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## **Role Of The President**

The President is the chief elected officer of the chapter. In this capacity he presides over meetings of the chapter. As the presiding officer, he sets the agenda, monitors all activities and serves as spokesman for the chapter. Perhaps his most important task is communication. That is two-way communication, facilitating understanding of mission, governance, goals, and expectations throughout the brotherhood.

The President also serves as chairman of the chapter Executive Cabinet. The Director of Member and Community Engagement, Director of Recruitment, Director of Education and Wellness and Director of Finance and Operations serve with the President as voting members of the board.

Together they form a collaborative leadership council known as the Executive Cabinet. As elected officers, they are all responsible to the full membership of the chapter. However, the Chapter President is responsible for monitoring each coordinators performance related to chapter goals. The President sets the agenda and must use the agenda to keep the chapter's leadership on track.

The appointed officers are directly responsible to and supervised by the President. All officer appointments are subject to the advice and consent of the Executive Cabinet. Advice and consent means that the Cabinet shall, by simple majority vote to either approve or disapprove an appointment, but may not select through a nomination and election procedure an alternate person for the post.

## **Role of the Director of Recruitment**

The primary objective of the Director of Recruitment is to serve as a member of the Executive Cabinet and ensure the longevity of the chapter through purposeful recruitment and retention efforts and promotion of benefits of membership. Depending on the cabinet model the chapter uses, the primary responsibilities of the Director of Recruitment include:

- Lead, manage, and support the Academic Coordinator, Diversity Coordinator, Newsletter Coordinator, Recruitment Coordinator, Retention Coordinator, Social Media Coordinator, and Website Coordinator while creating a supportive environment for existing members to thrive.
- Meet regularly, both individually and as a division, with coordinators.
- Attend all Executive Cabinet Meetings.
- Develop, submit, and oversee budget for areas of responsibility.

### **Academic Coordinator**

The Academic Coordinator serves under the Director of Recruitment within the Executive Cabinet of the chapter. He is responsible for the promotion of high scholastic achievement and connecting members with academic-related resources.

- Maintain an academic program that will foster a culture of academic achievement within the chapter.
- Refer members to standards board that do not meet minimum academic expectations.
- Organize and host educational related workshops.
- Provide academic support to members upon request.
- Distribute academic resources to members of the chapter each semester, including but not limited to, writing and tutoring center hours and costs, academic advising center locations and hours, etc.
- Report both individual grades, chapter grades, and community statistics (rankings, council GPAs, and all-male average) to Headquarters each semester.

### **Diversity Coordinator**

- Develop and maintain efforts for a diverse and inclusive chapter environment through active conversations and programs related to understanding and respecting human differences.
- Promote multicultural campus and community events within the chapter.
- Plan or partner for a diversity related program once per academic year.
- Serve as a liaison between the chapter and the primary campus diversity office.

### **Newsletter Coordinator**

- Design and disseminate regular communication and updates to chapter stakeholders via newsletter and other mass communication methods.

- Promote the benefits of membership and positive image of the fraternity within the campus and community.
- Disseminate information, events, and outcomes of campus-based events (Homecoming, Greek Week, Parents Weekend, etc.).

### **Recruitment Coordinator**

He will play a pivotal role in creating opportunities for men to connect with other men and introduce them to the Fraternity

- Organize and coordinate recruitment efforts and plan, which may include organization presentations, recruitment meetings, and interest meetings.
- Use ChapterBuilder and train members of the Recruitment Team on ChapterBuilder.
- Invite full-chapter membership to ChapterBuilder.
- Review and research latest recruitment practices and efforts and participate in Headquarters organized recruitment workshops and programs.
- Promote the benefits of membership and positive image of the fraternity within the campus and community.

### **Retention Coordinator**

- Monitor overall member success, involvement, and chapter contributions.
- Partner with Academic Success Coordinator to identify high-risk members and provide assistance, guidance, and support for improvement.
- Meet once per semester with campus Dean of Students Office to review campus-based student support services.
- Assist with development of workshops and chapter programs to increase member success.
- Listen to and mediate chapter grievances.

