

VICE PRESIDENT FRATERNITY RELATIONS OFFICER RESPONSIBILITY SHEET

_____ Plan activities in observance for National Alpha Chi Omega traditions and special days.

- Founders' Day
- Hall of Commitment
- Hera Day
- McDowell Month
- National Domestic Violence Awareness Month
- Second Degree of Initiation
- Chapter's Founding Date

_____ Ensure that a chapter newsletter is distributed at least once a year to chapter and area alumnae.

_____ Act as hostess for chapter visitors by preparing accommodations, schedules and any other information or things that might help make the visitor feel more acquainted with the chapter.

- Chapter Consultants
- Headquarters Staff
- Visiting alumnae

*Don't forget potential new students during campus open house and orientation days!

_____ Work with the Alumnae Chair to facilitate a good relationship with alumnae. For example, plan and host an event for collegians and alumnae or send regular e-mail updates.

_____ Assist the Fundraising Chair by helping to supervise chapter fund-raising events in support of the Alpha Chi Omega Foundation, and other philanthropies.

_____ Assist the Chaplain in coordinating inspirational material for the chapter.

_____ Assist the Warden with all ritual practice, performance, and maintenance.

_____ Assist with the development, promotion, and planning of activities between the Parents Club and the chapter.

_____ Hold and chair Fraternity Relations committee meetings at least once per semester or term.

_____ Work with the VP Education to provide continuous education about the history and heritage of Alpha Chi Omega to the entire chapter.

_____ Attend regularly scheduled executive board meetings.

_____ Train your successor