

# 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 Supreme Councilors. Failure to meet the expectations agreed upon below may result in your removal as an Undergraduate Supreme Councilor.

To complete [the application](#), you must sign that you agree to complete and abide by the duties outlined below.

Undergraduate Supreme Councilors will:

- ❑ **Attend all meetings of the Supreme Council.** In a typical year, three meetings are held in person and one is virtual. It is important to realize that attendance at these meetings is your priority over any events at your local chapter or prospective chapter such as formals, social functions, etc. The first required meeting is in Summer 2023 in conjunction with 2023 International Convention; please note that your role at the event will be as a Councilor and not as an undergraduate delegate. Refer to your appointment letter for all meeting dates for the 2023-2024 academic year. All travel, lodging and meal expenses are covered by the International Fraternity while at Council meetings.
- ❑ **Serve as a liaison to a group of chapters and prospective chapters assigned by the Chief Executive Officer or his/her designee.** Undergraduate Supreme 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 prospective chapters.
- ❑ **Serve on at least two international committees or working groups.** One must be the Expansion Committee and one will be a committee chosen by the Undergraduate Supreme Councilor.
- ❑ **Strongly encouraged to provide expansion leads throughout each academic year** to the fraternity staff with contact information of students who may be interested in starting a chapter of ZBT on a campus that currently does not have an active chapter.
- ❑ **Participate in monthly group calls with the Chief Executive Officer** or his/her designee to formally discuss progress made with assigned chapters and prospective chapters.
- ❑ **Dedicate to mobilize brothers of your chapter** to assist the Fraternity in carrying out the goals of the strategic plan or projects.
- ❑ **Serve as an official representative** of Zeta Beta Tau at nearby college fairs or other events, if the schedule of the Undergraduate Supreme Councilor permits.
- ❑ **Join Zeta Beta Tau Foundation staff on visits with possible donors**, if the schedule of the Undergraduate Supreme 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 \$125 in 2023 and it increases by \$1 per year every year.

For questions, contact Chief Executive Officer Libby Anderson at [zbt@zbtnational.org](mailto:zbt@zbtnational.org).