POSITION PROFILE - ARCHON

KEY SKILLS	• Adaptability • People management • Customer service skills • Public speaking • Strategic Planning
KEY RESPONSIBILITIES	• Leading and delegating to the executive board • Presiding at all chapter meetings • Attending all necessary Phi Sigma Sigma HQ trainings and conferences • Working closely with Phi Sigma Sigma HQ, the chapter advisory board and university staff • Being the designated signee on all contracts • Understanding university and Phi Sigma Sigma expectations and accreditation requirements • Having knowledge of the Fraternity and local constitutions, bylaws, policies, and rituals • Having a basic understanding of the budget • Being the face of the chapter to the Greek community • Being accessible for member and chapter concerns • Serving as a part of the Core Four for all events with alcohol
KEY PARTNERS	• Executive Board • Chapter members • Advisory Board • Phi Sigma Sigma HQ staff • University staff
AN ARCHON IS NOT...	• The only decision maker • The “fun killer” • A drama manager
TIME COMMITMENT	• Consistent tasks/work throughout the year

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