

# President (GP)

Congratulations on your election to the position of president. It is an honor to be selected as the president, but with this honor comes great responsibility. You will be the member looked to for leadership by the other brothers. You will also be the one complemented for your chapter's successes and blamed for its problems. You will find that the challenges and responsibility of the presidency are many and varied.

## **Position**

The president is the leader of the chapter; as such, he shall preside over all meetings of the chapter and shall enforce the laws and rules of the Fraternity. He shall have intimate knowledge of the Ritual, Constitution and Bylaws of the Fraternity, and should strive to impart such knowledge to his chapter. As the chief officer of the chapter, he provides leadership, motivation and inspiration to the membership.

The office of president places you in a position to guide the attitude and future of the chapter. The president is held responsible for every collegiate activity or event associated with the Phi Kappa Psi name. It is very important that the president openly communicates a vision and works with chapter constituents (chapter members, other fraternities, sororities, university officials and Headquarters) to ensure that the chapter is on the road to success.

## **Duties**

- Preside over—and run efficiently—all chapter meetings.
- Be proficient with parliamentary procedure as outlined in Robert's Rules of Order.
- Serve as ex officio member of all chapter committees.
- Work closely with the vice president to be informed of the current performance of each elected and appointed officer within the chapter.
- Appoint all committee chairmen.
- Coordinate the development of written Officer Reports and permanent officer files.
- Lead and encourage the participation in the proper and consistent performance of the Ritual each week.
- Maintain relations with, and serve as liaison to, the local community, school administration, Greek community, National Headquarters, alumni, parents, Chapter Advisory Committee and House Corporation.
- Submit all required documentation (reports, accreditation, etc.) promptly to Headquarters.
- Lead the chapter by setting a positive example through everyday interaction.
- Monitor the overall morale of the chapter and work with the appropriate officers to rectify any problems.

## Chapter Operations

As president you will be expected to know everything that is going on within your chapter. In addition, you will be held responsible for the actions of the members of your chapter and for the group as a whole. It is impossible—and downright crazy—for one man to attempt to take on the operations of an entire chapter himself. A good president must work closely with the vice president to ensure officers are doing their jobs. Together the president and vice president need to establish both long and short term goals for the chapter and meet one-on-one at least every week. Open communication is the key to successful internal operations. As president you cannot afford to be uninformed of what the officers are doing, but as a college student you cannot viably be involved in every committee meeting, planning session, or decision. This is why delegation and efficient meetings are vital to any chapter. Just remember: you can delegate authority but not responsibility.

### Chapter Meetings: Effective, Efficient, & Productive

Chapter meetings are the primary method of conducting official business of the Fraternity. Within the context of a general meeting, the brotherhood has the opportunity to vote on proposals from committees, appoint representatives to official Fraternity events and discharge any other business brought before the chapter that cannot be sent to committee. As president, you are the chairman of all chapter meetings, regular and special. It is your duty to ensure that they run smoothly and that all business is promptly taken care of in an efficient and proper manner.

- Prepare an agenda. Meetings run most efficiently when an agenda is prepared beforehand and followed by all involved. The president should work with the Vice president to compile the agenda. The agenda encompasses three vital components of fraternity business: (1) committee and officer reports, (2) unfinished business and (3) new business.
  - Reports are not motions for action on items, but rather brief summaries on the work of an officer or committee. If a committee has developed a plan or event requiring action by the whole chapter, it should be brought up in new business.
  - Unfinished business, often mistakenly called “old business” is items deferred from a previous meeting that still require action by the whole chapter. The committee or individual responsible for moving the item in the previous meeting is also responsible for ensuring that the item is on the agenda to be resolved. Common unfinished business includes amendments to bylaws and votes to hand out bids.
  - New business is any new items moved for action by a committee or individual at the present meeting.
- Utilize your committees. Refer all items and suggestions made by individual members to the appropriate committee if possible. This keeps the meeting from being overwhelmed by endless discussion on often vague and open topics. Committees are the work horses of any

chapter—use them to refine ideas and present viable action plans to the chapter for approval rather than having the entire chapter debate what to do for hours.

- Delegate. Your authority as president is widely determined by how well you delegate tasks to committees and officers. Make sure that you are not overwhelming yourself by taking on too many responsibilities that can be handled better by another officer or committee. Your job is to facilitate chapter operations, not single-handedly perform them. If you clearly and succinctly delegate tasks to individuals, they will understand the authority and importance of what they are doing and thus perform more efficiently.
- Enforce parliamentary procedure and Fraternity rules. Many officers and chapter members become frustrated and impatient with Robert's Rules of Order and chapter bylaws. If they are sufficiently understood and utilized, however, they help make chapter meetings much more efficient, effective and productive. Familiarize yourself with parliamentary procedure and both the Fraternity Constitution and your own chapter bylaws. Ensure that meetings are fair and democratic and that motions and their consequences are clear, concise and enforceable. Nothing bogs down chapter meetings like vague motions, endless debate and confusing results.

### Assess the Leadership Skills of Your Administration

As president, you must realize that officers will have varying degrees of the skills necessary to succeed in their jobs. Assess the comfort level and authority each officer has with his position. Will he use his own initiative, but keep you informed? Will he first recommend, and then act once he has the approval of the chapter? Will he ask what to do or will he wait to be told? Identify the strengths of each officer so you work with him on the most effective level.

### Educate Your Officers and Chairmen

Encourage your officers and chairmen to attend IFC, university and Fraternity leadership workshops. Enabling your officers to take charge of their positions and encouraging them to take initiative to get projects completed will place fewer demands on you and build a stronger chapter. Being president is not doing everyone else's job. Help them to be creative, innovative and responsible for their own duties. Some valuable resources and events provided to chapters through Headquarters and the National Fraternity are:

- Woodrow Wilson Leadership School
- President's Leadership Academy
- Grand Arch Council
- American Leadership Academy—Cabo Leadership Experience
- Undergraduate Inter-fraternity Institute (UIFI)
- Futures Quest

## Recognize Your Chapter's Leadership

Support your officers in their duties, whether they succeed or not. Maintaining high morale in your administration is key to achieving the goals you have developed. Show your ability to be a strong leader by praising your officers during meetings and individual discussions. Recognize those members who have gone above and beyond their duty in contributing toward the success of your chapter, regardless of their position within the Fraternity.

## The Chain of Command for a Chapter

The leadership hierarchy in every chapter is president (GP), vice president (VGP), corresponding secretary (AG) and recording secretary (BG). Should these four officers be unable to perform their duties for whatever reasons, the sergeant-at-arms (Phu) should hold elections to select a president pro tempore. The treasurer (P) is not part of the chain of command because he controls the chapter's treasury. When in doubt about the proper procedure governing official meetings, the correct order of observance is the Constitution and Bylaws of the Phi Kappa Psi Fraternity, the chapter bylaws and finally Robert's Rules of Order.

## Become Familiar with the Governing Documents

Since the Phi Kappa Psi Constitution was written by undergraduates and people who understand Greek life, many answers to key problems are addressed in its pages. Review the directives on membership, officer duties, voting, etc. Also make sure your chapter bylaws are up-to-date, in accordance with any superseding documents and on file with Headquarters. Do not hesitate to contact Headquarters if you have any concerns about the Constitution.

