

*Congratulations
on your election as*

**VICE PRESIDENT –
PROFESSIONAL ACTIVITIES**

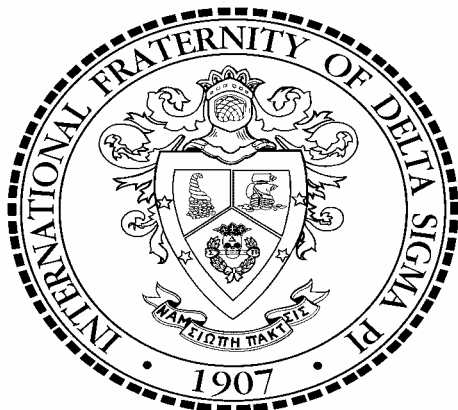
This is your

**PACKET FOR
NEW OFFICERS**

What's inside?

Everything you need to know for your position. We want to assist you towards *full understanding and completion* of your position responsibilities:

- *Duties of the Vice President-Professional Activities (VPPA)*
- *Suggested Goals*
- *Activity Ideas*
- *CEI Reporting*
- *Helpful Links*



Any questions?

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Duties of the Vice President-Professional Activities (VPPA)

(from Policy and Procedures Manual section B, policy 15)

- To oversee the development and implementation of the chapter's professional program.
- To ensure that the chapter is educated on risk management issues.
- To promote LEAD and other National Fraternity educational programs and encourage attendance by chapter members.
- To coordinate chapter professional activities with the Provincial Professional Development Committee.
- To chair the chapter's Professional Development Committee, should the chapter choose to have such committee.

Suggested Goals

- Solicit the chapter's ideas and feedback in order to be flexible in meeting the needs of the entire chapter.
- Present the chapter a written proposal of professional activities each term for discussion and approval by chapter members so everyone is involved in the planning process.
- Report all professional activities for recognition in CEI section VIII.
- Be creative and add new and exciting dimensions to the professional program.
- Work with members of the professional committee formed by your chapter in order to maintain a philosophy of the professional program.

Activity Ideas

Speakers

Personal contacts from chapter members, local alumni, dean of the business school, professors, the university president, political representatives and candidates, "big name" speakers (such as a CEO), lawyers, judges, and FBI agents, a broker, an insurance agent, bank presidents, or fashion consultants

Tours

Stock exchange, hotel/restaurant corporate offices, TV/radio/newspaper offices and production facilities, accounting firms, distribution centers, an advertising agency, bank, mall corporate offices, the Delta Sigma Pi Central Office, manufacturing facilities, bottling companies, funeral homes, a power plant, or airport corporate offices

Videos/Presentations

Interviewing tips, effective communication skills, handling stress, resume writing, dressing for success, business etiquette, leadership techniques, corporate documentary, Delta Sigma Pi Leadership Foundation PowerPoint Presentation

Special Events

A "Business Week," a debate, a career fair, panel discussions, a business conference, seminars/workshops

Risk Management Events

"Fire Safety" Video, "Alcohol 101" CD-ROM, Campus Police speaker about drugs on campus, local police display a breathalyzer or the "drunk goggles" and how they work, Director of Student Life to speak about hazing statutes in your state or sexual harassment, an attorney speaking on criminal and liability in chapter matters.

CEI Reporting

The Vice President for Professional Activities is responsible for a portion of both Section VII and VIII in the CEI Guide. You should coordinate with the Vice President - Chapter Operations to determine when items should be turned in for submission on the national Fraternity website.

Section VII Chapter Strategic Plan: Professional Activities Portion

You need to develop the Professional Activities portion of the Chapter Strategic Plan that is to be given to the VPCO. The VPCO is responsible for submitting the Chapter Strategic Plan December 15th or sooner if the chapter activities are scheduled for January 1st through June 30th and June 15th or sooner if the activities occur between July 1st and December 31st.

The Professional Activities portion is to include at least four activities with the tentative month, day, and location. The topic, speaker/business name, and a general description of the activities will also need to be provided in the description field.

Section VIII Professional Activities Reporting

An activity report of each professional event needs to be submitted online by the 15th day of the month following the month of the event. For example, all August events must be reported by September 15th.

The activity report will need to include the date of the event, location of the activity, activity topic/title, audience, number of collegiate members and guests in attendance, and a description of the activity

In order to receive full points at least 8 approved Professional Activities must be submitted over the course of the year.

Helpful Links

- Professional Activities Manual- <http://www.dspnet.org/site/pdf/manuals/Professional.pdf>
- CEI Forms (Activity Reports)- http://www.dspnet.org/site/chapter_resource/membership.asp
- Jewelry & Merchandise- <http://www.dspnet.org/site/marketplace.asp>
- Risk Management- http://www.dspnet.org/site/pdf/policy/Policy_Procedure.pdf