

# Greek President Letter of Agreement



\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Chapter

\_\_\_\_\_  
Appointment Effective Date

\_\_\_\_\_  
ID Number

**FY SO JR SR 5SR**  
\_\_\_\_\_  
Class

\_\_\_\_\_  
Appointment Termination Date

Monmouth College  
700 East Broadway Avenue  
Monmouth, Illinois 61462  
Telephone: 309-457-2308  
Fax: 309-457-2363

This letter confirms the agreement of \_\_\_\_\_ to responsibilities related to their appointment as President. The agreement begins on the effective date, beginning either on the date of their installation by their chapter, or with training prior to the arrival of all students on campus, whichever is earlier. The appointment ends after the Greek facility closing on Commencement day or on the date they relinquish their office. Acceptance of this agreement places various responsibilities and limitations upon you. Please read the following carefully before signing the agreement.

## Qualifications

- The President is duly elected and installed by his chapter under the rules of his chapter and fraternity.
- Note: This agreement does not interfere with fraternity board structure, nor does it conflict with fraternity or chapter rules, regulations, or obligations.

## Reporting Structure

The President reports to the Assistant Director of Greek Life, Leadership, and Involvement, who reports to the Assistant Dean of Students. The President must also conform to the reporting requirements of his chapter and Fraternity.

## Responsibilities

- **Serve as the individual ultimately responsible for the conduct of his chapter and its members, and be the primary representative of his chapter.**
- Abide by and conform to the rules, regulations, and expectations of his chapter and fraternity, and enforce these rules, regulations, and expectations with the members of his chapter.
- Empower and support the House Manager by validating his actions and informing other chapter members of his responsibilities.
- Timely completion and return of all paperwork and reporting requested by the Assistant Director of Greek Life and/or the Office of Student Affairs.
- Coordination with the Assistant Director of Greek Life, Leadership, and Involvement, the Executive Board and the general membership the opening and closing of the housing unit.
- The President is **required to stay until all members of his living unit have checked-out according to procedure**, all paperwork has been completed (Inventory forms, Emergency cards, key tags, billing) and the house cleaned to the satisfaction of the Office of Student Affairs.
- Assist the House Manager in coordinating the opening and closing of the house for all breaks (Thanksgiving, Christmas and Spring Break).
- Maintenance of a safe environment conducive to the educational mission of the College.
- Attend meetings, training, and in-services as directed by the Assistant Director of Greek Life, Leadership, and Involvement.
- Educate and enforce college rules and regulations and act as a liaison between the chapter and the College administration and the Office of Greek Life, Involvement, and Service.
- Work with fraternity leadership and the Interfraternity Council as well as students to develop effective communication.
- Serve as part of an on-call duty rotation with other Presidents and House Managers. An officer will be on duty on each night.
- Inform the Assistant Director of Greek Life, Leadership, and Involvement about students, their attitudes, values, and needs, so that communication amongst various constituents can be improved.

- Be a liaison between the general membership of the fraternities, the Fraternity Executive Board, the Assistant Director of Greek Life, Leadership, and Involvement, and other officers of the College.
- Assist in maintaining an atmosphere that fosters self-discipline. Work with fraternity members to help students confront each other, enforce rules and regulations and understand community expectations (no drinking in lounges or outside). Work closely with internal judicial/standards board and communicate all problems to the Assistant Director of Greek Life, Leadership, and Involvement. Refer more severe disciplinary problems directly to the Assistant Director of Greek Life, Leadership, and Involvement, and the Office of Student Affairs. Document incidents on an Incident Report Form. The Office of Student Affairs will handle all disciplinary problems.
- Assist students in achieving high maturity levels through counseling and programming.
- Assume the responsibilities of the House Manager when he is absent, or in the event of the position of House Manager is vacant.
- Any other reasonable duties as assigned.

## Compensation

The President will receive a double/single room in the Fraternity Complex at no additional charge for the period in which he holds office.

- You **will not be charged** for a double/single during your term of office only (a value of **\$800.00 per year**).
- You will be required to have a roommate or pay for a double/single room *immediately following* the end of your term of office. For this purpose, his term of office will end when the **new officer informs the Office of Student Affairs that he has taken over**. It is the responsibility of the chapter to coordinate this transition.
- If you choose *not* to take a roommate *immediately following* your term of office you will be charged \$400 or the appropriate pro-rated amount for a double/single.
- In the event there is already an "odd man out" situation in your chapter resulting in another member not being charged for a double/single, you will be required to consolidate with that member or will be charged for a double/single room.
- Eligibility for a double/single room at no additional charge is not transferable to another chapter member.
- **In the event that space is needed the College reserves the right to revoke this contract and assign a roommate.**

## Liability

The President is liable for damages and necessary replacement of all College property in assigned to his possession, such as keys or the duty radio.

## Absence or Vacancy

In the absence of the President, or if the office of President is vacant, the next ranking officer of the chapter assumes all Presidential responsibilities and duties with relation to the College. It is the duty of the President to inform the chapter's ranking officers of this expectation upon signing this agreement.

Understanding these requirements, expectations and responsibilities of the office of President, I hereby accept this agreement with Monmouth College. This letter of agreement supersedes and replaces any previous agreement or contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date