## Ritual Performance

The Ritual and Creed establish the foundation of our Fraternity. The contents of these two documents separate us from every other college fraternity. Performing ceremonies with the seriousness and respect they deserve can establish the necessary bond in a chapter needed to achieve the many goals it has established. The president should review the Ritual, Creed and Pledge Ceremony and ensure that he is prepared to lead the chapter in these ceremonies. Memorizing important portions can contribute tremendously to the impression members have of a president's ability to lead chapter meetings. In addition, the president ought to be familiar with the Reflections on the Ritual, written by Kent Christopher Owen, and encourage the members of his chapter to study both the Ritual itself and the Reflections. Knowledge of both will ensure that your chapter has an excellent understanding of Phi Kappa Psi.

## Chapter Liaison

In addition to overseeing chapter operations and chairing chapter meetings, the president serves as the public face of the chapter to alumni, university officials, parents, students and the campus

President

community. You should keep in mind at all times that the eyes of all those involved are on you, so you must conduct yourself as the model Phi Psi.

### Develop Rapport with Chapter Advisors

You should schedule regular meetings with the Chapter Advisor and House Corporation president to review chapter goals and progress. Your alumni advisors can be a tremendous asset. They offer continuity to the chapter, having worked with a number of chapter leaders, and have a great deal of experience with the chapter's undertakings and projects. Encourage them to become involved in your chapter. Make sure that your vice president and alumni chairman are also developing strong relationships with the advisors and House Corporation members. Attend House Corporation meetings and alumni functions to familiarize yourself with how they are run and who the key players are.

### University Administration

Some of the chapter's most vital relationships are with the administration of your institution. They can provide you with leadership resources, risk management programming and professional advice and assistance for everything from housing issues to career skills. Maintaining a healthy rapport with these individuals will benefit your chapter immensely, and so you should always take care to treat them with respect and dress and act in an appropriately professional manner when meeting with them.

- Greek Advisor. This individual often has a lot of responsibility and very limited staff and resources with which to conduct it, so a positive relationship with this member of the administration will do wonders for your chapter. Many Greek Advisors are young and were Greek themselves in college and so are willing to work with you in a one-on-one setting if you put the time and effort in to meeting their schedules. They can be invaluable in helping you to improve your chapter's scholarship, risk management and alumni relations. Try to set up a regular weekly or bi-weekly meeting to discuss the progress of your chapter.
- Director of Residence Life. For those chapters that do not own their housing and live in a residence hall or university-owned chapter house, building a strong relationship with the Office of Residence Life is extremely important. A professional working relationship with Residence Life and proper care and respect for university-owned housing can go a long way toward the university's outlook on your chapter.
- Dean of Students/Vice-president of Student Affairs. This administrator sits relatively high on the institutional hierarchy and usually has direct access to the president of the university. Thus, a positive relationship with the vice president will improve relations with the top levels of the administration and help strengthen your chapter's image as a brotherhood of respectable gentlemen.

- President. Although many university presidents do not have the time to interact with students on a daily basis (though many would like to), it would be worth your time to set up an appointment with the president of your institution, perhaps once a semester if possible. A casual—yet professional—talk with the president would help you to get an idea of his views on fraternity life at the institution, help you improve your chapter in his sight, and establish a foothold of respect for your chapter with the highest ranking member of the administration.

## Greek Community

Do not be apathetic to the relationships between the different chapters at your institution. As president, you are in a prime position to develop strong and beneficial partnerships with the sororities and fraternities that share Greek life with you. Make sure that your chapter is sending representation to IFC and that they represent Phi Kappa Psi in a respectful manner. Your representative's attitudes will ultimately reflect on your presidency, so take an interest in the business conducted at IFC meetings and make sure your chapter is being adequately represented. Failure to foster relationships within IFC and with the sororities could result in your chapter becoming isolated, and a large amount of the respect your chapter has on campus is directly related to how willing it is to set aside differences and work with other Greeks to better the Greek system.



# Vice President (VGP)

Congratulations on being elected to the office of vice president. As the title of the office implies, you are second only to the president in terms of the hierarchy of chapter operations. You will discover, however, that your office has just as much responsibility—if not more—than the president. As chairman of the Governing Committee, you will find that the office has boundless possibilities and the potential to drastically affect the chapter. It requires patience, innovation, and energy not demanded of many other positions within the Fraternity, and the ability to work with the many members of your chapter—with their varying personalities—to forge a cohesive unit that will work together to benefit the chapter.

## POSITION

The vice president facilitates the internal operations of the chapter. He must possess creative leadership—the ability to initiate new ideas and implement new programs. As chairman of the Governing Committee, he assists officers and committee chairmen in learning their duties through review of job descriptions, outgoing-incoming officer transition meetings and discussion of university and Fraternity communications. Chapter leaders need motivation and recognition; chapter members need standards and expectations of membership; the chapter needs coordination and planning in its activities. The Governing Committee provides these.

## DUTIES

- Serve as chairman of the Governing Committee.
- Advise the president in committee appointments.
- Coordinate the activities of all committees and set goals to improve committee operations.
- Act as presiding officer in the absence of the president.
- Institute a uniform written report for use by committee chairmen and officers and maintain permanent files of such.
- Utilize reports to help draft the agenda for use by the president at chapter meetings.

## THE GOVERNING COMMITTEE

The committee consists of the president, vice president (who serves as chairman) and at least three other members of the chapter appointed by the president. Your chapter bylaws may specify the number of brothers who serve on this committee.

### What does the Governing Committee do?

The Governing Committee coordinates all activities of the committees and the chapter. It serves to facilitate the internal operations of the group—a steering committee which creates an efficient chapter operation. The Governing Committee also serves to uphold the values and standards of the Fraternity and calls before it members who fail to maintain proper standing in Phi Kappa Psi, the college/university and/or the community. After investigation, it may dispense corrective action. The Governing Committee may also cite committees, chairmen and officers for failing to do their duties. Any authority not delegated to an officer or committee resides with the Governing Committee.

### Formulate Policy

Use your Governing Committee to design policy. Since the committee is small, it can create policies that address concerns in the chapter. Use it to propose action or support a resolution in a general chapter meeting. Members will pay extra attention to an item of business that has either been approved or rejected by the Governing Committee. All policies must be approved by the chapter during its regular meetings.

### Define Membership Standards and Expectations

Since the Governing Committee oversees the standing of individual members, it is important for the chapter to have a list of expectations for its members. If your chapter does not have such a code of conduct, the Governing Committee is the best place to start. Take cues from your bylaws, housing contracts, Fraternity policies and the Ritual and Creed to compose standards for chapter membership. Present these recommendations to the chapter in a double-spaced document so brothers can edit and add suggestions. Then present the final version for a vote. It can be adopted into the bylaws and posted in the chapter house. This document will provide the basis for acceptable member behavior and disciplinary actions for violating this code.

### Create Ad Hoc Committees

Since the Governing Committee has general jurisdiction, something may arise that does not fall into the responsibilities of an existing committee or officer. If the project warrants more than a quick decision, recommend the formation of an ad hoc, or temporary, committee for this single purpose.

The Governing Committee is NOT:

- A committee of committee chairmen. This would create a repeat of the chapter meeting each week.
- An Executive Committee. The chapter government was designed without an executive-type committee because the chapter meeting is the focus of decisionmaking. The democratic process takes place through committees and chapter approval. There is no committee of officers which serves to make policy or approve decisions which affect the entire chapter.
- The Grievance Committee. Governing Committee deals with standards and principles while the Grievance Committee settles differences, hears appeals for fines and examines charges and complaints. Any recommended disciplinary action should be referred to the Governing Committee.

