

GRADUATE CHAPTER LEADERSHIP & ORGANIZATION

Leadership and organization are the key factors to a successful graduate chapter, just as they are in business.

The Fraternity suggests each graduate chapter formulate a small executive committee, generally 3-5 brothers willing to organize and carry out key functions. The executive leadership should be committed to their roles and willing to serve for a specific period. They should be subject to re-election or reappointment annually. Generally, all executive leadership tends to play a role in organizing events/meetings and communicating to brothers in the area.

At a bare minimum, each graduate chapter needs to have a President. Other possible officers include Vice President, Secretary and Treasurer.

- The **President** provides a vision for the graduate chapter and oversees all activity. He should preside at all meetings, assign responsibilities and projects, supervise elections, preside over the executive committee, and provide the enthusiasm, vision and guidance vital to the continuance of the chapter.
- The **Vice President** may assume a variety of roles. In addition to assuming the role of the President when needed, the Vice President may generally play a large role in organizing the logistics of meetings and events.
- The **Secretary** maintains the graduate chapter's communication, roster and awards reports for the International Fraternity competition. He may also be the best suited to serve as the administrator on the graduate chapter's social media efforts.
- A **Treasurer** may or may not be necessary. Most graduate chapters operate without collecting dues or otherwise collecting money. However, if the graduate chapter has a desire to hold money in a banking account, it will have to apply for an EIN. The graduate chapter enjoys a nonprofit tax status as an entity of the Fraternity. The Headquarters staff should be consulted prior to applying for an EIN. Once granted, this number should be provided to IHQ to keep in its records.