

ALUMNI AND VOLUNTEER CORPORATION PRESIDENT

The following is a specific description of the responsibilities of the alumni and volunteer corporation president. As the alumni and volunteer corporation president, you are responsible for the general supervision, direction, and well-being of the alumni corporation and its work with the undergraduate chapter.

RESPONSIBILITIES

- Preside at all meetings.
- Ensure duties and plans are implemented successfully.
- Set schedule for alumni and volunteer corporation meetings.
- Conduct alumni and volunteer corporation meetings.
- Implement and maintain a risk management program.
- Communicate with chapter, college/university, and SigEp Headquarters.

CABINET/EXECUTIVE COMMITTEE

- Vice president of housing*
- Vice president of relations*
- Vice president of financial operations*
- Chapter counselor*
- Legal Counsel*
 - Provide legal services as requested/directed by alumni and volunteer corporation president, including risk management education with chapter.

EXECUTIVE COMMITTEE

To be effective, the executive committee should:

1. Meet by phone prior to every alumni and volunteer corporation meeting, preferably the week before.
2. The purpose of the meeting is to set the agenda for the alumni and volunteer corporation meeting. Sample order of business for the phone call:
 - Review of minutes of previous executive committee meeting.
 - Financial report, including accounts receivable.
 - Undergraduate operations.
 - Old business/new business of previous alumni and volunteer corporation meeting.
 - Review alumni and volunteer corporation activities calendar.
 - Plan and review the agenda for the forthcoming meeting. What is your stand on old business? What is going to be proposed? What is the outcome you hope to achieve?**

GETTING STARTED

- Review this *Volunteer's Guide*.
- Know your responsibilities and those of your fellow officers.
- Be familiar with the Grand Chapter *Bylaws and Administrative Policies and Procedures*.
- Review the *Risk Management section of this guide*.
- Review and be familiar with SigEp's *Statement on Chapter & Individual Responsibility*.
- Review and be familiar with *The Ritual and Guide of Sigma Phi Epsilon*.
- Set up an alumni and volunteer corporation retreat during the summer or late spring. Ask the District Governor, Regional Director, or Director of Volunteers & Chapter Development to attend. Doing this annually will help ensure concise, productive meetings throughout the next year.
- Set a time for a monthly alumni and volunteer corporation meeting.
- Contact SigEp Headquarters at (804) 353-1901 or www.sigep.org to:
 - Change alumni and volunteer corporation officer names for mailing and communication purposes.
 - Introduce yourself to your regional director and your Director of Volunteers & Chapter Development. (Tell the receptionist which chapter you are representing, and you will be forwarded to the correct individual.)
 - Receive the contact information so you may call the District Governor in your district to introduce yourself.
 - Read the latest edition of the "Volunteers Monthly." This packet is sent monthly during the school year to the alumni and volunteer corporation president and vice president of financial operations. It includes important forms and information to keep your alumni and volunteer corporation knowledgeable about current events in Sigma Phi Epsilon and the Greek World.
 - Register yourself and the other new officers for the Carlson Leadership Academy. The Carlson Leadership Academies will provide you the opportunity to interact with other volunteers in your region.

KEYS TO SUCCESS

As the chief officer, your primary goal should be to lead the alumni and volunteer corporation to accomplish its mission. Sigma Phi Epsilon's mission is *Building Balanced Leaders for the World's Communities*. The Fraternity has developed a *Strategic Plan* to help achieve that mission. Just as the national Fraternity has a mission and strategic plan, so should your alumni and volunteer corporation.

DEVELOP A VISION

You must have a vision of where you want the alumni and volunteer corporation to be when your term is complete.

- With the aid of the other officers, create a vision of what the alumni and volunteer corporation will look like when your terms end.
- Have each officer create three goals specific to his office. These goals should help accomplish one or more of the alumni and volunteer corporation goals.
- Who will take your place as president? A vision includes future leadership. Find a leader and help him understand the challenges of leadership. He may become the next president.

EXECUTE THE PLAN

As the chief officer, it is your responsibility to hold others to their plans and to communicate progress to all members. To do this effectively, it is necessary to have a periodic review with each officer.

- If the alumni and volunteer corporation mission is to be reality, each officer and chairman must move toward the goals. Use the monthly executive committee meetings to ensure progress is being made.
- Communicate. Ensure that all alumni and volunteer corporation members know the goals and the progress being made. There are many people who can make the alumni and volunteer corporation successful. Ask for help and make sure to say "thank you."

CONTROL THE RESULT

As the alumni and volunteer corporation president, you must see that results are achieved. You must hold officers accountable and they should hold chairmen accountable.

- Remove individuals who are not performing. There are other members who will achieve the goals.

The alumni and volunteer corporation president must lead by example. If you do not accomplish your tasks, you cannot expect others to accomplish theirs.

A MONTH IN THE LIFE OF AN... ALUMNI AND VOLUNTEER CORPORATION PRESIDENT

- Preside over the alumni and volunteer corporation meeting. Follow the prescribed order of business. An alumni and volunteer corporation meeting should last no more than two hours.
- Review the alumni and volunteer corporation's goals and chart progress.
- Chair the executive committee meeting:
 - Follow up on officer action items from the previous month.
 - Review the alumni and volunteer corporation's calendar for the month.
 - Serve as a sounding board for new ideas.
 - Coordinate and schedule alumni and volunteer corporation meetings.
 - Set alumni and volunteer corporation priorities.
- Chair the executive committee meeting.
- Ensure each vice president has contact with his cabinet prior to the alumni and volunteer corporation meeting.
- Speak with the:
 - Chapter counselor
 - Greek advisor
 - Chapter president
 - Regional Director
- Follow up on action requested of you and action you requested.
- Review all risk management policies and procedures with the chapter and alumni and volunteer corporation.

An important step in the effective operation of an organization is communication. Make sure the alumni and volunteer corporation is represented at all appropriate functions and meetings on campus and in the community.