## **COMMITTEE OVERSIGHT**

### **Goals and Continuity**

As the man directly responsible for overseeing the committee system, the vice president can ensure that committees are staying focused by helping each committee set goals. Once goals have been established by each individual committee, it is a good idea to present them to the entire chapter so that each member is on the same page as far as chapter activities are concerned. By writing out your chapter's goals you will be better able to track progress and evaluate how well chapter operations are being handled. Remember:

- SMART Goals are:
  - Specific
  - Measurable
  - Achievable
  - Realistic
  - Timely

Continuity is one of the most important aspects of the committee system. Far too often a committee will come up with a great idea, find they are not in a position to implement it, and forget to write the idea down or pass it on to the next members of the committee. Make sure your committee chairmen are recording their ideas and events, evaluating what works and what does not work, and leaving their successors an accurate and detailed record of the work of the committee. Many chapters find that a simple collection of binders—one for each committee—is enough to ensure continuity of ideas and organization. Software and internetbased programs are also making it much easier to post goals, track progress, record ideas and share information with the rest of the chapter. Spend some time researching what will work best for your chapter.

## Coordinate Committee Activities

The vice president is charged with coordinating events among committees. Meet regularly with the committee chairman to review current and future plans. Utilize the committee report forms provided by the Fraternity Headquarters to facilitate these meetings. Develop detailed plans for achieving committee goals, not just dates for specific chapter functions. Gather proposed calendars from each committee and set a master calendar for each term. Avoid over-programming activities or overlapping events. Don't let overzealous chairmen organize too many events for chapter members. Remember, study time is a priority!

## Encourage Communication

Committees do not exist in bubbles. They must work together to plan and execute events, and it is the vice president's duty to make sure that they are communicating their ideas to each other and the brotherhood clearly and precisely. In addition, the vice president should be keeping the president informed of the work done by the committees so that he is not blindsided at a chapter meeting. Effective communication results in effective action.

## Borrow

Good ideas come from many sources. Copy and distribute resources to help your chairmen. The Fraternity Headquarters, other Phi Psi chapters, other fraternities, campus sororities, the college or university office of student life, businesses and other organizations have ideas you can apply to your chapter. Borrow ideas which will help you build a better fraternity. And utilize Phi Psi's Member/Officer Resource Site at [www.phikappapsi.com](http://www.phikappapsi.com) for access to information, forms and guides.



# Corresponding Secretary (AG)

## POSITION

The corresponding secretary is the principal correspondent with all parties outside of the chapter's current membership. The Fraternity Headquarters, chapter alumni, college/university officials and community members are a few of the many "publics" with whom the corresponding secretary must communicate. The corresponding secretary's professionalism, consistency, sincerity and punctuality contribute to the perception members and nonmembers have of the chapter.

## DUTIES

- Within one week of taking office, update all officers, advisors and contact information on Phi Psi Connect.
- Receives chapter mailings and distributes materials to appropriate officers and members—it is imperative that information meant for certain officers reaches them!
- Reports all initiates, new members and transfers to the Headquarters prior to the pledge or initiation ceremonies. Initiates, new members and transfers can be reported via the Phi Psi Connect website.
- Writes the chapter newsletter for *The Shield*, the Fraternity's official publication. The due dates of these newsletters are located on your chapter Dues and Premiums document. This document is sent to your chapter at the beginning of each school year. Subsequent e-mails reminders will be sent from the Director of Communications
- Corresponds with campus fraternities and sororities, often sending congratulatory cards on founding dates or to new officers
- Coordinates completion of the semi-annual report and awards applications issued by the Fraternity or campus Greek Life Office
- Is an integral member of the Alumni Relations Committee and the Public Relations Committee. The corresponding should coordinate newsletters, announcements and the alumni calendar with the Advisory Committee
- Files proper credential forms for the Grand Arch Council and District Council delegates

Corresponding Secretary

## IDEAS

Reporting New Members and Initiates

When each new member has accepted their bid, it is the duty of the corresponding secretary to report the new members to Phi Kappa Psi Headquarters. This is done by logging onto Phi Psi Connect and inputting the information for all of your new members. This is a feature that can only be accessed by the corresponding secretary and the president. Once the AG has reported all of the new members, they will receive an e-mail with a link to officially register with our website. This link is unique to each individual, and it must be followed in order to officially be registered in our database.

### The Shield and the Corresponding Secretary

Writing an interesting article for The Shield is a task requiring planning and forethought. Recognize your audience (primarily alumni) and identify their interests. Include engaging information on campus events, administration and faculty changes, Greek system news and updates on prominent alumni. List all new members and their hometowns. Always try to write more than just a brief chapter status update.

### Phone Lists/Text Service

Compiling a membership roster, mailing list, phone list and/or e-mail list or group is an important part of maintaining internal communications. Every chapter should have a list of every member's cell phone number, as well as have an e-mail list serve for the chapter. This will allow you to be able to contact anyone and everyone if need be. For a more immediate means of notification, you may look into a mass text messaging service. If you need to gather everyone quickly or send out an emergency message, this may be the best way.

Corresponding Secretary



# Recording Secretary (BG)

## POSITION

The recording secretary is responsible for keeping an accurate account of the chapter's business. He documents the chapter meetings and business decisions, provides clear descriptions of pending issues and paints a portrait of the brothers by noting their contributions in the official records of the chapter.

## DUTIES

- Records the minutes of the chapter meetings
- Posts the minutes for review between each meeting
- Enters the minutes in the official minute book
- Calls the roll at the beginning and end of each chapter meeting
- Is the custodian of the chapter seal
- Submits the minutes of past meetings for approval to the chapter

## IDEAS

### Taking Minutes/Roll Call

In order to take sufficient minutes to be transferred to the official minute book, the recording secretary may consider using a laptop. It is faster and much more reliable than writing the minutes on notebook paper. You will have clean legible minutes from every meeting. This will also allow you to keep back-up copies in case you misplace your official minute book. This makes it very easy to e-mail out the minutes to all the brothers each week. You can also attach the minutes to your website for your alumni to read. You can also use an excel sheet to take roll which is also another plus to having the laptop. Remember that you still have an official minute book that the minutes must be transcribed in, but this is an efficient way to take notes during your chapter meetings.

Recording Secretary

### Your Style as Recording Secretary

The writing style you choose as recording secretary should communicate the authority of the office and your personality. Minutes are more interesting and more often read if they are somewhat lively and thoroughly descriptive. Short outlines of key topics do not constitute

minutes. Always date the minutes and record the hour and minute of the meeting's start and adjournment. Example:

Chapter Meeting October 27, 2009

The meeting of the Midwest Alpha Chapter of the Phi Kappa Psi Fraternity began at 6:32 p.m. with the traditional opening ceremony of our proud Brotherhood.

In attendance for all or part of the meeting were: Andecker, Allen, Bruin, Campbell, Cranier, Geary, Johns, Johnson, Lawrence, Liebl, Mala, Olsen, O'Shaunessy, Pierce, Saba, Taylor, Takala, Weant, Wilson and Wollmer.

Chaplain Geary offered an excerpt from "The Cat in the Hat," directed to the seniors, to the delight of the assembled brothers.

Reports of the officers and chairmen were brief and to the point with recommendations for discussing policies during new business.

VGP Johns reported on the development of a recycling policy and guest policy by the governing committee.

SG Lawrence posted the Homecoming photographs in the hallway and will take orders and payment.

Alumni Relations Chairman Wollmer is meeting with members of the house corporation to review the newsletter content. Mail date is November 14. He also inquired as to the date and outline for the Winter Ball, so this information could be published in the newsletter. President Taylor deferred this inquiry to the social committee and asked for a report at the next chapter meeting.

