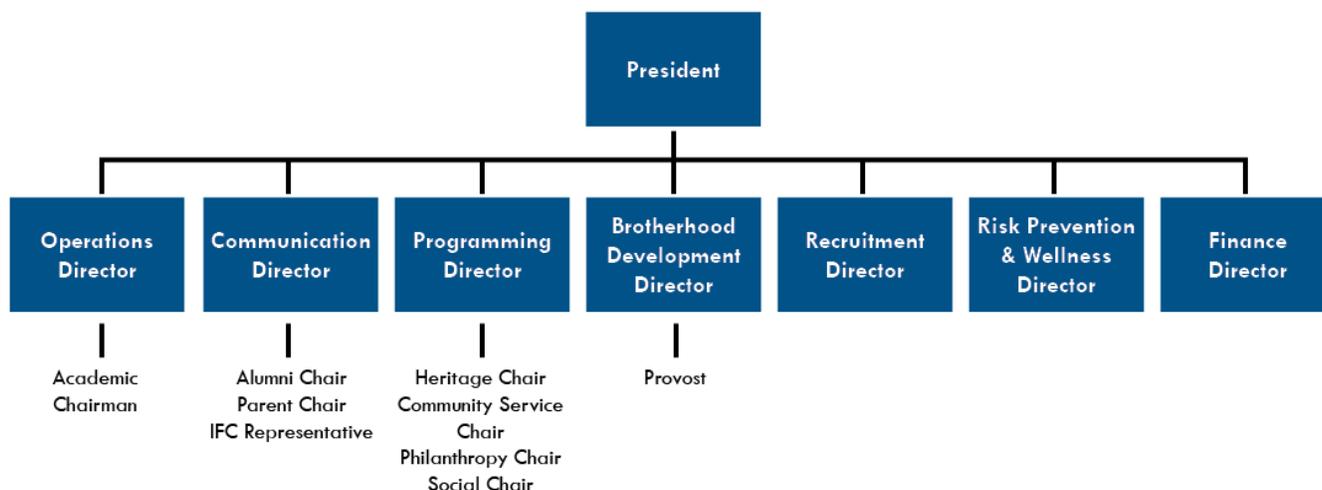


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Zeta Beta Tau Chapter/Colony Officer Structure



In the above model, blue positions are those positions which are elected by the chapter/colony directly. Once the Executive Board is elected, the additional positions underneath some of the officers are appointed and approved by the elected Executive Board. In this model, each Executive Board officer under the President is expected to have a functioning committee which can assist them with their responsibilities and they have the flexibility to create additional roles within their area as they see fit. *For example, the Recruitment Director should have a committee to assist with recruitment, but he may also choose to have Recruitment Captains to further assist in his role.*

President

The Chapter President serves as the chair of the Executive Board and manages the day-to-day operations of the chapter in between official chapter meetings. He will oversee all chapter meetings and is expected to be proficient with parliamentary procedure. He shall serve as an ex-officio member of all chapter committees. He shall oversee the operations of all Executive Board officers. He shall appoint committee chairs and other positions within the chapter with the approval of the Executive Board. He shall serve as the primary liaison to the local community, school administration, Greek community, International Headquarters and all other appropriate audiences. He shall lead the rituals of the Fraternity. He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

Operations Director

The Operations Director serves as the chair of the Operations Committee. He is tasked with the oversight of internal management of the chapter/colony's operations. He should manage the current rosters of the chapter/colony and ensure all information is up-to-date with the International Headquarters. He should lead an annual review of the chapter/colony's governing documents. He should manage a master calendar to be shared from time-to-time with the brothers. He is in charge of completing the annual Standards of Excellence application and should recruit brothers to assist him as necessary in completing this task. He shall serve as the liaison to the Standards Board and report to the Executive Board their actions. He shall serve as parliamentarian for chapter/colony meetings and will record discussions which take place at

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meetings and distribute these to brothers in a timely fashion. He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

Communication Director

The Communication Director serves as the chair of the Communication Committee. He is tasked with the oversight of all external communication of the chapter/colony. He manages all technology and social media the chapter/colony may choose to employ. He is also responsible for creating and distributing at least once a semester a newsletter to be sent to a variety of audiences. He approves all electronic and printed materials for the chapter/colony and works directly with the President to keep lines of communication open between the chapter/colony and their stakeholders. Should an individual not be selected as the IFC representative, the Communication Director shall serve in this role if he is able. The Communication Director is responsible for ensuring all forms necessary to be turned into the International Headquarters are done so on time and complete. He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

Programming Director

The Programming Director serves as the chair of the Programming Committee. He is tasked with the oversight of all chapter/colony events and programs. He manages the event logistics, communication of information for each event to brothers and recruitment of event volunteers if they are needed. He manages the partnerships which are to be developed between the chapter/colony and any other organization on campus and works with the campus administration to ensure all forms and policies are followed. He manages the chairman on his committee to ensure the success of all programs and events. He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

Brotherhood Development Director

The Brotherhood Development Director serves as the chair of the Brotherhood Development Committee. He is tasked with the oversight of all education and development of the brothers. He is responsible for utilizing *THE JOURNEY* with all brothers and should provide opportunities for education throughout the academic year. He manages in-person and online education. He works with the Provost to ensure new initiate education is completed and that they transition smoothly into *THE JOURNEY*. He is to plan all Initiation Rituals and ritual education and should plan brotherhood programs. He shall assist the President and the Standards Director in the running of the Semi-Annual Brotherhood Review Vote (SBRV). He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

Recruitment Director

The Recruitment Director shall serve as the chair of the Recruitment Committee. He is tasked with the oversight of the chapter/colony's recruitment efforts. He shall manage the cultivation of a names list and plan and execute any participation in formal recruitment periods as defined by the campus community. He should work to create standards of recruitment which are to be used when identifying strong candidates for the chapter. He shall manage the logistics of recruitment events and plan an annual recruitment seminar to hone the skills of brothers in the chapter/colony. He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

