Rhode Island College Sorority Council Positions

1. President
2. Executive Vice President
3. Vice President of Recruitment
4. Vice President of Programming and Public Relations
5. Vice President of Philanthropy and Community Service
6. Vice President of Finance
7. Sorority Council Rep – Alpha Sigma Tau
8. Sorority Council Rep – Delta Phi Epsilon

Executive Board Positions Descriptions:

The President shall:
1. Have overall responsibility for the operation of the Sorority Council.
2. Call and preside at all Sorority Council Executive Board meetings.
3. Maintain and complete and up-to-date President’s file/binder, which will include a copy of the current Rhode Island College Sorority Council Constitution, Bylaws and Standing Rules; the current Sorority Council budget and other pertinent materials.
4. Perform all other duties usually pertaining to this office.
5. Attend meetings every two weeks or so with the Greek Life Advisor to be scheduled at the beginning of each semester.
6. Create the agendas for all Sorority Council meetings and distribute to officers and Sorority Council Reps at least 48 hours before the scheduled meeting time.

The Executive Vice President (EVP) shall:
1. Perform the duties of the President in her absence, inability to serve or at her call.
2. Keep an up-to-date roll of the members of Sorority Council and call it at all Council meetings.
3. Keep current statistics concerning the number of initiated members and new members of each recognized Greek sorority.
4. Keep full minutes of all meetings of the Rhode Island College Sorority Council and a record of all action taken by the Executive Board.
5. Maintain a complete and up-to-date file that will include the minutes of meetings of the Sorority Council from date of its organization; copies of all contracts made by the Sorority Council; and current correspondence.
6. Be responsible for the official correspondence of the Sorority Council unless provided for otherwise.
7. Be the Chair of the Judicial Board and call all Judicial Board meetings.
8. Send meeting minutes to the Greek Life Advisor.
9. Perform all other duties usually pertaining to this office.

The Vice President of Recruitment shall:
1. Responsible for assisting with the planning, running and implementing formal and informal recruitment events in collaboration with the Greek Life Advisor.
2. Responsible for assisting the recruitment, selection, training and management of the Recruitment Counselors (Rho Chis).
3. Will assist, correspond and communicate all recruitment related information with Chapter Recruitment Chairs.
4. Will be disaffiliated from her sorority from the beginning of the semester of formal recruitment until all bids have been received at the end of formal recruitment.
5. Perform all other duties usually pertaining to this office.

**The Vice President of Programming and Public Relations shall:**
1. Be responsible for developing all publicity required for recruitment with the VP of Recruitment as well as assisting all sororities with their promotion of all Sorority Council related events.
2. Be responsible for the management of the Rhode Island College Sorority Council website/Facebook page including but not limited to, frequent updates, current events, rosters and any pertinent information.
3. Be responsible for collaborating with the Greek Life Advisor on educational and new member programming.
4. Develop and oversee a Sorority Council calendar to ensure successful events and prevent overlapping of sorority events.

**The Vice President of Philanthropy and Community Service shall:**
1. Provide awareness to the Rhode Island College community regarding all philanthropic and community service events taking place.
2. Organize & implement one sorority-wide philanthropy or community service event each semester with the assistance of the Greek Life Advisor.
3. Gather philanthropy and community service sheets for all sororities and record hours served and money donated from each organization.

**The Vice President of Finance shall:**
1. Be responsible for the general supervision of the finances of the Rhode Island College Sorority Council.
2. Be responsible for the preparation of the annual budget and, following its approval by the Sorority Council, for providing a copy to each Rhode Island College recognized Greek sorority.
3. Receive all payments due to the Sorority Council, collect all dues, and give receipts.
4. Maintain up-to-date financial records; give a financial report at each regular meeting of the Sorority Council and an annual report at the close of her term of office.
5. Sign Sorority Council contracts when authorized to do so.
6. Perform all other duties usually pertaining to this office.

*All members of the Executive Board shall comprise the Judicial Board. The chair of the Judicial Board shall be the EVP.*