Zeta Psi Officer Duties

Alpha Sigma - Corresponding Secretary

Description:

▪ The Alpha Sigma is responsible for keeping clear and up to correspondence between his chapter and the extended network of Zeta Psi.

Responsibilities:

▪ Maintaining an open line of communication between the active, elder, and Grand Chapter of Zeta Psi.
▪ Creating and producing a chapter newsletter containing updates on the activities of the active chapter.
▪ Overseeing the process of collecting and submitting articles to The Circle.
▪ Acting as a liaison for communicating the desires of the active and elder chapters to one another.
▪ Creating and maintaining a contact list and roster of the elder chapter.
▪ Participate in scheduled meetings with the Grand chapter to provide updates on active-elder relations.
▪ Prepare and upkeep transition documents for brothers seeking to run for Alpha Sigma in the future, and meeting with the Alpha Sigma elect after voting has finished.
▪ Provides elder chapter with a list of graduating seniors along with their contact information.