

## Basic Duties

- Logistics
  - BroCal (GroupME or GMail)
    - Create and update events
    - Give NIBS NLS access when crossed
  - Chapter
    - Book Chapter rooms (you will need permissions on orgsync)
    - Take chapter attendance
    - Create chapter minutes
    - Take minutes during chapter
- Communication
  - Facebook - Secondary
    - Make post from Emory SigRho account promoting events
    - Probate posts, pictures from events, etc.
    - Upload pictures to Emory SigRho account
  - Groupme
    - In charge of announcements on Important and be active on ATL
    - Creates the new groupme's when the kids cross (Don't forget to save the pictures and dump them into Drive)
  - ListServ
    - Send out emails for Weekly chapters with time, location, dress and minutes
    - Make sure NIBs get LS and NLS accounts
  - Website
    - emorysigrho.org
    - ID: [sith@sigmabetarho.com](mailto:sith@sigmabetarho.com) / PW: Qurbani1996
- Nationals
  - Create and submit Beginning of Semester Report
  - Create and submit End of Semester Report
    - PER's (Post Event Reports) have been created to in order to place some of this work on VPs. It is the VPO's responsibility to make sure the other VP's submit their PER's

The VPO may not be responsible for the Rush Committee during his tenure; however, the responsibilities include but are not limited to:

- Establishing meeting times and locations for the committee each week. In the instance that any individual of the committee is unable to attend, said individual is responsible for reading the minutes to remain up to date.
- Prior to the beginning of rush, the VPO must ensure that each committee member is aware of his responsibilities as the deadline approaches.
- As soon as possible, rooms and event spaces should be reserved long before the beginning of each semester. This responsibility may be placed on another

committee member but the VPO must ensure that reservations are made in a timely manner.

- A budget must be drafted and submitted for approval during the semester prior to the beginning of rush. The draft should look over the budget prior to submission to the executive board.
- Contact with other organizations should be made months in advance, preferably the semester before, to establish any possible mixer events for rush.
- Events should be planned during the middle of the semester prior to rush. For Fall Rush, this can be done during the summer but it should be noted that many individuals are busy and it is difficult to get in contact with other organizations. Some common events are as follows:
  - Fall Rush
    - Water balloon fight with a sorority on campus.
    - Football/frisbee/basketball on the green space or courts that are available.
    - Game night with a sorority
    - Hangout at the house
    - Philanthropy
    - House party
    - Informational/Q&A
  - Spring Rush
    - Viewing of BCS Championship
    - Football/frisbee/basketball on the green space or courts that are available.
    - Game night with a sorority
    - Hangout at the house
    - House party
    - Philanthropy
    - Informational/Q&A
  - These events are not the only one's that should be hosted. Any other ideas should be posed and determined if feasible.
- During the time of rush, the VPO is responsible for overseeing that all events proceed as smoothly as possible. All logistical oversight falls on the VPO during this time. By this time, the schedule should have been finalized, flyering schedule established, and **informational presentation updated**.

If the current VPO does not hold oversight of the Rush Committee, then it is his obligation to add his responsibilities to this manual for future VPO's. Any changes in responsibilities should be noted and added to this manual so that it remains up-to-date for future generations.

The following is a list of previous VPO's and their tenure in office. This is meant as a reference for whom to contact for future guidance:

- Vatsal Patel (Fall 2012 – Spring 2013)

- Shakeel Huda (Fall 2013)
- Brian Chu (Spring 2014 – Fall 2014)
- Taufiq Dhanani (Spring 15 - Vacated)
- Sachin Kanetkar (Fall 15)
- Sai Gundapalli (Spring 16 - Vacated)
- Jihad Iqbal (Fall 16)
- Austin Kim (Fall 14 - Fall 16)
- Daniel Craighead (Fall 16 - Spring 17)