



COLLEGIATE ADVISORY COUNCIL (CAC) Position Description

Membership:

The Council will consist of eight members serving a two-year term with new members recommended to the National Board by the current members of the Collegiate Advisory Council from those who apply by March 31st annually. Only members in good standing whose class standing will be considered as sophomore, junior, or senior at the beginning of their term are eligible to apply. Preference will be given to those who will be collegiate members throughout their entire term. Members will be selected to serve as Collegiate Advisory Council officers under the titles of Chairman, Vice Chairman, Regional Representative or At-Large Representative.

Officers:

The Council will elect the Vice Chairman at each annual Collegiate Advisory Council orientation.

The Chairman:

The Chairman's position will be the previous year's Vice Chairman. At the Vice Chairman's inability to serve, the role will be voted on by the Council with first precedence given to second-year members. The Chairman shall be responsible for the following:

- a. Conduct regular scheduled meetings in consultation with Home Office staff member
- b. Serve as a liaison to the AGR Home Office and National Board to report on progress of the Council and its activities
- c. Ensure other officers are performing their duties
- d. Track progress of all major projects for the Council
- e. Other duties as assigned

The Vice Chairman:

The Vice Chairman will be elected among the newest Council members annually and, without any unforeseen circumstances, shall assume the role of Chairman upon their second year as a member. They shall be responsible for:

- a. Taking accurate minutes of each meeting
- b. Set an agenda for all Collegiate Advisory Council meetings in consultation with the Chairman
- c. Report on specific sub-committee progress (if any)
- d. Serve as a Regional Representative, if applicable
- e. Other duties as assigned

Regional Representatives:

Regional Representative will be expected to perform the following duties:

- a. Communicate regularly with assigned region as shown on the enclosed map with precedence given to members from the same region, including, but not limited to:
 - Fraternity updates and deadlines
 - Scholarship deadlines
 - Event attendance expectations
- b. Act as liaison between the undergraduate chapters and the Collegiate Advisory Council
- c. Other duties as assigned

Members at Large:

Precedence for this position will be given to second-year members and will be responsible for the following:

- a. Serve as a Regional Representative should another member be unable to serve
- b. Actively work on any major projects the Council is responsible for
- c. Other duties as assigned

Meetings:

The Council will hold virtual monthly meetings to review all business items. Regional Representatives may be called upon by The Grand President and/or Chief Executive Officer to discuss chapters in their respective region and should communicate accordingly. Based on availability The Council will select two members to attend National Board meetings as ex-officio members to share input and perspectives. Members will be expected to attend at least one National Board meeting during their two-year term.

Event Attendance/Assistance:

- National Convention/Leadership Conference
 - Event Attendance expected of all members
 - Event Assistance as needed
- Top Leaders Institute
 - Event Attendance as needed
 - Event Assistance as needed and desired
- Leadership Seminar/Recruitment School
 - Event Attendance as needed
 - Event Assistance as needed

Other Duties:

Collegiate Advisory Council members will be given assignments and will report their progress and conclusions to the National Board of Directors on an ongoing basis and through their representatives. Members may also serve on ad-hoc committees as requested.