And so on . . .

Recording Secretary



# Treasurer (P)

## Position

The treasurer is the chief financial officer of the chapter and handles all financial affairs that affect the chapter. The funds of a chapter are handled very similarly to that of a business and all affairs must handle in a prompt, professional manner. The treasurer is also responsible for collecting dues and cutting checks for chapter expenses. Financial health and stability are fundamental to the success of the chapter because all fraternal activity revolves around the financial resources. Therefore, the treasurer is one of the most important positions and will maintain the financial stability of the chapter.

### Duties

- Analyze chapter finances to assess chapter financial position
- Review financial statements
- Maintain financial records and statements
- Bill members for fees and dues
- Manage accounts receivables and collect delinquent accounts
- Disburse chapter funds according to the budget plan.
- Monitor all officers' budgets
- Report at chapter meetings on financial condition of the chapter
- Meet monthly with the chapter finance chairman to review finances
- Ex-officio member of the Finance Committee.
- Keeps a full set of accounts and keeps accurate records of all financial transactions.
- Files the annual budget
- Presents the chapter ledger books to a CPA for a yearly audit.
- Promptly prepare and deliver all funds for pledge and initiation fees to the corresponding secretary for forwarding to the Fraternity Headquarters before the ceremonies.
- Promptly informs the Alumni Corporation regarding taxes billable to the chapter.
- Works with the Finance Committee to distribute and collect dues and rent promptly and make sure all outstanding chapter debts are paid.

  

- Prepare annual budgets with the finance committee in coordination with the executive committee
- Prepare reports for the executive committee, membership, alumni board, and Headquarters

## Ideas

### Train an Assistant Treasurer

The transition between incoming and outgoing treasurers should be smooth. Too often, an incoming treasurer enters his new position with little or no idea of the specific responsibilities of his office and no knowledge regarding the chapter's finances. Avoid this confusion by training an assistant treasurer. The current treasurer should work closely with this individual, teaching him the "ins and outs" of the position and preparing him to assume the office.

### Bill Regularly

Give invoices as often as weekly, if necessary. The chapter may be competing with credit card companies, local department stores, the school and others for payment. Keep a strong professional presence through frequent billings.

### Establish a Chapter Merchant Number

Several chapters have set up merchant numbers with a local bank which allows chapter members or their parents to pay membership dues with a major credit card. Contact your local bank for more information on establishing a merchant number.

### Computerize the Chapter's Finances

Many chapters have found financial computer software to be a valuable asset. Several reasonably priced financial software packages are available and can be used for financial planning and record keeping.

### Create an Account with an Online Financial Group

Online financial groups such as Omega Financial specialize in the on-time billing and collection of fraternity and sorority dues and rent. These programs are for chapter Treasurers that have a particularly difficult time collecting dues from members. These programs offer online accounts and provide notices to chapters and parents when payments are due to assure on time payments and a collection rate in the mid-90 percentile. Although the programs do cost money, it virtually pays for itself and assures payments from members in a timely manner.

### Work With the Finance Committee

One of the responsibilities of the Finance Committee involves reviewing committee budgets and collecting late payments from chapter members. Make use of the Finance Committee! Collecting dues can be a stressful job and you shouldn't try to do it alone.

### Work With an Alumnus Financial Advisor

A local alumnus with experience in financial matters can be an exceptionally valuable asset. A knowledgeable alumnus can offer you assistance in creating the chapter's budget and dealing with the local bank. Don't overlook one of your chapter's most valuable assets!

### **Additional Information**

#### Fines and Fees on Account Balances

The Bylaws of the Fraternity require fines and fees to be levied when a chapter's account is past due. Fines are assessed at 1% of the balance every 30 days, except for pledge and initiation fees which are assessed a late fee of 10% for every 30 days past the date of the pledge or initiation ceremony. You may prevent late fees on your general account balance (less pledge and initiation fees) by paying toward the balance. It is not necessary that the entire amount be paid to prevent late fees.

#### Pledge and Initiation Fees

At the 69th Grand Arch Council in Scottsdale, the Bylaws of the Fraternity were changed to require payment of all pledge and initiation fees to the Fraternity BEFORE holding the Formal Pledging Ceremony or the Induction Ceremony. This is a change that can have great impact on the chapter and for which you must take personal responsibility to oversee. Collect the fees from each new pledge or induction candidate before the ceremony and forward those fees, along with the membership information from the corresponding secretary, to the Fraternity Headquarters. These fees do not belong to the chapter and may not be used for any purpose other than immediate forwarding to the Fraternity Headquarters. It is the fiduciary duty of the treasurer to ensure that these moneys go directly to the Fraternity. Use of these funds for any other purpose is both a violation of the Fraternity's Bylaws and a breach of the treasurer's duty. In some states, such a breach is a violation of the law and may be prosecuted. If you have any questions regarding this change, contact the Fraternity Headquarters.

#### Taxes and EIN

Beginning with the 2007 tax year, the IRS made code changes that directly affected fraternity chapters and housing corporations. These changes make it necessary to file all a 990, 990-EZ or a 990-N (e-postcard) every fiscal year. The form your chapter fills out depends solely on the gross receipts of the group for that tax year.

There are several resources available online, the first being the IRS website, [www.irs.gov](http://www.irs.gov).

## Things You Will Need to File

- Does your group have a EIN (Employee Identification Number)?
  - If not you will need to submit the SS-4. The IRS will then supply you with an EIN and a determination letter.
  - If you are not sure if your group has a number or what the number might be, contact the Fraternity HQ, as we have many of these on file
- Is your organization listed as a subordinate organization under your parent organization? (Phi Kappa Psi Fraternity for chapters and Canonsburg Corporation for Housing Corporations)
  - If no, you need to fax, mail, or email a copy of your group IRD determination letter to the fraternity, and we can add it to our lists.
  - If you are not sure, contact the Fraternity HQ, and we can check
- When is the end of the fiscal year and when do I file?
  - Generally your tax year can be found in the following documents
    - ③ Your by-laws
    - ③ Your application for federal tax-exempt status (Form 1023 or Form 1024) or the determination letter you received approving your tax-exempt status
    - ③ The application, Form SS-4, your organization filed to get its employer identification number
    - ③ A copy of a prior year return, Form 990 or 990-EZ, that you filed with the IRS

If you have any questions regarding chapter finances contact the Fraternity Headquarters and we will be happy to help you through the process.



# Chaplain (Hi)

## Position

The chaplain is the spiritual and moral influence of the chapter. He not only attempts to motivate individual members with inspirational words, but also has a role in maintaining strong morale among the membership. The chaplain should exemplify the character of a Phi Psi as outlined in the Ritual and should strive to lead his chapter in an upright manner.

## Duties

- Offers brief words of inspiration at the beginning of each meeting. He may read a passage from the Ritual, The Centennial History of Phi Kappa Psi, Reflections on the Ritual, or a favorite quote or literary passage. There are a multitude of ideas and quotes which are applicable to the challenges facing a chapter and can offer the motivation necessary to overcome them.
- The chaplain may offer a prayer before meals and often offers the invocation at banquets or official functions.
- As a motivator, the chaplain should recognize the “Brother of the Week” at a weekly dinner or meeting. Recognition should be extended to all chapter members who have displayed outstanding leadership or service on behalf of the chapter.