### **Marketing & Social Media Coordinator**

- Partner with campus and community resources to better promote the opportunities and brand of Sig Tau.
- Promote the benefits of membership and positive image of the fraternity within the campus and community.
- Design and disseminate regular communication and updates to chapter stakeholders via social media and other mass communication methods.
- Create a marketing strategy and follow the Fraternity Branding Guide to promote recruitment activities, benefits of fraternity, and other chapter programs.

### **Website Coordinator**

- Promote the benefits of membership and positive image of the fraternity within the campus and community.
- Maintain accurate information for chapter website and submit content to Headquarters for Fraternity-wide publications and platforms.

It is through his efforts and leadership that the Director of Recruitment will grow the organization in both intellect and membership to advance the goals of the chapter and ensure that the fraternity endeavors forward.

## **Role of the Director Member & Community Engagement**

The primary objective for the Director of Member & Community Engagement is to serve on the Executive Cabinet and develop and connect members to experiences that promote social excellence and unified brotherhood. In doing so, he provides a stronger experience for his chapter brothers, ensuring the Fraternity endeavors forward. The responsibilities of the Director of Member & Community Engagement include:

- Lead, manage, and ensure the successful completion of responsibilities of the Alumni Relations Coordinator, Brotherhood Coordinator, Fundraising Coordinator, Greek Week Coordinator, Homecoming Coordinator, Parent Relations Coordinator, Philanthropy Coordinator, Service Coordinator, Social Coordinator, and White Rose Banquet Coordinator.
- Meet regularly, both individually and as a division, with coordinators.
- Attend all Executive Cabinet Meetings.
- Work with the Director of Finance & Operations to develop, submit, and oversee budget for areas of responsibility.

### **Alumni Relations Coordinator**

The Alumni Relations Coordinator reports to the Director of Member & Community Engagement within the Executive Cabinet of the chapter. He is responsible for fostering relationships and communicating with the alumni and alumni association of the chapter. Specific responsibilities include:

- Collaborate with the Newsletter Coordinator to publish a newsletter once per semester and distribute to area and chapter alumni.
- Create opportunities for members of the chapter to network with chapter and area alumni.
- Communicate homecoming related information to chapter and area alumni.
- Plan, coordinate, and host an alumni-focused event once per year (usually around homecoming).

### **Brotherhood Coordinator**

The Brotherhood Coordinator reports to the Director of Member & Community Engagement within the Executive Cabinet of the chapter. He is responsible for fostering relationships and creating shared experiences among members. Specific responsibilities include:

- Organize at least eight brother-only events per semester that foster greater fraternalism and bonds between members. These events include but are not limited to meals, service events, and athletic-related programs.

- Assist the New Member Educator in the coordination and oversight of the Big Brother / Little Brother Program.
- Increase retention and motivation of members through member recognition.
- Coordinate an annual brotherhood retreat which includes goal setting.

### **Fundraising Coordinator**

The Fundraising Coordinator reports to the Director of Member & Community Engagement within the Executive Cabinet of the chapter. He is responsible for seeking out fundraising opportunities to offset expenses and capital projects of the chapter. Specific responsibilities include:

- Identify and build strategic partnerships with area businesses and agencies for prospective fundraising opportunities.
- Plan and execute chapter-wide fundraising efforts.
- Communicate fundraising efforts to the Alumni Relations Coordinator for distribution to alumni.
- Fundraise 10% of the chapter's annual operating budget.

### **Greek Week Coordinator**

The Greek Week Coordinator reports to the Director of Member & Community Engagement within the Executive Cabinet of the chapter. He is responsible for communicating Greek-week events and organizing and motivating the chapter to demonstrate pride and have a strong presence. Specific responsibilities include:

- Attend Greek Week information meetings as necessary
- Solicit other organizations to partner with for Greek Week.
- Notify members of Greek Week activities and solicit volunteers accordingly.
- Manage and maintain member attendance for Greek Week events.
- Develop and lead a team to coordinate and orchestrate Greek Week related projects, events, and activities.
- Build budget and anticipate costs for meals, materials, events, etc.

