

Entry (ID 1939)

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Position

Grand Vice President for Collegiates

Section 1: Job Description

Duties

1. Have general supervision of all LKS collegiate programs and coordinate all workshops, conferences and other programming specific to collegiate members
2. Serve as coordinator of the Region Supervisors
3. Conduct Region Supervisor training sessions (at least once per biennium)
4. Facilitate communication to/from the Fraternity and Grand Council and Region Supervisors

Responsibilities

Responsibilities

1. Communicate frequently with the Region Supervisors
2. Communicate with collegiate chapters
3. Lead the collegiate conference at Convention
4. Develop and maintain guidelines and procedures for membership orientation, visitations, chapter formation or reactivation
5. Ensure that scoring is done for Collegiate Chapter of the Year and other collegiate awards
6. Serve as editor of LinKS
7. Preside at GC meetings in the absence of both the Grand President and Grand Vice President for Alumni

Section 2: Progress To Date Activities Specific to Job Description

Duties

1. Have general supervision of all LKS collegiate programs and coordinate all workshops, conferences and other programming specific to collegiate members
- 2nd Leadership Summit scheduled for August 5th 2023 (12-6pm EST for 100+ collegiate

chapter leaders)

- Coordinated 3rd year of Monthly PepTaLKS led by Region Supervisors/myself/Erin (8 total
- Sept about Bylaws/SMART goals, October about Fundraisers, November about Leadership (Part1), December about preparing for a Region Supervisor Visit, January about Leadership (Part 2), February about Recruitment/Orientation, March about Chapter Awards/Annual Report, Chapter of the Year, April about officer transitions and what to expect at Convention.)
- 2. Serve as coordinator of the Region Supervisors
 - Meet with Region Supervisors about every 4 weeks for a group meeting
 - Review all monthly Region reports and 1:1 reports and provided feedback PRN
 - Respond in a timely fashion to questions/requests from Region Supervisors and from chapter members/officers
- 3. Conduct Region Supervisor training sessions (at least once per biennium)
 - Conducted after Convention and prior to Leadership Summit
- 4. Facilitate communication to/from the Fraternity and Grand Council and Region Supervisors
 - All appropriate information from GC is brought to RS during monthly meetings or from RS to GC meetings as needed

Responsibilities

1. Communicate frequently with the Region Supervisors
 - Meet with Region Supervisors about every 4-6 weeks for a group meeting
2. Communicate with collegiate chapters
 - Have had frequent meetings with chapters officers and individuals to work through different issues, challenges, and assist with chapter planning as needed
 - GroupMe for Presidents
 - All Chapter Leaders email communication now includes advisors as well
3. Lead the collegiate conference at Convention
 - Led collegiate conference during 2022 Convention and planned for collegiate conference for 2023 Convention
4. Develop and maintain guidelines and procedures for membership orientation, visitations, chapter formation or reactivation
 - Edits made for member manual and ritual book
 - Creation and updates of the resource portal and documents (continues to grow/develop)
 - Updates to Chapter Responsibilities Document
 - Working with Erin to make edits/updates to website
 - Created document of all active schools of pharmacy for
5. Ensure that scoring is done for Collegiate Chapter of the Year and other collegiate awards
 - Completed on time with the help of Region Supervisors for the Chapter Achievement Awards
 - Returning of the "Efficiency Cup" for timeliness of submissions for 2023 as well as recognition of chapters who submitted all PepTaLKS quizzes and those with the highest scores
6. Serve as editor of LinkS
 - two editions of LinkS published Winter 2022/2023 and Spring 2023
7. Preside at GC meetings in the absence of both the Grand President and Grand Vice

President for Alumni
- N/A

Section 3: Plan and Timeline by the End of the Biennium

- Leadership Summit planned for August 5th 12-6pm EST
- Continue PepTaLKS for 2023-2024 school year
- Continue to meet with chapters with challenges/struggling with recruitment or other issues PRN
- Introduce virtual Ritual Books and NEW Regalia (Finally!)
- Working with GVPA for Advisor Handbook and Annual Advisor Orientation as well as Chapter in Good Standing Document

Section 4: Action Items for Deliberation and Potential Vote

None at this time.

Comments/Notes

Entry Details

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