

ASSISTANT TO THE GVPCA

The Grand Vice President for Collegiate Affairs (GVPCA) shall recognize when there is a need for additional assistance to complete their assigned roles and responsibilities. The Assistant to the GVPCA shall utilize their expertise to create tools and resources that address the needs detailed by the GVPCA and the Collegiate Affairs Team. The Assistant to the GVPCA collaborates with the GVPCA, Project Director for Advisor Support, Project Director for Collegiate Expansion, Project Director for Regional Conferences, as well as other members of the Collegiate Affairs Team, to complete drafts of content, finalize resources, and develop dissemination plans.

Qualifications:

Qualifications to serve as Assistant to the GVPCA 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 collegiate affairs and collegiate Chapter operations. It is preferable for the candidate to be familiar with collegiate chapter formation and chartering or have made commitment to become fluent in the process.

Candidates for the position must submit a written application for Assistant to the Executive Director and GVPCA for the EC's review.

Appointment/Term:

The Assistant to the GVPCA 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 at which time it will be the decision of the current/new EC to appoint/re-appoint the Assistant to the GVPCA. 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 to the GVPCA shall utilize their expertise to create tools and resources that address the needs detailed by the GVPCA. The Assistant to the GVPCA collaborates with the GVPCA to complete drafts of content, finalize resources, and develop dissemination plans. Some assigned tasks may include:

- Developing and distributing toolkits for certain key audiences (i.e., Fraternal Operations Manual)
- Gathering and packaging existing tools in a way that facilitates understanding and utilization
- Maintaining open lines of communication with all collegiates and collegiate Chapters
- Providing resources to collegiate Chapters and potential colonies
- Creating agendas and taking minutes for Collegiate Affairs meetings
- Gathering data for projects
- Assisting Collegiate Affairs team members (GVPCA, RDCAs, PDAS, PDCE, and PDRC)

- Reviewing Constitutions & Bylaws for new collegiate chapters chartering/reactivation

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

Reimbursement:

The Assistant to the GVPCA 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.