## Ideas

### Promoting an Understanding of The Ritual

The chaplain should assume responsibility for leading discussions of Phi Psi’s Ritual. Each member of the chapter should understand how the Ritual and the Creed impact the daily lives of Phi Psi’s members. He should work with the president to instill a sense of sincerity and respect for the Ritual in the chapter membership.

### Holding Brotherhood Development Meetings

Some chapters have “Fireside Chats” coordinated by the chaplain. Sitting in a semicircle, each member is allowed to state a concern he has for the chapter as a gavel is passed one direction and to state something positive about the chapter as the gavel returns around

Chaplain

the room. These meetings allow the entire chapter to review positive and negative developments over the past four weeks. Positive recognition and constructive criticism are offered as a means to strengthen the bonds of brotherhood and ensure the chapter is pursuing and achieving its goals.

### Retreats

Hosting semester retreats is a perfect method of reviewing the chapter's direction and goals. The chaplain should prepare the agenda for the retreat. Again, his role should be concerned with motivation.

### Spiritual Leadership

The chaplain may wish to post famous quotations that inspire the membership to excel in their individual pursuits. Memorizing his role in the Initiation Ceremony is an integral way to convey the seriousness of Phi Psi's Ritual.

### Provide Resources

Inform the chapter on services and resources that are offered at your school. This could include campus counseling, suicide hotline, Alcoholics Anonymous, health clinics and speakers or programs that are coming up. You should also make yourself available as a resource if any brother needs to talk in private about a problem they are dealing with.

### Brother of the Week

Make this award something fun, not just a small recognition at the beginning of chapter. Many chapters have plaques which they display in the chapter room. Others present certificates and gift cards to their members. Another example is to hand out items each time a brother receives the award. Something Ohio Delta, at The Ohio State University, used to do was hand out buckeyes every week. The brothers would collect those buckeyes in their rooms and display them proudly. New members knew that if a brother had a jar full of buckeyes that he contributed a lot to the chapter. Remember to do something fun and original that will make brothers interested in who wins each week.



Chaplain

# Messenger (Hod)

## Position

The messenger is responsible for the internal undergraduate chapter communication. Different methods will be used by each chapter but popular systems include email groups, phone trees and calendars. With email being a major resource that chapters utilize, there can often be issues. The messenger should be the primary person who sends all emails. There will be exceptions to this but brothers are more likely to read just one or two emails a week rather than a flood from various brothers. The messenger also has weekly ceremonial duties during chapter meetings.

## DUTIES

The responsibilities of the messenger are both ceremonial and practical in nature.

- Prepares the chapter meeting room prior to weekly meetings.
- Organizes regalia for meetings.
- Collects the ballots for voting.
- Coordinates undergraduate communication.

## IDEAS

### Phone Tree

In many chapters, the messenger has extended his role of messenger into the day-to-day operations of the chapter. He coordinates internal communications by making sure the members are telephoned when necessary and committee chairmen post the time and place of all appropriate meetings. Develop your own phone tree so each member has five other members to call. One member calls five members, who each call five other members, who call five more members, etc. In this way, no member has to make more than five calls and all members are informed.

Messenger

## E-mail Group

With most campuses “wired” for the Internet, creating a “group” email list can be very useful. This will save time informing brothers without having to make a lot of phone calls. You can even set up special groups for chapter officers, individual committees, advisors, etc. An email can be used for communication as long as it does not need an immediate answer. A good rule to follow is to send out emails at least 24 hours prior to when you need a response. It is reasonable to assume students are checking their emails at least once a day. Do not send out an email two hours before an event and expect everyone to have read it, for immediate results you will need to use the phone tree.

## Email System

Without a specific email system in place, chapters may run into the problem of everyone sending out emails whenever they have an issue. This can result in brothers receiving upwards of five emails a day on individual topics and becomes a problem if they are annoyed. Have brothers send all information to the messenger a few days before the information needs to be sent out. He should combine everything into one email and send it out once or twice a week. This will make it easier for brothers to plan their week by having information a few days in advance and to keep their inboxes clean.

## Mass Text Messaging

This can be helpful for quick reminders and last minute changes for events. There are different companies that offer this service. Looking over some of these on the internet will allow you to determine if this is an idea your chapter would be interested in pursuing. Consider a text tree, similar to the phone tree for a cheaper alternative.

## Calendars

Semester or quarter calendars are also important to a chapter’s success. Avoid monthly master calendars. Members often fail to prepare for activities taking place during the first week of the month when a chapter uses a monthly calendar—a 10-week-quarter calendar or 15-week-semester calendar works best. Pass out small printouts of the calendars at the beginning of the term. If your chapter has a house, display a large copy of the calendar in the main lobby for all brothers to see daily. Using an online calendar can also be very helpful as long as it is easily accessible for all brothers.

## Membership List

When compiling the telephone list, include both the initiated brothers and new members in alphabetical order. Ask each member to supply his campus address and telephone number, his major, his birth date, his home address and the names of his parents. Avoid nicknames on this



document so, if necessary, it can be shared with other parties. Date the list and keep a master copy in your files.

Messenger

# SERGEANT-AT-ARMS (Phu)

## POSITION

Although the messenger prepares the meeting room, the sergeant-at-arms has great impact on the atmosphere created for a chapter meeting of the Phi Kappa Psi Fraternity. As guard, he reminds us that only members are privileged to witness the Ritual.

## Duties

- The sergeant-at-arms enforces decorum.
- He distinguishes the meeting from all other gatherings by greeting members with the handshake and passwords of the Fraternity. This practice reminds each brother that this is a Phi Psi meeting in its age-old tradition, not a chit-chat session in the television room or a dinner conversation.
- Keeps brothers in line to ensure the meeting runs smoothly. A formal, but friendly tone can ensure a one-hour meeting and encourage each member to observe the courtesies one extends to his brothers by being brief and to the point.
- Guards the door. It is suggested that the sergeant-at-arms sits at the entrance of the room to guard the door. This allows him to answer when a guest arrives and makes sure that someone does not walk in while the ritual is happening.
- During the meeting the president may ask the sergeant-at-arms to remove a brother if they are being disruptive.

## Ideas

### Parliamentarian

If your chapter does not already have an established parliamentarian, the sergeant-at-arms is the perfect position in which to vest this duty. As the sergeant-at-arms is already in charge of maintaining order during the meeting, giving him a quick lesson in parliamentary procedure and providing him with a copy of Robert's Rules of Order can go a long way in maintaining efficiency in your meetings.

Sergeant-At-Arms

# Historian (SG)

## Position

The Historian has the primary responsibility of preserving, protecting, displaying, recovering, and expanding the chapter's historical records. The quality of his work will greatly determine much of what future chapter brothers and the national Fraternity know of the chapter's past.

## Duties

- Update Plaques and Awards
- Coordinate composites and other group photographs
- Meet with the historian you are replacing as soon as you are elected to effect a clean transition
- Set up an organized archives system if your chapter does not already have one
- Join the Phi Psi 150 Yahoo Group maintained by the Fraternity's national Historian and devoted to Phi Psi history and those Phi Psis making history.
- Familiarize yourself with the organizational structure of the two-volume Centennial History of the Phi Kappa Psi Fraternity so you can make use of it in researching your Chapter history (if chartered in the first 100 years) or other Phi Psi history, individuals and traditions, for your own information and that of your members and alumni
- Review your chapter's history as displayed on your chapter's Web site. Update it, if needed, adding as space allows photos and scanned documents. Keep both printed and digital copies as a backup in the Chapter archives, dated and containing the name(s) of the person(s) reviewing/revising. If your Chapter has not yet produced a Chapter history, begin development of one.
- Document and preserve current chapter and historian activities.
- Incorporate a Fraternity and Chapter history component to the material presented to pledges and brothers.
- Plan events and innovative programs that showcase Fraternity and chapter histories. Also identify major Chapter anniversaries coming up within the next two years and begin at least initial planning for them. See the Chapter Excellence Guide for a Phi Kappa Psi Event Planning guide that you can customize to use with individual events.
- Inventory the chapter materials in its archives and the host institution's archives, and any chapter historical materials on display in the chapter house or elsewhere.

