Vice-President Quick Guide

Foundations of Excellence for ALL Chairs and Officers:

- Hold a transition meeting with previous position holder
- Set SMART Goals for the semester
- Clarify budget with #4
- Have weekly meetings with stakeholders
- Come prepared to Alpha meetings to report
- Communicate appropriately. Older alumni volunteers prefer calls or email. Younger alumni may be fine texting.
- Meet with your Alpha Success Advisor

- **Meet with Chair Positions** weekly or bi-weekly to coordinate goals and current work being done
  - **If Internal VP:** Brotherhood, New Member Education, Professional Development, Academics, Lodge Manager, etc.
  - **If External VP:** Social, Alumni Relations, Philanthropy, etc.
- **Support position holders** by helping with tasks as asked
- **Help with event planning**
- **Coordinate calendaring and scheduling** between different position holders
  - It is best to have a solid outline of your semesterly schedule prior to the start of the semester
- **Fill in and delegate where needed**
  - If #1 needs you to respond to Central Office emails for example, take on that responsibility
  - If you need someone to help with setting up for an event, like a Parents' Weekend Brunch, assign Brothers to help with that
- **Be an available resource to Brothers**
- **Keep constant, professional communication with Brotherhood**
  - Maintain a chat for communicating about Meetings, Events, etc.
    - Helps with required attendance
- **Coordinate different budgets between #4 and Chair holders**
  - Hold each Chair accountable for staying within their budget

General Good Advice for the Role:

The Vice-President (#2 or #2 for Internal and #3 for External) is the first and foremost right-hand man of the President (#1). While the #1's role is mostly facing towards the University, the National Fraternity and Central Office, you as the Vice-President are working internally and on-campus – your priorities are therefore to both help implement the Executive Board's goals and vision, and to communicate with Brothers about their concerns and encourage their participation in the day-to-day life of the Alpha as Brothers-at-Large, even if not on the Board.

The Vice-President should also seek to be a resource for event planning, whether for Brotherhood, Recruitment, New Member Education, Philanthropic, or Social events. This is obviously dependent whether you are Internal or External.

Vice-President Quick Guide

SMART Goals – Bring structure and accountability into your goals and objectives! Instead of vague resolutions, SMART goal setting creates verifiable trajectories towards a certain objective, with clear milestones and an estimation of the goal's attainability.

Write out one goal for your position using the SMART Goal framework and share it with your Alpha leaders.

SPECIFIC – What do you want to achieve? Be concrete and action-oriented.

MEASURABLE – How will you know when you have accomplished the goal?

ACHIEVABLE – The goal should require work but be reasonably attainable.

RELEVANT – Is this a worthwhile goal or is it the right time?

TIMELY – Set a time limit for accomplishing the goal.