### **Homecoming Coordinator**

The Homecoming Coordinator reports to the Director of Member & Community Engagement within the Executive Cabinet of the chapter. He is responsible for communicating campus-wide homecoming events and organizing the chapter to have a presence for Homecoming. Specific responsibilities include:

- Attend Homecoming related information meetings as necessary.
- Solicit other organizations to partner with for Homecoming (if applicable).
- Notify members of Homecoming related activities and solicit volunteers accordingly.
- Manage and maintain member attendance for Homecoming events.

- Develop and lead a team to coordinate and orchestrate Homecoming related projects, events, and activities.
- Build, budget, and anticipate costs for meals, materials, events, etc.
- Plan and execute alumni-focused event with Alumni Relations Coordinator (finalize and notify alumni a minimum of 60 days prior to event).

### **Intramural Coordinator**

The Intramural Coordinator reports to the Director of Member & Community Engagement within the Executive Cabinet of the chapter. He is responsible for organizing chapter intramural activities and building a strong sense of sportsmanship within the chapter.

Specific responsibilities include:

- Register and coordinate interested members in intramural sports.
- Attend required meetings for intramural sports participation.
- Organize intramural practices among members.
- Notify chapter of intramural game times/locations and encourage spectators and fans to attend.
- Design jerseys or appropriate athletic attire in line with branding standards.

### **Parent Relations Coordinator**

The Parent Relations Coordinator reports to the Director of Member & Community Engagement within the Executive Cabinet of the chapter. He is responsible for fostering relationships and communicating with the parents of chapter members. Specific responsibilities include:

- Compile and maintain parent and guardian contact information and share with Headquarters.
- Communicate chapter updates to parents of members.
- Organize a parent event/weekend at minimum once per year.
- Partner with Newsletter Coordinator to distribute newsletter to parents.

### **Philanthropy Coordinator**

The Philanthropy Relations Coordinator reports to the Director of Member & Community Engagement within the Executive Cabinet of the chapter. He is responsible for leading and organizing the philanthropic efforts of the chapter. Specific responsibilities include:

- Following the guidelines of the national philanthropy program which includes participating in another organizations philanthropy events, raising funds for a local charity, and coordinating a service or philanthropy event for Special Olympics.
- Participate in Philanthropy Coordinator meetings, calls, and presentations.
- Organize and execute chapter specific philanthropy event(s).
- Excite and inform members to give back and be charitable.
- Utilize local and Headquarter provided resources to maximize philanthropic efforts.

- Inform members of the chapter about other organizations philanthropy event.
- Coordinate and ensure participation in other organizations philanthropy events.
- Maintain calendar of chapter and community philanthropy events.
- Collect data on member's charitable giving (inside and outside of the chapter).

### **Service Coordinator**

The Service Coordinator reports to the Director of Member & Community Engagement within the Executive Cabinet of the chapter. He is responsible for fostering relationships with area agencies and non-profits while seeking out opportunities to connect members with ways to benefit their campus and community through service. Specific responsibilities include:

- Compile and maintain list of campus and area agencies with whom members can volunteer and provide information to chapter members.
- Organize a chapter-wide service project once per semester.
- Seek out regular and ongoing service opportunities.
- Meet with university-based service learning center or student activities volunteer coordinator (if applicable).

### **Social Coordinator**

The Social Coordinator reports to the Director of Member & Community Engagement within the Executive Cabinet of the chapter. He is responsible for developing outlets for men to be social, yet responsible, creatures. Specific responsibilities include:

- Develop a social calendar which includes social events, dinners, exchanges, date parties, formals, and awards banquets for full semester.
- Plan, coordinate, and execute social functions of the chapter .
- Ensure that all social events follow guidelines and Member Safety Policy.
- Review event budget and event projections with Treasurer to ensure events stay at or under budget.
- Assist associate members in planning new member socials with other organizations.
- Build partnerships and host social events with organizations across councils and non-fraternity/sorority organizations.
- Ensure proper documentation is submitted and deadlines are met for campus or Interfraternity Council (or equivalent).

