

THE CHAPTER VICE-CONSUL

The Vice-Consul shall provide logistical support to the Consul's and Executive Board's leadership of the Chapter.

Goal

- To bring structure to Chapter operations by ensuring that the Chapter is following all guidelines, protocols, policies, and procedures as outlined by the National Office and the host institution.

Qualifications

- Be a leader who is responsible and well-organized.
- Be a role-model who showcases the importance of time management and who is willing to show the Chapter that they are not afraid or unwilling to do what is necessary to ensure the efficient running of the Chapter.
- Be an unbiased and open-minded mediator who is able to act as parliamentarian to ensure efficient meetings where all voices are heard.
- Have excellent writing skills so that bylaws can be drafted, proposals can be written, and reports can be edited for the Chapter's official record.

Duties

The general responsibilities of the Vice-Consul shall be:

- To schedule, plan, and chair Executive Board meetings.
- To oversee all committees.
- To ensure that all Committee Chairmen are working with tangible plans and goals as well as receive reports from them as necessary.
- To collect committee reports and submit them to the Scribe for inclusion in the meeting agendas.
- To keep a detailed calendar of events which should be made readily available to the Chapter.
- To arrange meeting rooms as necessary.
- To act as parliamentarian during general Chapter meetings.
- To chair the Bylaws Committee or in the case there is no such committee, the Vice Consul shall be responsible for ensuring that Bylaws are adopted, kept up-to-date, and followed by the Chapter.
- To set up ad hoc committees as necessary, with the Chairmen appointed by the Consul
- To act as the Retreat Director for any retreats put on by the Chapter and to coordinate such programs with the Alumni Advisor of the Chapter.



- To coordinate with the Scribe and Alumni Relations Chairman special correspondence with the campus Fraternity and Sorority Life Community, the host institution, and alumni.
- To ensure all award applications are properly filled out and submitted on a timely basis.
- To ensure all necessary documentation is provided for Chapter operations so that the Chapter Evaluation can be properly and fully filled out every year.
- To promote the initiations of faculty, fathers, and community leaders for honorary membership
- To work with the Scribe and Editor/Historian in compiling the Chapter Evaluation and submitting it to the National Fraternity at a designated time each year.
- To attend Grand Chapter Meetings and National Convention as a delegate for the Chapter. It is preferred that both the Consul and Vice-Consul represent their Chapters at such events, but if one of them is unable to do so, then a delegate may be elected from the Chapter membership.

For those men who are in Chapters that have chosen to adopt the Enlightened Gentlemen's Program, the Vice-Consul must also:

- Directly supervise the service learning coordinator, who will schedule and manage all community service and philanthropy activities that each Challenge partakes in to meet their education requirements
- Be in charge of overseeing the events coordinators for each Challenge, who will use the Vice-Consul as a resource when scheduling and running events on campus