## Historian

- Recover historical materials. Set up or continue a year-round program to solicit donations of Chapter memorabilia by Chapter alumni and families of deceased alumni. This includes items



which may have been borrowed or loaned in past years, or held for safe-keeping in past emergencies.

- Report your accomplishments as historian to Headquarters, ideally as they are completed or otherwise in a combined report with samples, etc. All submissions will be considered for sharing with other historians.

## Ideas

### Keep History Fresh

Make sure during new and continuing member education, to take the time to teach local and national history. Highlight Phi Kappa Psi's rich heritage through the use of a speakers series on campus or through "fireside chats" at the chapter.

### Document and Teach

For older chapters, especially those with housing, having the history of the house documented and taught is a great way for all brothers to integrate themselves and take pride in their local chapter.

### Work with Alumni

There is no greater link with alumni than the shared history they have with the undergraduates. No matter when they graduated, undergraduates and graduates alike share the bond of brotherhood and chapter. Preserving and presenting this shared history at alumni events is a way to make alumni feel welcome and reinforces the bond of brotherhood between undergraduates and alumni.

# Alumni Relations Committee Chairman

## **Position**

The alumni relations chairman serves as a multi-disciplinary committee chair who remains the point person for all interactions with the graduates of the chapter and of Phi Kappa Psi alumni in the area. Where other committee chairmen have specific duties in their interactions with alumni, the alumni relations chair is in charge of bringing alumni to the chapter and keeping them involved. In this way, the alumni relations chair should be in touch with his constituent, the alumni. He should also work with a member of the alumni/house corporation of the chapter to coordinate an alumni relations program and all correspondence to alumni.

## **Duties**

- Coordinates the publication of a newsletter geared towards graduates of the chapter in conjunction with the alumni/house corporation.
- Coordinates with the alumni/house corporation on invitations to specific events including, but not limited to, initiation ceremonies, dinners, Homecoming, and Founders Day
- Sets up activities geared towards alumni.
- Maintains a list of alumni who actively participate in the chapter and sends out thank-you notes to alumni who attend events with the chapter.
- Forwards updated alumni addresses to the Fraternity Headquarters.
- Works on building and maintaining a local alumni database.

When looking into increasing alumni support, ask the following questions:

- What are their interests?
- What would they like to know about the chapter?
- What can be done to bring alumni back to the chapter?
- What does the chapter need from alumni that can be promoted to potential alumni volunteers



## Ideas

### Alumni Meet and Greets

Host a semi-formal cocktail meet and greet either in the chapter house (if you have one) or somewhere nice on campus.

### Campus Tours

Much may have changed since the last time an alumnus visited campus. Offer to take your returning graduates on tours of your university and point out the changes. Take an interest in the stories they tell of when they attended school.

### Host Alumni Dinners

This is another great way to bring alumni back into the chapter. If you hold a dinner once or twice a month, alumni will know there is an open door for them.

### Send Personal Invitations and Letters of Thanks

No matter how much you advertise events, some alumni don't like "intruding" upon the chapter. Sometimes it is nice to get a personal invitation to attend an event like formal or initiation. And they are always appreciative to receive confirmation that the chapter enjoyed seeing them at an event or for their contribution. Positive reinforcement goes a long way towards encouraging repeat alumni contributions. On the flip side, not saying a quick "thank you" may well send them the message that you don't care or don't want their presence at the chapter.

### Mentoring Program

Partner undergraduates with alumni based on major or interest. Set up events to get mentors and students together. Contact the Fraternity Headquarters for resources on starting a mentoring program for your chapter.

Alumni Relations Committee Chairman



# Finance Committee Chairman

## Description

The finance committee chairman coordinates the chapter's financial oversight. He recommends budgetary ideas and suggestions to his committee and monitors their implementation. The chair shall work closely with the treasurer. The Finance Committee should be familiar with all committee work because it reviews the budgets of each and makes certain that all financial transactions are in compliance with the approved budget. The Finance Committee also provides a system of checks and balances with the treasurer. Consequently, the finance chairman cannot be one and the same as the treasurer. The treasurer should serve on the finance committee. The finance committee is responsible for compiling the annual budget and developing a plan to raise funds for its support.

## Duties

- Submit proposed budgets for the chapter to the Treasurer
- Make recommendations to the Treasurer
- Assists the Treasurer in preparing the annual budget.
- Ensures that initiation fees and pledge fees are forwarded immediately for The Manual, badge, certificate, card, etc.
- Reviews the budgets of committees and projects to verify that they are in compliance with the annual budget.
- Reviews delinquencies on the part of members (undergraduate and alumni).
- Initiates collection procedures.
- Works with alumni finance counselor and the Treasurer.
- Make regular reports to the chapter at meetings

## Ideas

### Committee Budget Review

Ask committee chairmen and officers to draft budgets for their activities. This will force leaders to get quotes from vendors, verify transportation costs, make contact with hotels and campus facilities and start laying the groundwork. Make suggestions in a comprehensive written note. Don't pick through the budget proposal, item by item, in the company of the chairman or officer who submitted it. Provide constructive suggestions and alternatives.

## Check Request Forms

Have a simple form that asks for a description of the expense, the exact amount, for whom the payment is needed and when it is due. Not unlike a purchase order, this will help the treasurer keep track of the expenses.

## Master Calendar

The finance committee should take a copy of the master calendar organized by the VGP and add anticipated expenses that were provided in the budget review process. This can identify potential cash flow problems.

## Beware of Fraud

Some vendors prey on the inexperience of fraternity chapter officers by calling on us door-to-door and taking orders or by phone solicitations. House managers and corresponding secretaries are often the victims. These sales representatives will say that the chapter “usually orders one gross of light bulbs from us,” and will solicit your order at an exorbitant price. Stationery is also suspect. Letterhead, envelopes and note cards are often promoted at two to three times its value. Develop relationships with local merchants that will be available if you have complaints. Ask other Greek groups who they buy from and trust. Some IFCs even have “approved vendor lists” to help chapters make good choices. You should also inform all members that only the treasurer and president can authorize orders. If you have been burned by shady marketers, you may want to schedule a speaker on fraud for your leaders.

## Promissory Notes

Any member who does not meet his financial obligations on time should sign a promissory note that states the amount owed to the Fraternity and the date it became past due. Any brother who is not current on his accounts should pay a penalty. A chapter is not a bank, a lending institution or a large fund that grants free scholarships to some who do not pay for the benefits.

## 85 Percent Revenue Budget

No chapter should budget more than 85 percent of its expected revenue. Bad debt and overages usually eat up 10-15 percent of the total budget so... prepare not to recover these dues from the start—and prepare not to provide benefits to those who have not paid for them.

## Dues Reductions

Do not authorize dues reductions for special members of the chapter. Seniors cost as much to house and feed as freshmen. Dollars are not the incentives of a Fraternity to assist morale.

