POSITION PROFILE – VICE ARCHON

KEY SKILLS	• Ability to motivate others • Ability to provide constructive feedback • Adaptability • Delegating • People management • Running meetings
KEY RESPONSIBILITIES	• Performing the duties of the archon in the archon's absence • Chairing all executive board and executive council meetings • Supervising the executive council chairmen, serving as a liaison to the executive board • Working with the secretary to confirm additions to the chapter's calendar • Serving as an ex-officio, non-voting member of the standards board • Being a designated signee on all contracts • Having knowledge of the Fraternity and local constitutions, bylaws, and policies • Scheduling and carrying out ritual ceremonies • Attending all necessary Fraternity trainings and conferences • Serving as a part of the Core Four for all events with alcohol
KEY PARTNERS	• Executive Board • Advisory Board • Phi Sigma Sigma HQ Staff • Executive Council • University Staff
A VICE ARCHON IS NOT…	• The micromanager of executive council • The only planner for formal
TIME COMMITMENT	• Consistent tasks/work throughout the year

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