



ZETA PSI FRATERNITY

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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.