

ASSISTANT GRAND VICE PRESIDENT FOR COMMUNICATIONS (ASST. GVPC)

OVERVIEW

The Grand Vice President for Communications (GVPC) shall recognize when there is a need for additional assistance to complete their assigned roles and responsibilities. The Assistant GVPC shall utilize their expertise to create tools and resources that address the needs detailed by the GVPC and the Communications Team. The Assistant GVPC collaborates with the GVPC and the Communications team to complete drafts of content, finalize resources, and develop dissemination plans.

QUALIFICATIONS

Qualifications to serve as Assistant GVPC include membership as a collegiate or alumni Brother and good standing within the Fraternity. It is highly recommended that the individual be knowledgeable and experienced in communications. Candidates for the position must submit a written application to the Executive Council (EC).

APPOINTMENT/TERM

The Assistant GVPC will be appointed by the Grand President according to the Fraternity's Constitution. The appointment shall last either two years or until the term of the current EC is complete. Appointment will be considered and made only if there is a recognized need for assistance and not merely to fill the position.

DUTIES/EXPECTATIONS

The Assistant GVPC shall utilize their expertise to create tools and resources that address the needs detailed by the GVPC. The Assistant GVPC collaborates with the GVPC to complete drafts of content, finalize resources, and develop dissemination plans. Some assigned tasks may include:

- Developing and distributing toolkits for certain key audiences (e.g. Fraternal Operations Manual)
- Gathering and packaging existing tools in a way that facilitates understanding and utilization
- Maintaining open lines of communication with all chapters and Brothers
- Providing resources to chapters and prospective chapters
- Creating agendas and taking minutes for Communications meetings
- Gathering data for projects
- Assisting Communications team members

The Assistant GVPC shall not make decisions on whether or not to move forward in pursuing a new tool or resource, but rather, bring ideas to the GVPC for strategic input and a collaborative decision. It is the expectation that the GVPC communicates with the Assistant GVPC no less than once monthly. The Assistant GVPC position requires a volunteer time commitment of approximately twelve hours per month.

REIMBURSEMENT

The Assistant GVPC will not receive a stipend, but rather, will be reimbursed for expenses that are associated with completing assigned tasks and have been pre-approved by the EC.