



PHI DELTA THETA

Become the greatest version of yourself

PROVINCE PRESIDENT POSITION DESCRIPTION

REPORTS TO: General Council

The president of each province shall serve as the representative of the fraternity and provide oversight in their respective area. Through a collaborative effort with the general headquarters staff, it is his duty to help provide a strategic course for all chapters, advisory boards, house corporations, and alumni clubs within the province boundaries and to promptly notify the General Headquarters of any matters which may require immediate attention. The Province President shall strive to fulfill the following objectives:

OBJECTIVES

1. Serve as ambassador for Phi Delta Theta by promoting, supporting and communicating initiatives, programs, and policies of the General Fraternity through in-person meetings and remote contact.
2. Aid in the recruitment of volunteers within the province and monitor their educational progress as they work towards certification.
3. Provide strategic guidance to chapters, chapter advisory boards, house corporations, and alumni clubs within the province.
4. Address disciplinary issues in a prompt manner, notifying General Headquarters of all disciplinary action.
5. Assist the General Headquarters Staff in benchmarking and follow up with the chapters in his province that are enrolled in the Recruitment Coaching Program.
6. Assist the Director of Expansion by prospecting campuses and cultivating relationships with the campuses located within his province.
7. Attend required Fraternity functions and participate in educational opportunities as a Fraternity volunteer.
8. Help identify potential donors for the Phi Delta Theta Foundation.
9. Recognizing the importance of Fraternity volunteers financially supporting the Phi Delta Theta Foundation, each General Officer is expected to contribute within his appropriate level of capacity.

PERFORMANCE GOALS

1. Meet and cultivate relationships with all of the Chapter Advisory Boards, Alumni Clubs, and House Corporations in his province through visitations at least once an academic year.
2. Host a conference call or virtual meeting for all volunteers in province at least twice a year.
3. Work in conjunction with the regional leadership consultant to ensure that each chapter has an active Chapter Advisory Board of no less than five members who regularly attend chapter and executive committee meetings. The Chapter Advisory Board will assist the chapter in the areas of finances, Phikeia education, recruitment, scholarship, and risk management.
4. Confer with the chapter advisory board chairman on a regular basis to:
 - a. Review chapter progress in key operational areas
 - b. Review strategic
 - c. Monitor the CABs regular attendance at chapter and executive committee meetings
 - d. Ensure online training certification is up-to-date
5. Visit each chapter at least once a year, preferably twice a year, meeting with various undergraduate, alumni, and university leaders while on site and to promptly submit a report within 30 days to the General Headquarters for each visit.
6. Visit and cooperate with alumni clubs and ensure each club is engaged with a local undergraduate chapter when possible.
7. Attend the General Officers Conference and General Convention.
8. Stay up-to-date with Fraternity matters through electronic communication and education, i.e., Palladian Window, General Officers Bulletin, Scroll Extra, Facebook, etc.
9. Perform self-assessment and review with General Council Liaison.
10. Address such other things as called for by *The Code*, or that the General Council may request.
11. The Province President is to work with the General Headquarters Staff to ensure that the chapters in his province meet the Minimum Standards and Expectations Policy, or to provide a plan to meet those standards.

PROVINCE PRESIDENT PERFORMANCE EVALUATIONS

The following items will be used to measure each Province President on an annual basis and will be reviewed by the General Council at the fall retreat meeting.

1. Province President self-assessment which evaluates:
 - a. Active collaboration with the regional leadership consultant
 - b. Interaction with chapter and constituents
 - c. Interaction with alumni clubs
 - d. Disciplinary Situations
 - e. Understanding and Awareness of Fraternity programming and messaging
2. Number of reports and vouchers submitted representing in-person visits
3. Number of tracked conference calls or virtual meetings
4. Attendance at Fraternity conferences
5. Number of chapter advisory board members
6. Completed online education for CAB members in province
7. Number of Chapter Awards received in province
8. Chapter and General Headquarters feedback
9. Other specialized training programs, conferences, specialized communication, programs developed for the province
10. Evaluations from Chapter Advisory Boards, undergraduate officers and House Corporations.