

**Leadership Expectations – President****Duties assigned:**

1. At the beginning of your term, familiarize yourself with everything in this manual, and make sure that your fellow officers are familiar with the parts of this manual that relate to their positions.
2. Prepare a planning calendar and checklist of activities and deadlines. Secure the assistance of all officers in formulating the master calendar. In conjunction with the planning calendar, lead your chapter in setting up an Operating Plan for the term. It is your duty to see that a copy of the Operating Plan is sent to the National Headquarters and the Coordinator of Collegiate Development.
3. Insure proper selection of representatives to National Fraternity conferences and make sure that your chapter is represented at all National Fraternity functions.
4. Insure proper selection of delegates to the National Council meetings.
5. You are responsible for all correspondence from the National Headquarters and for seeing that proper responses are made by either you or other officers.
6. Preside at all regular and special meetings of the active chapter and of the Executive Board.
7. Serve as the Master of Ceremonies at all initiation proceedings.
8. Maintain files for all officers of your chapter.

**Right on Target duties assigned:**

1. Submit a copy of the chapter constitution and by-laws to the National Headquarters (Sec. 1.1).
2. Submit the Statement of Understanding of the National Risk Management Policy with all required signatures to the National Headquarters within 30 days after the beginning of the academic year (Sec. 1.6).
3. Secure a pastoral advisor and meet at least two times a year to discuss chapter operations (Sec. 2.3).
4. Involve chapter membership in committees and submit an outline of involvement (Sec. 7.1).
5. Involve the membership and chapter advisors in a goal setting and planning retreat during the academic year (Sec. 7.2).
6. Submit an Officer Goal Statement for the areas of Chapter Management, College/University Relations, and National Fraternity Involvement (Sec. 7.2).
7. Remain free of judicial sanctions from the National Fraternity, IFC/Greek Council, and the college/university during the academic year (Sec. 7.3).
8. Attend all IFC meetings and educational programs (Sec. 10.1).
9. Involve the faculty in chapter activities (Sec 11.1).
10. Secure a faculty advisor and meet at least two times a year to discuss chapter operations (Sec. 11.2).
11. Arrange for chapter members to attend the National Council meeting (Sec. 12.1).
12. Arrange for chapter members to attend the Membership Education Forum (Sec. 12.2).

**Required National Forms**

National Risk Management Policy Statement of Understanding:

- All chapter members are required to sign this form.
- Chapter President signs and dates the designated fields on the reverse side of the form.
- Form is to be returned to the National Headquarters by October 1 for the Fall Semester and February 15 for the Spring Semester.

**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.