

Position Description: Chapter President

Know your duties and responsibilities



Description:

This resource provides an overview of the roles and responsibilities of a chapter's President.

Goals:

- To identify the roles & responsibilities of the chapter president
- To clarify what the International organization expects from chapter members serving in these positions

Competencies Addressed:

- Organizational Leadership
- DKE Knowledge

Chapter President:

1. Act as the Executive Head of the chapter
 - a. Assume responsibility for the strategic direction of the chapter
 - b. Serve as the face of the chapter: everything he does reflects on the chapter and the fraternity
2. Serve as the liaison officer between the chapter and the University administration, the International Fraternity, and the alumni
 - a. Foster a positive relationship between the chapter and the host institution
 - i. must make sure the chapter abides by the rules and regulations of the school to ensure our continued existence on campus
 - b. Serve as the liaison between the chapter and Headquarters
 - i. Communicate at least weekly with the Chapter Consultant and on a regular basis with the school's Fraternity/Sorority Life Advisor
 - ii. Responsible for courtesy and scheduling all visiting international officers and Chapter Consultants
 - c. Represent the chapter on campus and in IFC, as appropriate
 - i. Ensure that the chapter takes a productive role in the Fraternity and Sorority community and seeks interaction with other Fraternity and Sorority organizations
 - d. Communicate frequently with the leaders of the Chapter Advisory Board, House Corp., and Alumni Club (if applicable)
3. Call and preside at Chapter and Executive Board Meetings, and may vote on all matters
 - a. Sign the minutes of the Chapter meetings, Executive Board meetings, and any other special meetings at which he presides
 - b. Preserve order in meetings and ensure the observance of the Fraternity's purposes and ideals by the chapter with the help of the Exec Board and Sergeant-At-Arms
4. Appoint all committees
 - a. All standing and special committees
 - b. Become ex-officio member of all the committees with the right to sit in on any and all committee meetings (that are directly responsible to the president for their assigned duties)
5. Meet regularly with the Vice President to discuss the general operations of the chapter and chapter officers
 - a. Work closely with the VP to be informed of the current performance of each elected and appointed officer within the chapter
 - b. Monitor the overall morale of the chapter and work with the appropriate officer to rectify any problems
 - c. Coordinate the development of written Officer Reports and permanent officer files
6. Be knowledgeable of what other officers are doing and be available to assist them with their responsibilities as appropriate
 - a. Assist the New Member Educator and Member Liaison with the meetings for education of new members
 - b. Understand the overall financial management of the chapter and works with the Treasurer to ensure the chapter's financial obligations are being met
7. Be responsible for all International obligations, including reports and dues
 - a. Oversee the submission of all reports and dues as assembled and gathered by each respective committee
 - i. Standard of Excellence



- ii. Chapter Officers
 - iii. Quarterly Submissions
 - iv. Lion Trophy/ Delta Award
- b. Responsible for making sure that the reports are filled out and properly signed before promptly sent to International Headquarters
8. Is the chapter's official delegate to the annual International Convention, Leadership Summit, and Brother Beta Academy
 - a. If he is unable to attend he shall select another delegate to go in his place
 - b. Promote chapter member attendance at International Convention
9. Serve as a role model and is proactive, giving such counsel as may be necessary to ensure the harmony and prosperity of the chapter.
 - a. Lead the chapter by setting a positive example through everyday interaction
 - b. Lead the chapter in goal setting and implementation
10. Be an impartial leader with the interest of the fraternity at heart
 - a. Have the power to act in the best interest of the chapter
 - b. Cannot allow himself to become embroiled in personal matters involving chapter members
 - c. Issues involving the violation of rules by members WILL come up and the president must take the prescribed action
11. Lead and encourage the participation in the proper and consistent performance of Ritual each week
12. Ensure that all Delta Kappa Epsilon policies and procedures are implemented
13. Hold an Executive Committee retreat at the beginning of each semester
14. Be proficient with Parliamentary Procedure as outlined in Robert's Rules of Order
15. Perform such duties as prescribed by the bylaws of the chapter
16. Coordinate all general and specific fraternity activities
 - a. Also means being responsible for them
 - b. Must ensure that the chapter activities are conducted in the best interests of the fraternity and not as a result of the will of majority