



Vice President Duties

This document outlines the duties of the Chapter Vice President according to Phi Sigma Pi's National Constitution. It should be noted, however, that this document is not all-inclusive. Additional duties may be assigned by the Chapter or sheltering institution.

The Vice President shall:

- A. Be responsible for all duties of the President in the President's absence;
- B. Act as coordinator and serve as an Ex-officio Member of the Chapter's Standing Committees, excluding the Executive Board;
- C. Accept all official responsibilities and obligations deemed necessary by the President;
- D. Appoint all non-elected positions in the Chapter with the approval of the Executive Board;
- E. Solicit reports from all the Chapter Officers and Committees/Committee heads;
- F. Be a voting Member of the Executive Board.

Phi Sigma Pi National Constitution (Article XI, Section 6)

It is recommended that the Chapter President and Vice President maintain regular communication so that the Chapter Vice President is aware of any concerns or discussions that may come up in the Chapter President's absence. This includes presiding over all Chapter Meetings and acting as the Chair of the Executive Board.

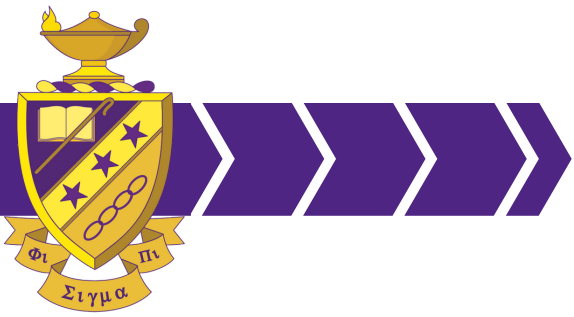
Review the President Duties document in the Resource Center to ensure that you are fully prepared to serve in the President role as needed.

In Chapters where the Committee Chairs are not elected, it is the Chapter Vice President's responsibility to appoint them. This is done with approval from the Executive Board.

If a Chapter decides to form ad hoc committees or incorporate non-elected leadership positions into the running of their Chapter, it is at the discretion of the Chapter Vice President to determine who will serve in the corresponding positions.

Check out the Vice President Resources under "Officers" at phisigmapi.org/resources for tools to help you excel in your role as the Chapter Vice President.

- General Officer Duties and Responsibilities
- Chairing Executive Council
- Delegating Effectively



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Standing Committees

These committees represent the primary areas of programming to which a Chapter should be allocating its resources to serve its Members.

The following are Standing Committees suggested for every Chapter:

1. Scholarship
2. Leadership (Service)
3. Fellowship (Social)
4. Fundraising
5. Public Relations
6. Inter-Chapter Relations
7. Alumni Relations
8. Recruitment/Initiation

Additional Committees

Additional committees should only be added if primary Committees are fully resourced and functioning well to serve the Chapter.

The following are suggestions for additional committees that may be added:

1. Risk Management
2. Special Events
3. Chapter Standards
4. Leadership in Action
5. Intramural Sports
6. Awards
7. Campus Engagement
8. Mission and Values

As the Chapter Vice President, you will be expected to oversee the Executive Council, which is made up of the Chairs of all Committees. Here are some tips for excelling in the role of Executive Council Chair:

- Meet as an Executive Council at least biweekly to facilitate inter-committee collaboration
- Finalize the Chapter Calendar during the previous term to ensure that Committee Chairs have sufficient time to plan their respective events
- Establish a process for assigning Members to Standing Committee on an annual basis
- Utilize available technologies to foster efficient and effective communication among Committee Chairs, including the use of Google Calendar to avoid scheduling conflicts when planning events
- Require submission of Committee Reports at least 48 hours prior to weekly Chapter Meetings so that the presentation to the Chapter can be prepared in advance of the meeting
- Monitor each Committee's budget to track spending and facilitate reallocation of resources as appropriate