



ZETA PSI FRATERNITY

15 South Henry Street • Pearl River, NY 10965-2603 • 845-735-1847
Email: support@zetapsi.org Website: www.zetapsi.org

Zeta Psi Officer Duties

Alpha Phi – Vice President

Description:

The Alpha Phi shall be the second in command working with the Phi to manage day-to-day operations with oversight of officers and committee chairs. If, for any reason, the Phi is unable to perform his job description, he will assume the Phi's responsibilities. The Alpha Phi is the executive officer responsible for Risk Management.

Responsibilities:

- The Alpha Phi is the second in command and should assume leadership roles in assigned chapter operations. The Alpha Phi is a dynamic position that is a highly variable dependent on the chapter. It should include oversight of some officer positions and committee chairs to ease the burden of the Phi.
- Ensure the chapter is following all Zeta Psi and Chapter Constitution and By-Laws
- Manage chapter officers and committee chairs with President
 - Best Practices are to help the Phi by overseeing at least 2 officer positions as well as key committee chairs such as house manager and risk management chair.
- The Phi and Alpha Phi should manage the positions by delegating tasks throughout the membership and continually following up to ensure proper and timely completion
- Make sure that all chapter events including but not limited to, recruitment, new member education, social functions, date parties, active-elder events, and brotherhood events follow all risk management policies as well as chapter specific guidelines based on housing, location and events. The Alpha Phi is responsible for ensuring the health and safety of all members, new members and guests.
 - The Alpha Phi should work with the house manager to make sure that the house is in accordance with all risk management, health, fire, and safety policies.
 - If the chapter has been granted an alcohol waiver, the Alpha Phi should ensure that the chapter complies with its selection.
- The Alpha Phi is a voting member of the Supreme Council
 - Ensure that the chapter follows the Grand Chapter and local by-laws and constitution

Additional Resources:

- "Phi's Manual" (<http://bit.ly/zetapsiphismanual>)
- "ZeteForward" (<http://bit.ly/zetapsizeteforward>)
- "EthicsPoint" (zetapsi.ethicspoint.com)