### **White Rose Banquet Coordinator**



The White Rose Banquet Coordinator reports to the Director of Member & Community Engagement within the Executive Cabinet of the chapter. He is responsible for coordinating the chapter's premier event. Specific responsibilities include:

- Plan and execute an annual White Rose Banquet, which includes locating a venue, coordinating logistics, managing transportation, developing a program and entertainment for event.
- Solicit guest speakers for banquet (distinguished alumni, campus administrators, advisors, etc.).
- Partner with brothers to develop and showcase chapter awards and recognition.
- Ensure proper documentation is submitted and deadlines are met for campus or Interfraternity Council (or equivalent).
- Coordinate and review member safety plan with Health and Wellness Coordinator.

It is through his efforts and leadership that the Director of Member & Community Engagement will promote an engaging and positive member-centric environment, helping the Fraternity give back, and forever endeavor forward.

## **Role of the Director of Finance & Operations**

The primary objective of the Director of Finance & Operations is to serve on the Executive Cabinet and advance the goals of the chapter through proper fiduciary management. In doing so, he provides a stronger experience for his chapter brothers ensuring pivotal operations of the chapter run smoothly.

It is through his efforts and leadership that the Director of Finance and Operations will promote the integrity of the organization, archive the business of the chapter, and ultimately advance the goals of the chapter.

### **SPECIFIC RESPONSIBILITIES**

- Lead, manage, and ensure the successful completion of responsibilities of the Marshall, Treasurer, and Secretary.
- Meet regularly, both individually and as a division, with coordinators.
- Attend all Executive Cabinet Meetings.
- Develop, submit, and oversee budget for areas of responsibility.
- File and report an accurate chapter roster through OmegaFi twice per year (November 15 and April 15).
- Attend Webb Academy (January) and participate in Finance and Operations Track.

### **Treasurer**

The Treasurer serves under the Director of Finance & Operations within the Executive Cabinet of the chapter. He is responsible for conveying the state of the finances with all chapter brothers. His job is to work with OmegaFi to bill members accurately, draft a budget each semester, as well as regularly provide the chapter with a financial update. Specific responsibilities include:

- Establish an annual budget for the chapter that aligns with the chapter's goals and priorities.
- Ensures prompt and complete payment of dues and membership related expenses.
- Track expenditures and maintain records and receipts.
- Create practices and reinforce policies to ensure financial responsibilities are met and are in accordance with the Constitution and Laws of the chapter and national fraternity.
- Communicate regularly with the chapter's OmegaFi account manager regarding the chapter's current financial standing and collection of dues.
- Inform the chapter and executive cabinet of the current expenses and account balances on a weekly basis.
- Report annually to the IRS and/or work with the national vendor hired by Headquarters.

- Collaborate with WPN Housing Liaison on member billing and rent collection (if WPN property).

### **Secretary**

The Secretary serves under the Director of Finance & Operations within the Executive Cabinet of the chapter. He is responsible for the documentation of all meetings of the Executive Cabinet and the full chapter. His job is to note official business and reports presented during chapter meetings through minutes and provide them weekly to the chapter members. He should also develop and maintain a filing system for minutes and assist with filing chapter reports. Additionally, he will serve as a member of the chapter's Standards Board. Specific responsibilities include:

- Create and manage the records and minutes of Executive Cabinet and chapter meetings.
- Manage and maintain an accurate chapter roster with the Office of Fraternity & Sorority Life (or equivalent office).
- Serve on the Standards Board and manage forms, notifications of proceedings, and Headquarters reporting.

### **Marshall**

The Marshall serves under the Director of Finance & Operations within the Executive Cabinet of the chapter. He is responsible for maintaining the order during official meetings and preparing and practicing for chapter ceremonies. Specific responsibilities include:

- Conduct ceremonies and rituals in accordance with the Constitution and Laws of the Fraternity.
- Ensure members participating in Ceremony of Association and Ritual of Initiation have paid all required fees prior to the ceremony or ritual.
- Maintain and protect the ritual equipment of the chapter.
- Complete initiation material inventory reports with Headquarters upon request.

