

# **VICE PRESIDENT'S MANUAL**

Delta Tau Delta Fraternity

# ***VICE PRESIDENT***

## **INTRODUCTION**

The office of Vice President has traditionally been known as the “fill in” position. Whenever the President cannot attend an event, guess who gets a call? If this is what you’re expecting as Vice President of your chapter, you’re in for a surprise. Delta Tau Delta believes that all undergraduate officers play a crucial role in maintaining growth within the Fraternity. One officer cannot do it alone; it takes the *power* and energy of all the officers.

### **Your Duties**

Your two primary areas of responsibility are Ritual education and internal organization. Ritual education will be a much easier task to undertake. Quite simply, it is your duty to insure that all members understand the Rituals of the Fraternity and are able to perform each one. You will find, however, that this will not occupy much of your time. On the other hand, your obligation to sustain internal organization will require a great deal of time and effort.

Your first order of business will be to assume the role of chairman for the administrative committee. As such, you will be responsible for finding out what is occurring in each committee and relaying this information to your fellow officers. Although your role will involve a substantial amount of “behind the scene” efforts, you must keep in mind the importance of your office in maintaining a smooth running chapter. This section will give you insights into how to handle your job and organize yourself.

### **A Second Vice President**

When a chapter grows and becomes too large for one Vice President to handle, the Fraternity suggests electing a Second Vice President. This Vice President is responsible for the external portion of the organization, such as improving or preserving relations with the school, community, and other Fraternity and Sorority chapters on campus. The duties of the two Vice Presidents should not overlap. Each should have his own area of clearly delineated responsibilities.

### **You are the President’s Right-Hand-Man**

Whatever expectations you may have had, you must remember that you are the President’s right-hand-man. You should always be there for him. He may need your assistance for guidance on a particular matter, or he may just need someone to complain to. Whatever it is, remember that you are essential to him.

So who is *your* right-hand-man? Actually, you have the luxury of several. All of the chairmen and other elected officers become your right-hand-men. And to get the most from each one, keep in mind two key words: integrity and accountability. Remember these from your “A Life of Excellence” guide. Always do what you said you’d do and hold others responsible for their words and actions. Dependability is fundamental to your success.

### **Never a Dull Moment**

If you thought the Vice Presidency would be unchallenging, then you are about to have the shock of your life. Once you read this chapter, you will discover just how much work goes into being Vice President -- from coordinating efforts of the committee chairmen to assisting the President. As we said, "There's never a dull moment." You are the backbone of the chapter. Although some of the work can be quite strenuous and tiresome, you have the unique opportunity to work with a majority of your brothers. You will walk away from the experience with newly founded friendships with brothers you might not have had a chance to know.

## **RITUAL EDUCATION**

One of your most important obligations is that of Chief Ritualist of your chapter. The Ritual of Delta Tau Delta consists of the ceremonies at the opening and closing of formal chapter meetings, initiations, pledging, and the Rite of Iris.

Along with our Coat of Arms, Creed, badge, flag, and other regalia, they compose the body of knowledge that all Delts share in their fraternal bond. They make us different from every other fraternity and unite alumni and undergraduates with the bond of shared experience. At the founding of our Fraternity, the elements of our Ritual were established. They have come down to us today in basically the same form with the ideals and standards intact. Those who have a familiarity with our Ritual know the dimension of brotherhood it adds to all their chapter activities.

Your responsibility in this area is to see that our Ritual is done well and is a point of inspiration and pride for your chapter. This means you are in charge of selecting the Ritual team and holding regular practices for each performance. The better your Ritual performances are, the more value and relevancy they will have to you and your brothers. Regular practice leads to better performance and thus helping you by avoiding "crash" practices before initiations. It is a big job to organize and lead good Ritual performances; one that requires time, work, and a strong feeling for the Fraternity. A Ritual performance that is memorized and properly delivered can only inspire a feeling of pride in your chapter and Delta Tau Delta.

After the ceremonies are over, your obligation to the new initiates is just beginning. As head ritualist, you should conduct a special informal session after the Ritual performance to explain all of the mysteries and obligations to these new men. Many times new initiates don't catch all of the meanings and procedures during their initiation, so you will want to go over the symbolism of the ceremony with them before it fades from memory. This will emphasize the importance of our Ritual and help your new initiates incorporate its use into their daily lives.

