

## Duties of International Council Officers

### All members of International Council shall:

1. Prepare and submit written reports prior to all International Council meetings.
2. Attend and participate in all International Council meetings and conference calls.
3. Where International Council may deem necessary and desirable, serve as a chapter visitor, installing officer, official Fraternity representative at special Fraternity occasions, interfraternity or educational meetings and in other assignments.
4. Exercise fiduciary responsibility for the finances of the Fraternity.
5. Supervise the finances and budget assigned to her area.
6. Share contact and travel information with all members of International Council and International Headquarters staff.
7. Participate in cross-functional teams with other members of International Council as needed or assigned.
8. When possible, check e-mail daily.
9. Share any information crucial to the Fraternity with all of International Council.

### The International President shall:

1. Have general supervision over the affairs of the Fraternity.
2. Enforce observance of the *Constitution and Standing Rules* and policies of the Fraternity.
3. Direct the Standing and Special Committees of the Fraternity, except those under the specific supervision of other International Officers, serve as a member of the Executive Finance Committee and as an ex-officio member of all other committees except for the Elections Committee.
4. Plan and direct the overall business agenda for International Council meetings, as well as discussions for workshops and International Convention
5. and International Convention.
6. Preside at International Convention, as well as call and preside at all meetings of International Council.
7. Serve as the final authority on behalf of International Council when disciplinary action is taken in regard to a member or a chapter.
8. Sign all legal documents and countersign checks of the Fraternity during her term of office in accordance with the policies on check and contract signing.
9. Give bond at the expense of the Fraternity in such amount as determined by International Council.
10. Attend meetings of the National Panhellenic Conference.
11. Participate in regular conferences with the Executive Director.
12. Possibly serve as a member of the Alpha Gamma Delta Foundation Board of Trustees.
13. Perform all other duties usually pertaining to this office.

### The International Vice President-Alumnae shall:

1. Perform the duties of the International President in her absence, inability to serve or at her call.
2. Supervise the work of the Director of Alumnae Development, Director of Alumnae Cultivation and Director of Fraternity Programs.
3. Responsible for the year-end Fraternity alumnae award programs.
4. Identify and suggest alumnae programs, workshops and discussions for International Convention.
5. Direct the Honors of Epsilon Pi process.
6. Direct recruitment, retention, training and evaluation of Fraternity volunteers.
7. Oversee Change in Membership Status matters as outlined in the *Membership Handbook*
8. Perform all other duties as assigned.

**The International Vice President-Collegians shall:**

1. Supervise all collegiate operations work of the Directors of Chapter Development.
2. Identify and suggest collegiate programs, as well as discussions for workshops and International Convention.
3. Responsible for the year-end Fraternity collegiate award programs.
4. Participate in selection and training of Leadership Consultants.
5. Oversee Change in Membership Status matters as outlined in the *Membership Handbook*.
6. Perform all other duties as assigned.

**The International Vice President-Membership shall:**

1. Direct the Fraternity's membership selection and recruitment process for collegiate chapters.
2. Supervise the work of the Director of Recruitment Operations, Director of Recruitment Development and Director Recruitment Programming.
3. Participate in the selection and training of Leadership Consultants.
4. Supervise the scheduling of recruitment visits to collegiate chapters by Leadership Consultants and volunteers.
5. Supervise all Fraternity materials and programs relating to collegiate recruitment and membership selection.
6. Plan and direct the collegiate recruitment program, as well as discussions for workshops and International Convention.
7. Perform all other duties as assigned

**The International Vice President-Extension shall:**

1. Evaluate all extension opportunities.
2. Direct all extension presentations.
3. Direct all new chapter extension activities.
4. Direct development and production of all extension materials.
5. Supervise the work of the Director of Extension.
6. Plan and direct the extension program, as well as discussions for workshops and International Convention.
7. Perform all other duties as assigned.

**The International Vice President-Finance shall:**

1. Serve as chairman of the Credentials Committee, keep and call the roll, be responsible for the minutes and for the distribution of copies to all chapters and clubs, in relation to the International Convention of the Fraternity.
2. Be responsible for the minutes of the meetings and conference calls of International Council and for the distribution of copies to members of International Council and the Executive Director.
3. Be responsible for corporation records which shall be filed as required by law, according to the Internal Revenue Service and the requirements of New York State.
4. Be responsible for overseeing the Fraternity's financial record keeping.
5. Give bond at the expense of the International Fraternity in such amount as determined by International Council.
6. Execute contracts and other instruments as authorized by International Council, as well as countersign checks of the International Fraternity during her term of office, in accordance with the policies on check and contract signing.
7. Supervise the work of the Director of Finance and Director of House Associations.

8. Plan and direct all finance and house association programs, as well as discussions for workshops and International Convention.
9. Perform all other duties as assigned.

**The International Vice-President-Education shall:**

1. Provide for the direction of educational planning to promote collegiate academic excellence, Fraternity values and educational priorities for the Fraternity at large.
2. Provide for the direction of the Fraternity's year-end collegiate academic recognition program, including individual recognition of collegiate chapter members, chapter achievements, including annual and Convention awards for academic achievement.
3. Plan and direct collegiate academic priorities, including programs or workshops for International Convention.
4. Plan and direct alumnae personal or educational development priorities, including programs or workshops for International Convention.
5. Plan and direct volunteer education opportunities for Fraternity volunteers (advisors and Volunteer Service Team).
6. Perform all other duties as assigned.