

VICE PRESIDENT EDUCATION OFFICER RESPONSIBILITY SHEET

- _____ Chair the Education committee meeting where the committee plans the Orientation Retreat for the entire chapter to occur within the first two weeks after bid day.
- _____ Assist the Orientation Chair with the planning and execution of the Orientation Retreat. During the retreat the entire chapter should be educated on the policies, procedures, practices and guidelines of Alpha Chi Omega and the five membership standards (academic interest, character, leadership ability, financial responsibility, personal development).
- _____ Serve as a representative on the CRSB.
- _____ Work with the Orientation Chair and Education Committee to evaluate the Orientation Retreat.
- _____ Work with the Mystagogues Chair to ensure that new members will be assigned an initial Mystagogue on Bid Day.
- _____ Assist the Mystagogue Chair in assigning lifetime Mystagogues at or shortly before the 2nd Degree of Initiation.
- _____ Ensure that the Mystagogue Chair gives both new and lifetime members a voice in pairings.
- _____ Educate the chapter about the Mission of Alpha Chi Omega.
“Alpha Chi Omega is a national women’s organization that enriches the lives of its collegiate and alumnae members through lifetime opportunities for friendship, leadership, learning, and service.”
- _____ Educate the chapter to use only appropriate terminology.
- _____ Plan four Mission Statement Activities per year, one all-chapter activity focusing each of the following: Friendship, Leadership, Learning, and Service.
- _____ Include a discussion or reflection piece in each Mission Statement Activity.
- _____ Assist the Chi Connections Chair in planning monthly Chi Connections.
- _____ Hold and chair Education Committee meetings regularly.
- _____ Ensure that you and the members of your committee are properly educating the chapter about the education program and each of its components.
- _____ See that the Mystagogue Chair assists the VP-Fraternity Relations and Warden with the 1st and 2nd Degrees of Initiation. First degree must occur within 14 days of bid day. Second degree of initiation must take place within eight weeks of bid day.
- _____ Work with the VP Membership Development to incorporate the education program into a balanced calendar. Ensure that all activities are centered on one of the following: friendship, leadership, learning, or service.

- _____ Prior to recruitment, contact your Regional Manager at Headquarters to order new member packets for the new members. (Includes: stick pin, Sisterhood Book, National Initiation Exam and answer sheet, new member gift and the Statement of Obligation, which must be signed before Degree of Initiation.)
- _____ Serve as the main contact and advocate for the new members.
- _____ Ensure that new members are not given any expectations or requirements different, or in addition to, the requirements and expectations of lifetime members. (This includes, but is not limited to, study hours, phone duty, etc.)
- _____ Ensure that new members attend all formal chapter meetings following the First Degree of Initiation.
- _____ Ensure that new members know they can participate in discussions and vote on all issues before the chapter if they choose, following First Degree.
- _____ Attend regularly scheduled executive board meetings.
- _____ Train your successor.