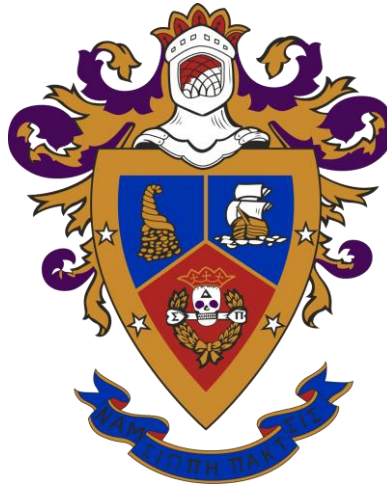


Vice President-Chapter Operations Officer Packet



Duties of the Vice President-Chapter Operations (VPCO)

(from Policy and Procedures Manual section D, policy 13)

- To oversee the maintenance of all Chapter Management Program (CMP) records.
- To oversee the Chapter Management Program.
- To ensure the chapter is informed of its CMP standing and attention is called to areas in which the chapter needs improvement in areas measured by the CMP.
- To act as or oversee the duties of the chapter secretary, recording the minutes of all meetings of the chapter, using a standardized system for that purpose.
- To ensure all official communications are read into the minutes of the chapter.
- To ensure correspondence with the Central Office and national officers is promptly handled.
- To ensure the names and addresses of all nationally required officers are reported to the Central Office within fourteen days of their election or appointment.
- To promptly file all reports, except those designated to be the responsibility of other officers of the chapter, when due.
- To ensure the names of the Grand Chapter Congress delegates and alternates are submitted to the Central Office within seven days of their election, prior to the end of the academic term immediately preceding Congress.
- To coordinate strategic planning sessions with the chapter president.

Additional Resources

- [CMP Guide](#)
- [Operations Tips](#)
- [Effective Committees](#)
- [CMP/Hub 101: The Basics](#)
- [Hub for Collegiate Chapters](#)
- [Individual Discipline: Chapter and Executive Trials](#)
- [National Bylaws and Policy and Procedures Manual](#)
- [Individual Discipline Policy](#)
- **Chapter Bylaws and Policy and Procedures Manual**

General Yearlong Duties

CMP Updates

- During each Executive Committee and Chapter meeting, you will review the chapter's CMP status, noting if the chapter is on track with completing its goals;
- Share upcoming submission deadlines; and
- Identify any obstacles or failures and then discuss plans to rectify.

CMP Tip:

Each CMP item has a suggested and final due date. Make sure you check your chapter health/status report often to ensure no items have been missed—there are no extensions granted.

If you have any questions, contact cmp@dsp.org immediately.

Minutes

- Take meeting minutes for General Business Meetings and Executive Committee meetings;
- Upload Meeting Minutes to the Hub to share with all brothers, District Director, Chapter Advisor, Regional Vice President, and Provincial Vice President; and
- Encourage brothers that miss meeting to review the minutes to stay informed of current chapter activities.

Tracking Attendance

- Complete roll call at general business meeting;
- Receive event attendance reports from other officers; and
- Manage attendance tracking system.

Event Logistics

- Room and event space bookings; and
- Continually update the calendar.

Additional Duties

CMP Tip:

Different sections in CMP require the assistance of various other officers. Each CMP form may be submitted by the Chapter President, VPCO and appropriate officer. Since forms can be submitted by multiple officers, communication and teamwork skills are required of the VPCO. You must have a good working relationship with all other officers and ensure that all requirements are met.

From the Start of the Term through Recruitment Season

Assist the Senior Vice President to set up a system to gather the recruits contact information to be added into the Hub on time during recruitment. Do not wait until the recruits accept a bid. You can remove recruits prior to the pledging ceremony. Ensure that Pledge Manuals are ordered to be delivered prior to the pledging ceremony. Verify the supply of pledge pins and order more as needed. Verify the date, time, and location of the pledging ceremony. Prior to pledging ceremony, verify the pledge program is approved. If not approved, assist the Vice President-Pledge Education (VPPE) to rectify.

Between Pledging Ceremony and Initiation

Most of the submissions related to pledges will be submitted by the VPPE, such as badge orders, etc. Work with the VPPE to ensure these submissions are accurate and on time. Assist the VPPE (or whoever this task is assigned to), to ensure all initiation logistics are finalized.

