



Alpha Phi Alpha Fraternity, Inc. | 2017-2018 Western Region Collegiate Leadership Team Catalogue

Assistant Executive Director

- Report to the Regional Assistant Vice President
- Helps to implement initiatives and resolutions for college chapters that have been approved by the Western Region Vice President and Assistant Vice President and the Executive Committees.
- Assist with keeping minutes of conferences, meetings and conference calls between college brothers
- Distribute correspondence approved by Assistant Vice President through college chapters
- Maintain accurate directory of active and inactive college brothers in region
- Sends out meeting notifications for the College Board
- Update and maintain Western Region Master/College Chapter schedule
- Main point of contact for request from Regional Executive Director.
- Provide support to the College Board, Assistant district directors, and college chapter presidents and their respected chapters as directed by the Regional Assistant Vice President
- Lead and manage special projects as directed by the regional Assistant Vice President

Special Assistant to the Vice

- Perform ad-hoc task assignments for the Assistant Vice President

Assistant Sargent-at-Arms

- Assist Regional Sargent-at-arms and reports to both Regional Sargent-at-arms and the Assistant Vice President
- Oversees rules and regulations established by the Rules and Credentials Committee.
- Establishes whether a quorum has been met within all regional business sessions

Assistant CIO and Web Development

- Assist Western Region Chief Technology Officer and Webmaster
- Support College Chapters by helping provide flyers for events
- Create flyers and media advertisements for regional events

Assistant District Director

- Each assistant district director is an extension of the Regional Assistant Vice President
- Assist District Director and reports to both District Director and Assistant Vice President
- Ensures all chapters in his respective district comply with the Fraternity's Risk Management Policy, membership application process, Chapter IMDP certification/training and a complete college chapter directory
- Assist District Director with managing the administrative and financial activities of his region in accordance with the Constitution and By-laws of the Fraternity
- Help host annual district conference within 3 months prior to the regional convention
- Submit quarterly report to the Assistant Executive Director
- May be appointed by the Regional Assistant Vice President to represent him at an external organization event in their district