

**ALPHA GAMMA RHO FRATERNITY
VICE NOBLE RULER-PLANNING
SUGGESTED JOB DESCRIPTION**

Basic Functions

The Vice Noble Ruler-Planning shall be responsible for the annual development and updating of the Chapter operating plan. He shall coordinate with the Executive Council all changes to the plan and he is responsible for conducting a meeting between the incoming and outgoing officers to discuss the Chapter's progress, receiving and updating the plan accordingly. He shall monitor and encourage progress of individuals responsible for areas of the plan.

The Vice Noble Ruler-Planning shall keep a record of all proceedings of Chapter meetings and shall transmit a copy of the same to the Secretary of the National Fraternity upon request. He shall perform the duties of corresponding secretary for the Chapter; shall send to the Home Office reports upon proper forms of all initiations, affiliations, deaths, and expulsions of members and election of officers within three (3) days after he has notice of such events. He shall make such other reports as may be required of him by the National Officers of the Fraternity. He shall act as or oversee the Chapter Historian and he shall act as custodian of Chapter archives and records.

The Vice Noble Ruler-Planning shall send the credentials of the Convention delegates to the Home Office at least thirty (30) days prior to the Convention. He shall be subject, personally, to payment of such fines and to performance of such acts of the National Board of Directors may from time to time prescribe for failure to perform the duties of his office.

The Vice Noble Ruler-Planning shall coordinate the semi-annual review, the Recognition Program and maintain files on each undergraduate member.

Duties, Responsibilities, and Authority

1. Operating Plan

- a. keep a chapter calendar of all events & times to have important task completed
- b. motivate and coordinate all planning committees and individuals responsible for action
- c. schedule and chair annual plan review meetings
- d. coordinate planning information with Home Office -- annually submit updated plan by May 15

2. Chapter Records

- a. keep accurate minutes of each chapter meeting in a permanent hardbound minutes book and computer disk
- b. keep initiation records (stud book) up-to-date, in numerical order
 - keep Home Office informed of any chapter membership changes, first and last month of every semester or quarter
 - INITIATION FORMS - three (3) days following initiation, (\$100 fine is levied for each late Initiation Form)
 - OFFICER ELECTION LIST - three (3) days following election
 - EXPULSION NOTICES - three (3) days following your own notice
 - DEATH NOTICES - three (3) days following your own notice
 - CREDENTIALS OF CONVENTION DELEGATES - thirty (30) days prior to Convention
 - DEMIT AND AFFILIATIONS - three (3) days following transfer notice
- c. Semi-Annual Review results

3. Maintain up-to-date file cabinet of all records and reports

- a. Initiation Form copies
 - All reports turned into Home Office and IFC
 - Keep all Financial Records
 - Keep copies of all contracts and manuals
 - Other important documentation

4. Responsible for all Chapter correspondence

5. Act as Usher for ritual

- a. in coordination with the Chaplain or assistant, see that a room is properly prepared for regular and other official meetings.
- b. answer call at the door during meetings
- c. assist in maintaining order at meetings
- d. participate in the Formal Installation and Initiation Ceremonies

6. Historian

- a. annually publish a history of the Chapter and submit to the Home Office by March 31st
- b. maintain in good order copies of past Chapter's histories and scrapbooks
*refer to History Guidelines and Judging Criteria

Relationships

Report to Noble Ruler, Executive Council and Adviser(s)

Heads Planning Committee and oversees, where applicable, Historian. At the Chapter's discretion, the Historian may be elected, appointed or his duties may be assumed by the Vice Noble Ruler-Planning.

