



PHI DELTA THETA
Become the greatest version of yourself

VICE PRESIDENT

BASIC FUNCTION:

The vice president serves as the chairman of the executive committee by presiding over all executive committee meetings and working with each chapter officer to ensure proper execution of each role. This role also serves as the presiding officer at chapter meetings in the absence of the chapter president.

10 THINGS TO FOCUS ON AS VICE PRESIDENT:

1. Plan and execute weekly **executive officer meetings** to review past Fraternity business and discuss upcoming business. As the vice president you set the tone for expectations and follow-up of weekly officer reports, **chapter strategic plan** execution, and officer collaboration.
2. Execute two retreats during your term that include all members to best review the chapter's performance, reassess the chapter's vision to align with goals, and to build upon brotherhood. Use the **Retreat Manual** for inspiration.
3. Following elections help facilitate **officer transitions** between incoming and outgoing officers. The officer transition retreat should include all officers and facilitates conversations about the chapter's direction, educates new officers through peer-to-peer conversations, and refines goals and expectations for the incoming officers.
4. Assist officers in filling and chairing their respective committees throughout the year. This includes but is not limited to determining committee structure, setting a consistent meeting time, determining what the committee report will contain during chapter meetings, and accountability based on officer follow through.
5. Communicate with the chapter president and executive officers frequently to assist in the overall execution of their roles and responsibilities. Utilize **officer goal sheets** to guide the discussions.
6. Establish **strong officer resource programs and files** that allow outgoing officers to document their time holding their positions and for new officers to best understand their responsibilities and resources available.
7. In the event that the president is unable to fulfill his duties, the vice president should be proficient in the university, General Headquarters, chapter, and state laws and policies to serve as the president pro tempore until the next meeting of the chapter when an election is held.
8. Be knowledgeable of **The Code of Phi Delta Theta**, **risk management policies**, the chapter bylaws, **Robert's Rules of Order**, and your local campus/Interfraternity Council policies and bylaws.
9. Assist in connecting each position-specific adviser on the CAB with their respective chapter officer during the officer transition period.
10. Continually ask yourself if the actions of the chapter align with the mission and vision the chapter has set for itself. If these do not align, consult with your advisers on how to begin aligning action with mission and vision.

VIEW MORE RESOURCES AT:

<https://www.phideltatheta.org/members/resources/chapter-officers/vice-president/>
