financial matters pertaining to the chapter.
- C. The Vice President of Finance (K.O.E.) shall be responsible for establishing a semester/quarterly and yearly budget. The budget shall be submitted to the IHQ for review.
- D. The Vice President of Finance (K.O.E.) shall be responsible for the collection of Brotherhood Dues, New Member Fees and Initiation Fees from all undergraduate members.
- E. The Vice President of Finance (K.O.E.) shall be responsible for making all payments to the IHQ on time and staying in financial compliance as in accordance with The Pi Lambda Phi International Collection Policy.
- F. The Vice President of Finance (K.O.E.) shall ensure the chapter completes and submits all IRS required tax information forms (990 Form) prior to October 31st each year. Depending on chapter income the required form will either be the 990 Form, 990EZ or 990N form.
- G. The Vice President of Finance (K.O.E.) shall directly oversee the Finance Committee and meet regularly with its Coordinators for follow up and setting the direction to aid the mission and goals of the chapter.
- H. The Vice President of Finance (K.O.E.) shall be responsible for having all New Members sign Brotherhood Contracts prior to Initiation.
- I. The Vice President of Finance (K.O.E.) shall be responsible for working with all delinquent Brothers to set up payment plans for outstanding debt to the chapter.
- J. The Vice President of Finance (K.O.E.) shall be responsible for keeping an accurate and up-to-date record of all chapter funds, accounts receivable and accounts payable.
- K. The Vice President of Finance (K.O.E.) shall be responsible for keeping all receipts for chapter expenses for a minimum of 7 years.
- L. The Vice President of Finance (K.O.E.) shall make regular occurring reports at chapter meetings covering recent and upcoming expenses as well as current chapter funds.
- M. The Vice President of Finance (K.O.E.) shall make annual reports to both the chapter and the IHQ. These annual reports must include the chapter budget,

current chapter funds and list of Brothers with outstanding debt to the local chapter.

- N. The Vice President of Finance (K.O.E.) shall be an active member of the chapter Judicial Board and ensure any Brother found in violation with local, campus, and/or International standards, performs all required sanctions.

Duties of the Vice President of Communication (Scribe)

Meeting Minutes, Expert on Constitution & Bylaws, Communications Committee

- A. The Vice President of Communication (Scribe) shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
- B. The Vice President of Communication (Scribe) shall keep an accurate record of the meetings and proceedings of the chapter and Executive Board. All chapter-meeting minutes shall be available for review and sent to the general brotherhood prior to the following meeting.
- C. The Vice President of Communication (Scribe) shall provide weekly chapter-meeting minutes to Chapter Advisor and IHQ.
- D. The Vice President of Communication (Scribe) shall have available at all times an up-to-date version of the chapter's constitution, bylaws, and chapter procedures.
- E. The Vice President of Communication (Scribe) shall ensure all procedures for changes to the chapter constitution are followed in accordance to the procedure written within the constitution.
- F. The Vice President of Communication (Scribe) shall provide the Chapter Adviser and IHQ with a current copy of the chapter's constitution at the beginning of each Fall Semester/Quarter.
- G. The Vice President of Communication (Scribe) shall advise the President (Rex) of the constitutionality of chapter procedure, bylaws and bring to his attention any invalid legislation or procedure.
- H. The Vice President of Communication (Scribe) shall ensure all Newly Initiated Brothers read the ritual, international constitution and bylaws, local chapter constitution and bylaws and completed the Pi Lambda Phi IHQ approved New Member Education program prior to the opening of the second regular chapter meeting following their initiation.
- I. The Vice President of Communication (Scribe) shall directly oversee the Communications Committee and meet weekly with its Coordinators for follow up on progress and setting the direction to aid the mission and goals of the chapter.
- J. The Vice President of Communication (Scribe) shall maintain chapter communication structure through the use of online calendar, brotherhood contact sheets, email, etc.