

VICE PRESIDENT

Reports to: The President, Executive Committee, and Administrative Committee

Responsibilities:

- President's right-hand-man
- Serve in the absence of the President
- Chairman of Administrative Committee
- Maintain internal organization
- Help establish and achieve committee chairmen's goals
- Encourage high morale among chapter members
- Maintain committee focus on Mission & Values

Administrative Committee:

The Administrative Committee is the backbone of the chapter. The members of the committee are involved in the day-to-day planning of activities and chapter programs. In addition, the committee serves as a clearinghouse for all chapter activities and operations. This process should aid to smooth chapter operations and to develop appropriate, values-driven activities for the chapter. Functions of the committee include stimulating activity by committees, organizing presentations to the chapter, and coordinating activities between committees.

Key relations:

- President
- Committee Chairmen
- Guide
- Assistant Chapter Advisor

Important resources:

- www.delts.org
- Fraternity Awards/Accreditation Report
- Chapter Leadership Guide
- *Ritual* Education Guide
- Meeting Guide
- Administrative Committee Report Form

Central Office contacts:

- Chapter Leadership Consultant
- Ellen Shertzer, Director of Leadership Development
- Brook Pritchett, Director of Communications