## **INTERNAL ORGANIZATION**

In most chapter situations the primary role of the Vice President is to take charge of the internal organization of the chapter. Simply stated, this means you are in charge of all chapter committees, except the executive and finance committees. You are responsible to see they are ably staffed and accomplishing the goals of the chapter. Through the administrative committee, which you chair, you can monitor each committee's activity and coordinate chapter programs that require the work of a number of committees. Finally, you will want to meet with every

committee on a regular basis to assess their progress and to act as a two-way liaison between the President and the grass-roots of the chapter. All of this may sound simple enough, but be assured the job is as demanding as it is varied. You must be able to motivate some parts of the chapter that may be dragging their heels and calm down other committees who are spending too much money. A Vice President is a key person, a catalyst to get things done the right way.

The chapter organization chart on the following page is a good tool for you to study as a typical chapter setup. As you can see, your work will fall into several areas. With individual committee chairmen, you will participate in the planning and personnel selection. You will want to work with the committee chairmen to set up meeting times, operating procedures, delegation within committees, and reports to the administrative committee and the chapter. This kind of work must be done on a daily basis, particularly follow-up, which may be the most important part of your responsibilities.

You should look at yourself as the manager of internal chapter affairs and long-range chapter planning. At the beginning of your term, you should evaluate each area of chapter operation, make mental projections of what you think can be accomplished, then set some goals. These are the same kinds of projections successful business leaders make every year. Just as in business, your chapter's success will depend on its leadership ability to anticipate needs and fine tune your operation to meet those needs.

One method used widely by successful businesses, and ideally suited for Fraternity purposes, is a retreat. A retreat is a one and a half day, organized look at your chapter, where it is, and where it is going. You will want to plan for an officers' retreat or a retreat for the entire chapter. A retreat should be located somewhere away from the Shelter where you are free from distractions and interruptions. Your purpose is to have the entire group analyze each area of operation, discuss ways to make real improvements, and then set achievable goals.

Even before you reach the planning stage, you will want to be working with your President on the selection of committee chairmen. The President appoints committee chairmen, but you must work with them closely on a day-to-day basis, so you should advise the President and give your opinions on possible choices. You will also want to make sure the President is involved in your planning sessions, retreats, and to a limited extent, in your day-to-day work. Your relationship with him is very important, and its success is important to the way you do your job.

Your administrative committee should serve as the clearinghouse for all chapter activities and operations. It is here that all of your behind-the-scenes work will become apparent. You will want to hold weekly meetings and insist that all of the committee chairmen attend. You will already know what progress is being made in each committee. So, the purpose of the committee meeting is to stimulate activity by committees, organize presentations to the chapter, and coordinate activities between committees. A properly run administrative committee meeting can take care of

ACTIVITIES  
CHAIRMAN

many details outside of the chapter meeting and, thereby, save valuable time for discussing more important topics.

A man that is essential to a smoothly operating administrative committee is your Recording Secretary. He should keep extensive minutes of your meetings, both for reporting to full chapter meetings and future reference. He should also be responsible for updating and keeping a large chapter events calendar near your bulletin board to keep all brothers informed on chapter events. As you can see, the administrative committee handles a number of very important functions that can help your chapter run more efficiently. You may want to take a closer look at your own operations to make sure the administrative committee is reaching its full potential.

## **THE EXTERNAL VICE PRESIDENT**

Many chapter's have found, because of increased membership and complex campus and community problems, that a Second Vice President to handle the external affairs of the chapter has become necessary. As the title implies, his responsibilities include all of the external concerns of the chapter; public relations, alumni relations, Interfraternity Council, community service, fund-raising, athletics, student government, and school administration. By keeping close tabs on these areas, he can relieve the President of a great many responsibilities, freeing him to work more closely with his officers.

The external Vice President's main responsibility is the chapter's campus and community reputation. His involvement in campus affairs should always present Delta Tau Delta as a leader among Greek organizations. Many people and organizations make judgements about our Fraternity, based on whether we are "involved" or "well-known" or not. These judgements add up to your chapter's campus reputation. We all know that reputation is one of the most important factors in rush, and you should do everything you can to enhance your chapter's prestige.

As external Vice President, you will be in charge of the portion of the administrative committee meeting dealing with external affairs. You will want to use this meeting the same way the internal Vice President uses it: to organize events, co-ordinate time and energy, and work to achieve the best possible result. The exact delegation of duties between the internal and external Vice President is up to the chapter. However, two Vice President's are rarely needed in chapter's under fifty men in total strength. There is a danger of dispersing too much authority. For every office or committee post you create, it is very important that the job carry real responsibilities with well-defined goals mapped out. Empty titles won't help your chapter prosper.

