

VOLUNTEERING MADE EASY
THE TOP PRIORITIES FOR SUGGESTED VOLUNTEER POSITIONS

President (Chapter President)

- Supervision, direction, and well-being of the alumni corporation
- Undergraduate chapter

Vice President of Financial Operations (Vice President of Finance)

- Ensure alumni corporation and chapter financial stability
- Maintain adequate records, budgets, audits, and plans for future needs

Vice President of Relations (Vice President of Communications)

- Recruit alumni/volunteers to the alumni board of the alumni corporation
- Schedule alumni events/provide regular communication (newsletter, email)

Vice President of Housing (House Manager)

- Ensure chapter facility is properly maintained and filled to 100% capacity
- Ensure life safety features are up-to-date and adequate insurance is carried

Chapter Counselor (Chaplain, Executive Committee) – Grand Chapter official appointed by the National Board of Directors

- Counsel chapter on programming, chapter goal-setting, and direction
- Ensure chapter compliance with SigEp Grand Chapter Bylaws, policies, and procedures

Recruitment Advisor (Vice President of Recruitment)

- Provide recruitment resources (workshops, counsel, goal-setting/planning)
- Develop year-round recruiting strategy with vice president of recruitment

Balanced Man Scholarship Advisor (BMS Chairman)

- Ensure timely/successful implementation of BMS by undergraduate chapter
- Assist in applicant screening, home interviews, banquet, and follow up

Balanced Man Program Steward (Vice President of Development)

- Meet every two weeks with vice president of development/coordinators
- Ensure effective implementation of Sound Mind, Sound Body programming

Faculty Advisor/Fellow (Academics Chairman)

- Provide chapter with resource to improve academic performance
- Serve as liaison between chapter and college/university

Resident Scholar

- Provide leadership training, academic guidance, and counsel to chapter
- Serve as role model for chapter members

Legal Counsel (Vice President of Programming)

- Be knowledgeable of Sigma Phi Epsilon's risk management policies and procedures
- Conduct risk management seminars with chapter once each term and recommend appropriate guidelines

Parent

- Report activities of the Parents' Association
- Provide recommendations from Parents' Association

Undergraduate positions in parentheses marks undergraduate to be mentored by volunteer