

Vice President

Supervisor: Chapter President

Department: Executive

Date Created or Revised: August 2019

Purpose

The vice president oversees the tasks and operations of the chair positions in the alumnae chapter and acts as the president in case of absence or disability. She will also coordinate a member information campaign annually through the chapter.

Responsibilities

- Act as president in case of temporary absence or disability of the president.
- Take minutes at any executive council meeting and business meetings.
- Coordinate a member information update campaign through alumnae chapter communications.
- Edit member information in Beta Base as updates are received, including addresses, email and phone number changes.
 - Send information about deceased members to GammaPhiBeta@GammaPhiBeta.org.
- Oversee the membership chairwoman, programming chairwoman and other chairwomen as determined by the alumnae chapter's standing rules. ◦ If the alumnae chapter only has the three required officers (president, vice president and treasurer), assume the responsibilities of the membership chairwoman and the technology chairwoman.

Expectations

- Review the Alumnae Chapter Operations Manual and resources on GammaPhiBeta.org.
- Maintain a working notebook that tracks the officer's goals and progress.
- Know the chapter's standing rules and the ways they might guide the work of the role.
- Communicate with the chairwomen of the alumnae chapter.
- Understand and practice Gamma Phi Beta's alumnae engagement philosophy.
- Pay international alumnae dues or join Life Loyal.

Preferred Competencies and Experiences

- Previous leadership experience in an organization preferred
- Engages in decision-making
- Consults resources when making decisions
- Identifies chapter needs
- Implements inclusive practices in chapter activities
- Desires to try new initiatives or ideas to build alumnae engagement