

PROJECT DIRECTOR FOR COLLEGIATE EXPANSION

The Grand Vice President for Collegiate Affairs (GVPCA) shall recognize when the rate of expansion and/or request to charter a new or inactive collegiate chapter is consuming more time than allows for effective management of expansion in addition to the day-to-day duties of the collegiate affairs office. The GVPCA should promptly address the issue with the Executive Council (EC) to ask for their support in recruiting candidates for Project Director for Collegiate Expansion.

Qualifications:

Qualifications to serve as Project Director for Collegiate Expansion include membership as a Brother in good standing within the Fraternity. It is highly recommended that the individual be effective with time management and that accepting this position would not interfere with personal or professional obligations. Candidates should be knowledgeable in collegiate chapter operations. It is preferable for the candidate to be familiar with chapter chartering or have made commitment to become fluent in the process.

Candidates for the position must submit a written application for Director to the Executive Director and GVPCA for the EC's review.

Appointment/Term:

The Project Director for Collegiate Expansion will be appointed by the Grand President according to the Fraternity's Constitution. The appointment shall last either one year or until the term of the current EC is complete at which time it will be the decision of the current/new EC to appoint/re-appoint Project Director for Collegiate Expansion. Appointment will be considered and made only if there is a recognized need for assistance and not merely to fill the position.

Duties/Expectations:

The Project Director for Collegiate Expansion shall be/become an expert in collegiate Chapter Chartering/Reactivation. The Project Director collaborates with the GVPCA to complete the steps of the chartering process. Some assigned tasks may include:

- Collecting information about the pharmacy school/college (Important Note: All initial interviews and discussion with interested parties will be yielded to the GVPCA)
- Helping to recruit Advisor(s) and Colony Coordinator(s)
- Regularly Communicating with Colony Coordinators as to the progress of the Colony Chapter
- Conducting Follow-up interviews with newly chartered/re-chartered chapters and directing them to the proper resources to meet their needs
- Assisting the GVPCA on visits to pharmacy schools/colleges to present our organization to students and faculty should funds be approved for their travel to the event by the EC
- Assisting at Activations/Reactivations should funds be approved for their travel to the event by the EC

The Project Director for Collegiate Expansion shall not make decisions on whether or not to move forward in pursuing a new interest, but rather, promptly documenting and reporting all found information and ideas to the GVPCA for collaborative decision. It is the expectation that the GVPCA communicate with the Project Director no

less than once monthly. Project Director for Collegiate Expansion requires a volunteer time commitment of four to ten hours per month.

Reimbursement:

The largest expense foreseen by this office would be telephone billing cost. They might also accrue printing costs and other advertisement expenses when working to set up a colony. They will submit reimbursement forms according to policy within 60 days of the expenditure.