**Purpose**

To define the role and responsibilities of the Grand Council Deputy

Approved: March 2018

**Qualifications**

* Grand Council Deputies (GCD) and Co-Grand Council Deputies (Co-GCD) must be a Brother of Kappa Psi.
* At least a single individual, GCD or Co-GCD, should be a faculty member of the university or college of a member chapter. If not, a faculty advisor must be appointed by the college, school, or university.
* The GCD/Co-GCD are elected annually as part of chapter officer elections.
* University or college recognition must be documented by submission of the annual GCD/Faculty Advisors Verification Form to the Central Office and GCD Committee Chairperson(s).

**Responsibilities**

The Grand Council Deputy is the personal representative of the Grand Regent and shall be the advisory and supervising Officer of the Chapter. The Grand Council Deputy is a member of the Chapter Executive Committee. The Grand Council Deputy shall provide guidance and oversight regarding Fraternity policies to all Brothers and the Chapter. The Grand Council Deputy shall advise and counsel the Chapter Officers on administrative and other pertinent matters, to ensure meetings are held at designated times, and to ensure the successful continuity of the Chapter.

The Chapter Co-Grand Council Deputy shall not be an officer or member of the Executive Committee of the Chapter, except when acting for the Grand Council Deputy during the latter’s absence or inability. The Co-Grand Council Deputy shall assist the Grand Council Deputy in the discharge of duties of that Office.

**Duties**

* Be familiar with the policies, procedures, constitution and by-laws, publications, and rituals of the Fraternity.
* Be familiar with the policies and local ordinances of the Chapter.
* Be familiar with pertinent university and college policies.
* Be familiar with parliamentary procedure.
* Identify and address any risk management issues that may arise in the planning or execution of any Chapter event.
* Ensure that the Chapter is carrying out all provisions of the Constitution and By-Laws of the Fraternity and Ordinances of the Chapter.
* Ensure proper conduction of the work of the Ritual.
* Ensure proper function of officers and committees of the Chapter.
* Be familiar with Chapter financial accounts and outstanding debts of the chapter.
* Verify that Chapter records are being preserved and properly kept.
* Procure information from the Central Office and other appropriate parties or resources to ensure that the chapter is in good standing by completing necessary forms and fulfilling chapter responsibilities in an appropriate and timely fashion as required by policy, the constitution and by-laws, and mandate from the International Executive Committee.
* Provide education on Fraternity policies and other items as deemed appropriate by the Grand Regent and the International Executive Committee.
* Conduct visitations and/or consultations, at least once per month during the academic year, with the Chapter and/or the Executive Committee of the Chapter.
* Conduct investigations and make reports concerning the Chapter as may be directed by the Grand Regent.