## **Role of the Director of Education & Wellness**

The primary objective of the Director of Education & Wellness is to serve on the Executive Cabinet, maintain a healthy and safe environment for members and guests, and develop and connect members to experiences that encourage both personal and professional growth and development. In doing so, he will provide a stronger experience for his chapter brothers and one that demonstrates the value in being a Sig Tau. The responsibilities of the Director of Education & Wellness include:

- Lead, manage, and ensure the successful completion of responsibilities of the Faculty Relations Coordinator, Health and Wellness Coordinator, New Member Education Coordinator, Ongoing Member Education Coordinator, and Sexual Violence Prevention Coordinator.
- Meet regularly, both individually and as a division, with coordinators.
- Attend all Executive Cabinet Meetings.
- Develop, submit, and oversee budget for areas of responsibility.

## **New Member Education Coordinator**

The New Member Education Coordinator serves under the Director of Education & Wellness within the Executive Cabinet of the chapter. He is responsible for implementing the Headquarters-approved new-member education program that ensures the positive development of the new member class. Specific responsibilities include:

- Implement the Path of Principles Program as prescribed by Headquarters.
- Communicate expectations, deadlines, and fees to Associate Members.
- Ensure all campus paperwork is completed by new members.
- Incorporate campus resources, area alumni, and advisors into New Member Education.
- Approve Big Brothers and manage the Big Brother program, which includes selection, setting expectations, and oversight.
- Ensure members participating in Ceremony of Association and Ritual of Initiation have paid all required fees prior to the ceremony or ritual.

## **Ongoing Education Coordinator**

The Ongoing Education Coordinator serves under the Director of Education & Wellness within the Executive Cabinet of the chapter. He is responsible for the continuous leadership, career, and holistic development of members. Specific responsibilities include:

- Compile and distribute campus or community-wide educational and developmental opportunities to chapter members (leadership conferences, retreats, guest speakers, workshops, trainings, etc.).

- Develop an ongoing education schedule to host presenters and workshops on leadership, life skills, career development, and professional skills.
- Coordinate and host two ongoing education programs per semester (may be in partnership with other campus or fraternity/sorority organizations).
- Work collaboratively with other officers to track, record, and report programs for the McCune Annual Report.

### **Sexual Violence Prevention Coordinator**

The Sexual Violence Prevention Coordinator serves under the Director of Education & Wellness within the Executive Cabinet of the chapter. He is responsible for fostering relationships and communicating with the alumni and alumni association of the chapter. Specific responsibilities include:

- Research and disseminate campus and community-based resources (tips, hotlines, awareness, etc.) related to healthy relationships, relationship violence, and prevention.
- Plan, coordinate, and host annual interpersonal relationship seminar or bystander intervention workshop.
- Meet once per semester with campus-based violence prevention officer or Title IX coordinator to learn of campus trends, updated resources, and potential partnership/collaboration opportunities.

### **Health and Wellness Coordinator**

The Health and Wellness Coordinator serves under the Director of Education & Wellness within the Executive Cabinet of the chapter. He is responsible for creating and supporting a healthy culture of care within the chapter. Specific responsibilities include:

- Host a member-safety related program for the full chapter each semester.
- Create and review member safety plans for all chapter functions (socials, brotherhood events, retreats, formals, philanthropy, service, etc.).
- Identify and compile campus and community resources for member-safety related topics which include alcohol and substance use/abuse, mental health, stress reduction, and anti-hazing.

### **Faculty Relations Coordinator**

The Faculty Relations Coordinator serves under the Director of Education & Wellness within the Executive Cabinet of the chapter. He is responsible for fostering relationships and building greater rapport among the Fraternity and campus faculty (and staff). Specific responsibilities include:

- Partner with Academic Success Coordinator to coach members on proper communication and interaction with campus faculty.

- Improve rapport and relationships with campus faculty through meetings with campus administrators, faculty representatives or department chairs, and learn of underutilized resources.
- Develop and execute a chapter-based faculty recognition program.
- Devise ways to empower members to improve their own interactions with faculty.