Exceptions may include scholarship incentives or recruitment incentives award to those brothers who have exceeded expectations in academics or excelled in the recruitment process.

## Fundraising

Finance committee chairman must be responsible for planning, maintaining, monitoring, and evaluating new enhancements needed for the organization's fundraising efforts. Although the committee chairman is not solely responsible for fund raising, he must be personally involved in cultivating and initiating potential fund raising opportunities. Check online for valuable resources to start your fundraising search. Campus Fundraiser is a great place to start!

## Understand Recruitment as Revenue

Members of the finance committee must see recruitment in the big picture. More members mean more revenue. More revenue means more benefits and activities.

## Use an Account Manager

Online financial groups such as Omega Financial and others specialize in the on-time billing and collection of fraternity and sorority dues and rent. These programs are for chapter Treasurers that have a particularly difficult time collecting dues from members. These programs offer online accounts and provide notices to chapters and parents when payments are due to assure on time payments and a collection rate in the mid-90 percentile. Although the programs do cost money, it virtually pays for itself and assures payments from members in a timely manner.

## Completion of Risk Management Education Program

As outlined in the Risk Management section, the best way to guarantee a successful risk management program is the completion of this six step program, the chapter will be eligible for a 10% insurance deduction for the year.



# Fraternity Education Committee Chairman

## Position

The fraternity educator is appointed by the president and ensures that all fraternity education activities are positive, goal-oriented, safe and legal. He is charged with overseeing the events and activities within the program, ensuring the development of potential members into new members and contributing to the continued education of all chapter members. To this end, make sure the committee is comprised of members who take fraternity education seriously—the development of the character of your new members is not a joking matter.

## Duties

- Review the chapter's comprehensive Fraternity Education Program each year with the counsel of the Fraternity Education Committee.
- Schedule all speakers and presentations for the Program. This includes chapter officers, chairmen, advisors, university officials and other outside guests.
- Review—with the brotherhood and new member class—the Edict of the Executive Council on Fraternity Education, the FIPG Risk Management Policies and any other policies provided by the Fraternity, college or community.
- Administer and certify the results of each quiz within the New Member Education Program.
- Work with the Corresponding Secretary to ensure that all deadlines concerning the New Member Program as set by Headquarters are met by the chapter.

## The New Member Program

Phi Kappa Psi has adopted a standardized six-week program for new member education. Fraternity Educators should have a copy of this program and are responsible for the proper implementation of the program for each new member class. Phi Kappa Psi affirms the importance of this orientation period. We reject, however, any abusive or harassing

## Fraternity Education Committee Chairman

activity as a part of the new member education program and our policies strictly prohibit any form of hazing.

The goal of any Fraternity education program is the creation of good brothers, not good new members. How many brothers were model new members, but then did little to contribute to their chapter as initiates? Teaching skills is every bit as important as history, facts or figures; the skills taught should help new members reach their potential as students, citizens, members and gentlemen. In this way, the chapter ensures that it will have capable leadership in the future. The fraternity educator has a role in providing new members with the background and skills that will make them exceptional students, contributors to the college community and exemplary representatives of the Fraternity.

### **Constructive Programming and Educational Content**

To communicate all the information necessary to a new member effectively requires more than one voice. Tragic stories exist of Fraternity Educators who adopted the single orator approach to teaching, embarking on lengthy soliloquies and ponderous opinions of Fraternity life. The stories end in one of two ways: an entire group of chapter members who have developed phobias related to Fraternity Education, or truancy to the point where the new member class simply ceases to exist. A new member should not leave each Fraternity Education session thinking he has better things to do. Involve other chapter leaders, alumni, guest speakers and other activities to keep things interesting. Utilize the entire committee to avoid becoming overburdened.

Scheduling speakers for each area of educational content will reinforce the meaning of the information the speaker is providing. For example, the membership chairman is the logical choice for leading a discussion on recruitment. University or community officials are excellent sources of information on risk management, Fraternity and campus life and community involvement. Scheduling them to speak to your new members will lend an air of professionalism to the program.

### **Continuing Education**

Fraternity Education does not stop the minute the new members become initiates. Far too often chapters cease to provide the leadership workshops and continued education necessary to help chapter members become mature, responsible adults and leaders of their chapter. The Fraternity Educator ought to work with the Chaplain to ensure that both newly initiated members and long-time members understand the Ritual and Creed of Phi Kappa Psi and their obligations as brothers. Also be aware of the resources provided by the National Fraternity: Woodrow Wilson Leadership School, President's Leadership Academy and the Grand Arch Councils are all excellent ways to educate your membership and develop leaders. Never forget your alumni, either! They can be valuable tools for "real world" education and work or internship opportunities. Invite them back to speak to your chapter about their time with Phi Psi and how it has helped them get to where they are today.



## Grievance Committee

### Description

The Grievance Committee is an important part of chapter operations. It serves as an impartial investigator for the chapter, acting as a judicial body for the settling of differences between individual members and examining charges and complaints. As the grievance committee is not responsible for planning events or coordinating chapter activities—and its sole purpose is to be a deliberative body judging offenses against the chapter—there should be no chairman.

### Duties

- Hear appeals for fines levied by chapter officers or committees.
- Investigate behavior unbecoming of a gentleman and charges and complaints filed against members of the chapter by other members (issues such as chronic tardiness or absence from meetings, failure to observe house rules, etc).
- Determine whether any charges or complaints against a member constitute an offense against the Fraternity warranting the convening of a Judicial Committee for trial.

### Using the Grievance Committee

The Grievance Committee acts as the investigative and judicial branch of the chapter, mediating conflicts between brothers and hearing appeals for fines that may have been levied against a member by an officer or committee for any number of minor offenses against the chapter. Remember that the Grievance Committee is not the governing committee and vice versa. The Grievance Committee gathers facts and information on a conflict or charge and presents its findings to the Governing Committee, usually with a recommendation for disciplinary action. The Governing Committee, as the body that deals with standards and principles, determines any punitive measures to be taken. This way, the grievance committee and its members maintain impartiality, and the Governing Committee is relieved of any investigative work.

A good way to think of the committee is as a forensics unit presenting evidence to the governing committee, which acts as judge and jury. In most cases, members will be able to resolve their differences through simple mediation with the Grievance Committee; but

Grievance Committee

on certain occasions the offense may be enough to warrant action by the Governing Committee or chapter. The authority of the grievance committee can be found in the Bylaws of the Fraternity, Article VI, Section 10, Clause 4. For judicial trials, see the Rules of the Fraternity, Article I, Section 2, Clause 1 and Section 4 in its entirety.

Grievance Committee



# Inter-fraternity Council Representative

## Position

The chapter's representative to the Inter-fraternity Council (IFC) is the primary link to the institution's fraternity system. This position will be representing Phi Psi to people outside of your chapter almost as much as the president. There are two philosophies on the role of the IFC representative: first, that as liaison to the IFC, the IFC representative should submit every pending IFC action to the entire chapter for its approval; second, that the IFC representative is the voice to the Inter-fraternity Council and as chapter spokesman actively participates in discussions and the formation of recommendations. Most Phi Psi IFC representatives assimilate these two philosophies. Qualified Phi Psis should be encouraged to seek executive positions on the IFC.

## DUTIES

- Acts as the liaison between the chapter and the IFC.
- Pursues executive positions within the IFC.
- Encourages other qualified members to pursue IFC executive positions.
- Educates other brothers on IFC executive positions and IFC committee work and needs.
- Coordinates a schedule for new members to experience one IFC meeting. It is best if only a few Phi Psis attend any one meeting otherwise their presence can become a disturbance.
- Informs the chapter membership chairman of all information concerning campus recruitment.

