

## VICE PRESIDENT RECRUITMENT OFFICER RESPONSIBILITY SHEET

- \_\_\_\_\_ Provide member education about the Fraternity's recruitment policies and the college Panhellenic recruitment rules/Code of Ethics.
- \_\_\_\_\_ Educate members about Alpha Chi Omega's five membership standards.
- \_\_\_\_\_ Conduct recruitment workshops and meetings providing guidance to chapter members during the term prior to formal recruitment.
- \_\_\_\_\_ Maintain a notebook containing resources and information specific to the VP Recruitment duties for your chapter.
- \_\_\_\_\_ Attend all Panhellenic recruitment meetings.
- \_\_\_\_\_ Conduct a post-recruitment evaluation with both new and lifetime members within two weeks of Bid Day.
- \_\_\_\_\_ Organize alumnae support for recruitment.
- \_\_\_\_\_ Use Alpha Chi Omega membership selection procedures, which are based on the five membership standards.
- \_\_\_\_\_ Preview all costumes/attire for formal recruitment events.
- \_\_\_\_\_ Maintain an inventory list of all recruitment supplies, decorations, etc. and annually repair or update as necessary.
- \_\_\_\_\_ Maintain a recruitment file of formal recruitment statistics from the past three years.
- \_\_\_\_\_ Complete the Formal Recruitment Report through Lyre Links.
- \_\_\_\_\_ Send in Pre-Recruitment Schedule and Recruitment Schedule to the Assistant Director of Recruitment and Ritual.
- \_\_\_\_\_ Work with the Assistant VP Recruitment to fulfill her responsibilities.
- \_\_\_\_\_ Assist the PACE Chair in establishing a PACE program.
- \_\_\_\_\_ Select and train Event chairs for each round of formal recruitment events. Provide a job description for each chair. Oversee these chairs as they conduct rehearsals of songs and entertainment, and plan, coordinate and practice timing and scheduling of each day of recruitment.
- \_\_\_\_\_ Work with the Continuous Recruitment Chair to set goals for continuous recruitment and establish a plan to meet those goals.
- \_\_\_\_\_ Communicate with Recruitment Advisor weekly during the term prior to formal recruitment and at least every other week during the term following formal recruitment.

- \_\_\_\_\_ Hold and chair regular meetings of the Recruitment Committee.
- \_\_\_\_\_ Attend meetings of the chapter CRIB, chaired by the CRIC.
- \_\_\_\_\_ Along with the CRIC, organize potential member registration forms and/or recommendations.
- \_\_\_\_\_ Along with the CRIC, prepare a master list of potential members for the chapter to use during membership selection.
- \_\_\_\_\_ Attend regularly scheduled executive board meetings.
- \_\_\_\_\_ Train your successor.