

VICE PRESIDENT MEMBERSHIP DEVELOPMENT OFFICER RESPONSIBILITY SHEET

- _____ Hold and chair Membership Development Committee meetings at least once per semester or term.
- _____ Assist Cultural Chair with education of all cultural issues.
- _____ Work with the Personal Development Chair to promote awareness of appearance, social graces, household management, health issues, work/life balance, etc.
- _____ Oversee Social Chair and ensure that she works both with your committee and the VP Risk Management.
- _____ Work with the Song Chair to ensure that members learn and practice Alpha Chi Omega songs.
- _____ See that the House/Facility Manager fulfills her responsibilities (if applicable).
- _____ Maintain a balanced chapter calendar. (Refer to Calendar Planning section of your officer handbook). The chapter calendar should reflect a variety of events. Chapter events should be planned throughout the year to enhance the four tenets of the mission statement: friendship, leadership, learning and service. Events that develop the five membership criteria: academic interest, character, leadership ability, financial responsibility and personal development should also be incorporated into the chapter calendar to encourage further development of these characteristics in each individual member. Update the chapter calendar monthly and make changes and revisions available to all members.
- _____ Attend all risk management committee meetings.
- _____ Oversee and/or plan sisterhood activities for the chapter.
- _____ Promote campus and community involvement.
- _____ Plan and implement senior member appreciation and involvement.
- _____ Implement a system to track individual member involvement.
- _____ Attend regularly scheduled executive board meetings.
- _____ Train your successor.