After Initiation

After the VPPE submits the Initiation Report, verify that the newly initiated brothers' accounts on Hub exist and they can log in. Add the newly initiated brothers to the chapter's communication platform. Newly initiated brothers should go through New Brother Orientation.

CMP Tip:

Each chapter that attains Accredited Chapter level for the academic year may apply for the R. Nelson Mitchell Most Outstanding Collegiate Chapter Award. Review the [Awards & Recognition Guide](#) for more details.

Trial Duties

You should familiarize yourself with the information in the [Individual Discipline Policy](#) to conduct trials effectively. In a trial, the VPCO records the proceedings of the trial, calls roll, tabulates votes, keeps custody of any evidence or other documents submitted during the trial, and submits trial information to the Central Office.

The VPCO is also responsible for writing and mailing all notices to the accused and keeping an accurate record of all trial documentation. Important trial information must be submitted online by the 15th of the month following the trial. Additional documents listed in the Individual Discipline Policy must be kept in the chapter's files for six months unless an appeal has been made. Once six months have passed and no appeal has been submitted, the documents should be destroyed.

Continuity Plans

As VPCO, you are in charge of developing (if not already in place) and maintaining the chapter's Continuity Plan. A Continuity Plan includes procedures to ensure the safekeeping of documents (continuity book) that are relevant to each position and are passed down from processor and successor. There should be one for every officer position in the chapter.

Below are suggested methods of storing and delivering of these documents:

- Upload all necessary documents to the Document Library on Hub;
- Utilize a cloud service available to you (Google Drive, Sharepoint, OneNote, etc);
- Utilize a flash drive; or
- Utilize a physical binder with printed documents.

Below is the list of suggested items to be included in the VPCO's continuity book:

- Link to the most recent National Bylaws and Policy and Procedures Manual;

- A copy of the most recent Chapter Bylaws and Policy and Procedures Manual;
- A link to the Individual Discipline Policy;
- The most recent CMP Guide;
- Meeting minutes template;
- A list of helpful contacts (District Director, Chapter Advisor, Educational & Leadership Consultants, etc);
- Transition Meeting Agenda;
- Usernames and passwords to chapter's email, website, social media, etc, accounts;
- Tools to track and present CMP status; and
- Notes about helpful tips and lessons learned in the position.

You should go over the continuity book with your successor during the VPCO transition meeting.

Operations Committee

For larger chapters (75+ active brothers), the duties of VPCO can be overwhelming for one person. Here is a suggested breakdown of duties if the VPCO has a committee of two other brothers.

Committee Member 1

- Record minutes during General Business Meetings; and
- Upload General Business Meeting Minutes to the Hub and share them with the Chapter.

Committee Member 2

- Booking rooms for events; and
- Maintaining calendar.

VPCO

- Remaining duties.

Responsibility for Minutes

The VPCO, acting as the secretary, is responsible for keeping a record of what happens during chapter meetings. These records are known as minutes. The minutes serve as a general overview of items discussed and voted upon during a meeting. The opinion of the person, favorable or otherwise, should never be reflected in the minutes. The following is a sample of minutes:

"The regular weekly meeting of the Xi Lambda Chapter of Delta Sigma Pi was held on Tuesday, February 3 at 7:00pm, in the University Business Building. The meeting was opened according to Ritual and 36 brothers were present at roll call. The minutes of the last meeting were read and approved.

"The President reported that applications for scholarships from the Delta Sigma Pi Leadership Foundation were available for anyone interested.

"The Senior Vice President reported that next week will be the Leadership Foundation Night.

(additional reports of the officers and committee chairs)

"The motion to initiate a member of the faculty was taken from the table. Professor Haas had been previously nominated as a candidate. The President reported that the Central Office approved his application. Additional debate was heard. Professor Haas will be invited to be initiated.

"Brother Kuetemeyer moved that the chapter buy fifteen jerseys from a licensed vendor for the intramural volleyball and basketball teams. The motion was debated and amended. Motion passed that the chapter will

purchase ten jerseys.

“Brother Larson announced that bowling on Thursday will be at 8:00 pm instead of 7:00 pm.

“The gavel was passed and the meeting was closed according to Ritual at 7:45 pm.”

Many chapters distribute minutes each week by making copies for members, posting the minutes in the chapter office, sending an email to all chapter members, or posting within the chapter’s GIN System. Do not forward minutes to the Central Office unless staff requests the minutes from you.