## **HOW TO CHAIR A MEETING**

As chairman of the administrative committee, you will take part in and chair many meetings. You are also responsible for your committee chairmen and should be ready to help them run their meetings smoothly and efficiently. These smaller groups will often hold very informal meetings, but it is essential that every chairman knows how to run a meeting. This will make for efficiency in time and democracy in every view getting a fair hearing.

The following are some ideas you will want to follow in chairing all kinds of meetings:

1. Confine discussion to the topic at hand. Don't let people wander.
2. Encourage all members to express themselves. Don't let one or two dominate the discussion.
3. Before you start a new topic, be sure everyone has a clear concept of the task.
4. Keep the discussion moving toward a logical solution for the problem at hand. Don't let things get stalemated.
5. When lines of disagreement are drawn up on a particular subject, it is your job to bring about an acceptable compromise. Have each side lay out their ideas and work logically toward a conclusion.
6. Don't dominate the meeting with your thoughts and opinions. You should break the ice, stir up discussion and guide topics to conclusion.
7. Keep interest and attendance high at your committee meeting by being prepared and keeping a sense of direction. Goal setting and progress review are vital to this progress.
8. Keep meetings informal. Reach a consensus rather than taking a vote.

If you thought the Vice Presidency is a no-challenge job, you can now see you were wrong. There will always be plenty of work for a conscientious Vice President. You are a chapter leader and organizer, and your chapter's success is directly tied to the job you do. Both personal motivation and leadership by example should be your tools. Of course, there is no substitute for hard work and a spirit of cooperation. Together, with your chapter President, you can improve your chapter's operation while creating a meaningful and rewarding role for yourself.

## Administrative Committee Report

Date \_\_\_\_\_

Chairman \_\_\_\_\_

*Rush* -- The rush committee will meet every Monday prior to the chapter meeting to discuss Spring Rush plans. If you are interested please attend. Bring ideas!

*Social* -- The finance committee has suspended all social functions except homecoming until the cash situation improves. We understand that too many house bills are unpaid causing a severe cash crunch. Social is not essential to our life and limb so we have been forced to curb expenses. The social committee will meet on Sunday evening in the dining room to discuss homecoming and plans for less expensive social functions. If you are interested please attend. We will not discuss this issue in chapter. Bring your comments to the social committee meeting.

*Alumni* -- Contrary to popular opinion alumni are not just for writing checks. The alumni committee will be putting out a newsletter prior to homecoming and is looking for articles. The committee will not meet next week but the week after. If you have suggestions and you are interested keep an eye on the bulletin board.

*Activities* -- As discussed at the chapter retreat we are going to win homecoming this year. Chip and his committee have already come up with a dynamite theme for a float. They will meet after the chapter meeting tonight to discuss progress. The pledges will not guard the float all night any more. I am going to ask Tom to discuss this in his pledge education report later.

*House and Grounds* -- There have been some noticeable changes around the shelter due to the effort of the house and grounds committee. This is the best committee we have had in this area since I have been a member. Let's not burn them out. House clean-up will be Thursday at 4 p.m. The committee will meet at 3 p.m. prior to clean-up.

*Judicial* -- The committee will meet tonight at 10 p.m. Remember all seniors are members of this committee. Two cases are pending, please be there.

*Athletics* -- We are off to a good start with no losses in football. The pledge class has some real talent this year. Rob has asked that anyone interested in coaching any of the sports to please meet with him following tonights meeting.

*Academics* -- Scott reports that the pledges are attending study hall but that the actives who are on academic probation are not attending. Remember if you were below a 2.25 last term you are required to attend study hall twice per week. You will face the judicial committee if you miss three study halls. The big-brother little brother banquet is this Wednesday. The list is on the board of who is eating steak and who is eating beans, be sure to initial your name no later than tonight. The test file is now open. Tests are now loaned for one week only.

*Parents* -- The parents club will meet this coming Sunday afternoon. Make sure your room is in good order. The committee will inspect all rooms Sunday at 3 p.m. Fines are in order. Parents will start arriving at 4 p.m. for the 4:30 p.m. meeting. Jason will make a few comments in his report.

## Committee Report Form

Committee \_\_\_\_\_ Chairman \_\_\_\_\_ Date \_\_\_\_\_

Members present:

Members absent:

Business:

Assignments:

Budget Year to Date \_\_\_\_\_

Budget this month \_\_\_\_\_

Budget remaining \_\_\_\_\_

Approved:

