

Leadership Expectations – 1st Vice-President**Duties assigned:**

1. Manage all membership education programs, such as associate member education, risk management education, and etiquette and manners training.
2. Manage chapter ritual and traditions education, including the chapter awards program.
3. Assume the duties of the President in case of disability or resignation of the President.

NOTE: Many actives assume that the chapter First Vice-President is just the "pledge trainer" -- WRONG. The First Vice President is responsible for all fraternity-related education for all members of the chapter.

Right on Target duties assigned:

1. Submit an outline of the chapter's Membership Education program to the Coordinator of Collegiate Development, containing elements for both active and associate members (Sec. 1.2).
2. Assist the Treasurer in collecting all Associate Member Fees at the time of initial pledging into the chapter (Sec. 1.4.3).
3. Assist the Treasurer in collecting all Activation Fees at least two weeks in advance of the activation ceremony (Sec. 1.4.4).
4. Participate in nationally-sponsored new member education programs (Sec. 4.1).
5. Maintain an active big brother/pledge father program (Sec. 4.2).
6. Initiate at least 85% of new associates during the year (Sec. 4.3).
7. Sponsor an annual educational program for the entire chapter membership (Sec. 5.1).
8. Have all members, both active and associate; attend at least one risk management seminar presented by an outside and credible authority. (Sec. 5.3).

Required National Forms

1. **National Fraternity Awards Applications:**
 - Awards applications are distributed from the National Headquarters every spring. Applications are also posted on the National website at www.betasigmapi.org.
 - It is easier to gather the material for the awards a little at a time over the course of the school year rather than trying to rush around at the last minute to meet the deadline. Set aside a certain time each week to work on your chapter's awards applications.
2. Assist the Treasurer in completing the **Associate Member Registration Form** for each new associate member and the **Activation Report Form** for each new initiate.

Other Expectations

1. Understand and use parliamentary procedure.
2. Understand and use rituals of the fraternity.
3. Understand and enforce the National risk management policy.
4. Attend all fraternity sponsored events.
5. Identify and maintain at least two office hours per week.
6. Be familiar with all the duties and expectations of all other Chapter Officers.
7. Maintain an up-to-date officer file.
8. Complete an End of the Term report.