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Risk Prevention and Wellness Director

The Risk Prevention and Wellness Director shall serve as the chair of the Risk Prevention and Wellness Committee. He is tasked with developing, managing and enforcing procedures to reduce risk for the chapter/colony and its brothers. He is tasked with bringing in outside speakers to train brothers on areas of risk management and harm reduction as well as overall health and wellness. He oversees the completion of GreekLifeEDU by new brothers and serves as the primary contact for programs such as Safe Smart Dating and the Alcohol Skills Training Program. He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

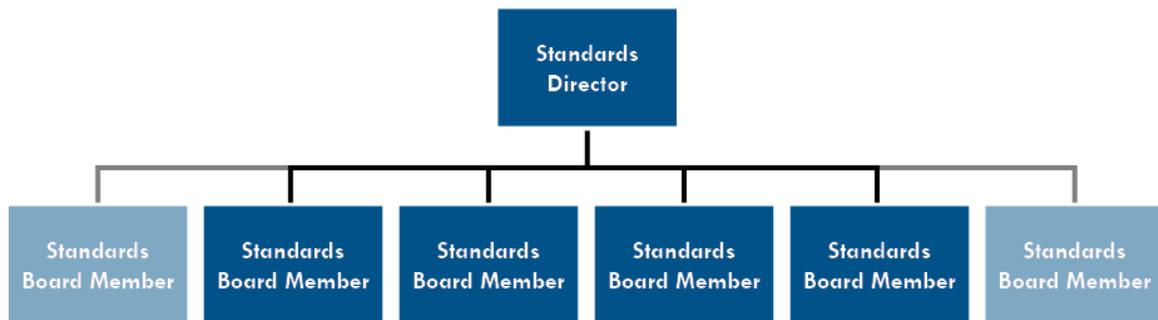
Finance Director

The Finance Director is the chair of the Finance Committee. He is tasked with the oversight and management of the chapter/colony's budget and funds. He shall work with the other Directors to receive budgetary requests, discuss their merits and create a budget. He shall work to ensure expenditures are within the budget, report to the Executive Board the status of the budget at least biweekly, file necessary tax documents on behalf of the chapter, manage the collection of dues and fees and make on-time payments of all bills and invoices incurred by the chapter. He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

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The Standards Board serves as a wholly separate entity from the Executive Board. The Standards Director and the other members of the Standards Board are elected by the chapter/colony as a whole. A brother may not serve on both the Standards Board and the Executive Board at the same time. Minimally, the Standards Board should comprise 5 members, the Standards Director and 4 members each representing a class of the Fraternity (freshmen, sophomores, juniors and seniors). As the chapter/colony grows, they may choose to add up to 2 additional members to the board who may represent any class of the Fraternity.



Standards Director

The Standards Director shall serve as the chair of the Standards Board. He shall convene the Standards Board at any time a complaint or grievance is submitted to the Standards Board or at any other time the Board believes they have the responsibility to hold a brother accountable for his actions. He shall lead discussions on issues at hand, charge the board to determine responsibility of violations and create plans to address issues and challenge and grow brothers. The Standards Director shall share the Standards Boards decisions with the Operations Director or he may attend Executive Board meetings directly to report when necessary. He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

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Implementation Timeline

Knowing that change will not happen overnight, the below timeline for implementation of this change is being proposed. It is the hope that the gradual change will allow the Fraternity staff to provide ample education and resource creation to share with undergraduate chapters and colonies the benefit of a unified model.

Year 1 (August 2016 – July 2017)

In year 1 of implementation, the Fraternity staff will administratively change to reflect the change in officer structure. This means that all instances in which a chapter or colony would see officer structures in relation to the Fraternity, they would see the new language. If they are updating officers in our database they would see the new officers. Attendance at programs would provide new officer titles on nametags. Wording for our traveling staff and any other staff members would reflect the change. In the first year we would also create new officer manuals and resources that would assist in the education and transition. We will provide example wording which can be inserted into chapter/colony governing documents to outline the new roles and responsibilities of officers and to provide recommendations for the election and appointment processes. We would begin to hold webinars and at international programs will begin to offer educational sessions on the change and how it is of benefit for the brotherhood. In year 1 it is important to note that it is not required to make the change to the new model, although early adoption will certainly be recommended.

Year 2 (August 2017 – July 2018)

In year 2 of implementation, the Fraternity Staff will take stronger steps to urge adoption of the unified structure. We will begin to offer “certification” programs for officers to help prepare them for the roles they will take on once elected. We will email transition materials with the new wording of the roles and responsibilities when updates are made within the database to officers. Adoption of the unified structure will become an expectation of the Standards of Excellence process and chapters/colonies which choose to not follow the structure and do not have it in their governing documents will not score points for chapter/colony operations. In year 2 it is important again to note that the unified structure is still not required, but communication will be shared throughout this year that beginning in August of 2019, the structure is required. Staff will work with all chapters and colonies to ensure that by that time all groups are ready to adopt the model.

Year 3 (August 2019 – July 2020)

In year 3 of implementation, the Fraternity Staff will track chapters which have chosen not to adopt the unified structure and share this information with the Supreme Council. The Supreme Council will have the ability to determine how they would like to hold chapters to the unified structure. The Fraternity Staff will continue to run educational programs and online materials which support the unified structure. By year 3 all materials distributed to chapters and colonies and all interactions with undergraduates will be consistent with the unified structure. By year 3 it is the hope of the staff to be able to highlight chapters and colonies who are utilizing the structure well and share best practices among the various officers through officer tracks at regional programs or other international events.