

ROLE OF THE VICE PRESIDENT OF RITUAL AND TRADITIONS

OVERVIEW:

The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter/provisional chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee.

Should you have any questions about the role of this officer, please contact Fraternity Staff.

For additional resources, please visit alphasigmaphi.org.

RESPONSIBILITIES:

- Member of the Prudential Board which meets weekly
- Directs all public and private ritual ceremonies
- Leads all newly initiated brothers in the Ritual Education program as outlined in the Ritual Book
- Holds at least one practice session prior to each ritualistic ceremony
- Works with the VP of Growth and the VP of Member Enrichment to select dates for Initiation Ceremonies prior to the beginning of each term
- Maintains all items that reflect the history of the chapter, along with all ritual equipment
- Orders graduation cords from the Alpha Sigma Phi Store at least one month prior to graduation
- Communicates at least monthly with the Ritual & Traditions Advisor on the Chapter Council
- Prepares and organizes transition materials/saves materials to an online cloud prior to transition