

Zeta Beta Tau

A Brotherhood of Kappa Nu, Phi Alpha, Phi Epsilon Pi, Phi Sigma Delta, Zeta Beta Tau

Undergraduate Supreme Councilor Job Description

Below are the stated expectations for all Undergraduate Councilors. Failure to meet the expectations agreed upon below may result in your removal as an Undergraduate Councilor.

Undergraduate Councilors will:

- Attend all meetings of the Supreme Council.** The Summer 2017 meeting will be held in conjunction with the 2017 International Convention and will require attendance from Wednesday, July 19 to Sunday, July 23 in Indianapolis, Indiana. Subsequent meeting dates have not yet been set, but meetings are typically held in April, July and November. Undergraduate Councilors will be notified several months in advance. All travel, lodging and meal expenses are covered by the International Fraternity while at the Council meetings. It is important to realize that attendance at these meetings must take priority over any events held at your local chapter or colony that may conflict such as formals, date functions, etc.
- Serve as a liaison to a group of chapters and colonies assigned by the Executive Director or his designee.** Undergraduate Councilors are expected to initiate communication with the leadership of their assigned groups at least once per month. Monthly communication should come in the form of email or telephone. Method will vary depending upon the chapter. These assignments will be made periodically based on needs of chapters and colonies.
- Serve on at least two international committees or working groups.** One must be the expansion committee and the other will be a committee chosen by the Undergraduate Councilor.
- Provide at least 15 expansion leads throughout each academic year** to the fraternity staff of students who may be interested in starting a chapter of ZBT on a campus that currently does not have an active chapter or colony. Multiple leads from the same school qualify.
- Participate in monthly group calls with the Executive Director** or his designee to formally discuss progress made with assigned chapters and colonies.
- Dedicate to mobilize brothers of your chapter** to assist the Fraternity in carrying out the goals of the strategic plan.
- Assist the International Fraternity in being sure our records are kept updated** with officer names, cumulative GPAs, philanthropy dollars raised and other areas as needed.
- Serve as an official representative** of Zeta Beta Tau at nearby college fairs or other events if the schedule of the Undergraduate Councilor permits.
- Join Zeta Beta Tau Foundation staff on visits with possible donors** if the schedule of the Undergraduate Councilor permits.
- Join the Founders Society** of the Zeta Beta Tau Foundation and encourage other brothers from their chapter to support the work of the Zeta Beta Tau Foundation. To join the Founders Society, brothers must donate at least \$1 per every year the Fraternity has been in existence. This amount is \$119 in 2017 and it increases by \$1 per year every year.