Believe it or not, some members never understand what the IFC is or does. It is the responsibility of the IFC representative to better help the chapter understand the IFC and the Greek system. Informed, educated members can flourish in an environment they know well.

## IDEAS

### Recruit Alumni

IFC should have committees to recruit volunteers. Through your IFC, initiate an effort to get alumni and community leaders to help fraternities. With the campus Greek leadership spearheading volunteerism, we will have more support for our volunteers.

### Lobby Your Administration

At most campuses, Greek alumni are responsible for the vast majority of donations to the school, involvement in the alumni association, regional recruiting and admissions efforts. They also participate in important campus programs, like homecoming and class reunions. However, while Greek alumni are the most loyal alumni, the college or university may not know which of their alumni are Greek, or may not have run the “numbers” to prove the support we create.

Have your IFC coordinate an effort with all Greek groups to exchange mailing/alumni lists with the alumni office. The alumni office can update their records, help you to update yours and can take note of the Greek alumni who have been so loyal over many years. It will make it easier to record Greek gifts of time and money as a percentage of the whole and, as our contributions become clearer, the Greek system becomes more important to the institution.

### Encourage Support for the Business Community

Many IFCs join the local Chamber of Commerce to gain contacts in the community. As Greek groups are often some of the largest consumers in a campus community, it is important to have strong relationships with local merchants, banks and other businesses. An IFC can work with merchants to arrange cooperative purchases, special sales or discounts to Greeks, or as a mediator when there are problems. The goal should be to encourage good relationships and a positive image of Greeks in the business community.

### Philanthropic Events

Many IFC's have the power to make participation in events mandatory to all chapters. This is not always possible but your chapter may be able to have this done if the cause is important. IFC meetings are the best way to inform other fraternities on campus. Utilizing this resource can often make the difference between a successful event and a flop. Depending on your campus you may also want to look into working with other organizations such as WPA, NPHC or nonGreek organizations such as the Student Senate or Sports teams.

## Develop Faculty Relations

Faculty members at many schools either don't know a lot about the Greek system or have only been exposed to negative images. Many were in school in the late '60s or early '70s when Greek membership was not fashionable, so did not join. The only way to change their views is to interact with them and change their perceptions. Some IFCs take a major role to encourage and facilitate chapter/system/faculty relations.

Initiate a spring scholarship reception to honor Greek scholars. Invite faculty members to a short presentation which recognizes Greeks on the Dean's List, who have been awarded scholarships, who are participating in special academic programs, etc. and chapters who have excelled academically. Make sure Greek representatives meet and "host" faculty to ensure that they are able to get to know the students and have their questions about Greeks answered.

At one campus, Greeks spend a weekend a year doing yard work, baking or babysitting for faculty members to allow them some free time with their families or spouses. Or, consider working with the IFC to organize a faculty dinner at every chapter house, so that members and faculty can interact informally. Maybe invite faculty speakers to chapters to offer a short presentation on a pertinent current issue. All of these events show faculty they are important to you and help to correct any misperceptions faculty may have.

## Inter-fraternity Conferences

There are opportunities all over the country for IFC executive board members to improve their skills and share their premier programs with each other. These regional conferences are typically held during the second half of the academic year but check with your IFC advisors for more information. The Undergraduate Interfraternity Institute is an initiative of the North-American Interfraternity Conference and the Fraternity Executives Association that educates the leadership of campus IFCs. Sessions involve fraternity and sorority professionals, deans, Greek advisors and others with a strong commitment to the betterment of campus Greek systems. This is a summer program at which attendees live together in Greek housing to maximize the learning and leadership experience. There are Phi Psi scholarships available for undergraduates interested in attending UIFI and more information is available by contacting the Phi Kappa Psi Foundation at (317) 2753400.

# Philanthropy Committee Chairman

## **Position**

Phi Kappa Psi was founded upon the idea of “The Great Joy of Serving Others.” Every Phi Psi chapter should strive to involve itself in the surrounding community. Understanding the needs of community, regional, or national organizations is paramount to coordinating successful support for those groups.

## **Duties**

- Identifies organizations within the community which need assistance.
- Act as a liaison between the representatives of the organizations and the chapter to develop philanthropic events
- Facilitate all philanthropic events ran by the chapter
- Oversee the Philanthropy Committee

## **Evaluating Service Groups**

The type of organizations your chapters chooses to help may range from strictly charitable organizations to need base crises centers. Some organizations do a better job than others when benefiting those in need. Beware of organizations that only ask for money when you inquire about the Fraternity helping. Typically, your chapter will have very little extra money for the organizations expense. The chapter’s greatest resource is time... man-hours. If a chapter of forty men spends two hours each on a project that equals eighty hours of uninterrupted, inexpensive work.

Service without monetary reward also reflects positively on your organization. Not only will that organization have a positive outlook on your chapter, but more than likely come back to the chapter if help is needed in the future. Campus administrators and personnel also admire the hard work and unselfish behavior when completing a philanthropic service project. You will also find that working together for a common goal will allow your chapter to learn a lot about one another. Keep in mind that although it is very easy

Philanthropy Committee Chairman



to donate money to an organization, nothing will provide a brotherhood bonding experience more than volunteering time together.

### **Success through Planning and Service Ideas**

The type of event your chapter runs depends on the your chapter alone. There are no specific types of events to run as long as the event is designed to benefit another party for a positive, philanthropic purpose without any type of chapter revenue generation whatsoever. The important thing, which is universal with any type of event, is planning. Plan ahead and plan for everything! The types of ideas for philanthropic events are endless. Plan to co-sponsor events with a sorority. Also, plan to have philanthropic events for various holidays. Easter, Halloween, Thanksgiving, and Christmas are all holidays that provide opportunity to give back to the community and those in need. At time that are more difficult for some families and community members, the hard work and compassion of the chapter carries much more meaning.

### **Phi Psi 500**

A growing trend in chapters is the implementation of the Phi Psi 500. Chapters all over the country have shifted from monetary donations to donating their much-valued time and hard work. The Phi Psi 500 has been interpreted by chapters as a method to coordinate at least 500 hours of community service work. By involving members of the chapter, members of campus sororities and fraternities and members of the community, a Phi Psi chapter can have an enormous impact on a charitable organization.

### **The Ruddick C. Lawrence Award for Public Service**

The Endowment Fund annually honors two undergraduates who have made significant contributions in public service. Each receives \$2,500. Applications are mailed to chapters in the spring and are available through the Fraternity Headquarters.

# Public Relations Committee Chairman

## **Position**

The public relations committee is in charge of shaping and promoting the image of the chapter and the fraternity on campus. This is especially important as chapters can ill afford the negative stereotypes of Greek organizations as a whole. While the chapter's image is influenced by every member of the chapter on a day to day basis, it is the public relations chairman's role to take active steps in promoting the chapter.

## **Duties**

- Managing and improving the perceptions of the chapter outside of the chapter itself.
- Managing the utilization of the national brand.

Some chapters also utilize the public relations committee as a general publicity committee. Duties may also include:

- coordination of promotional material
- date keeper for the chapter
- Inter-Greek promotional events coordinator.

## **Ideas**

### Promoting a Positive Image of the Chapter on Campus

Students, as a general rule of thumb, do not think about "creating a positive image" for their chapter on a day to day basis and certainly not through acts of "public relations." As public relations chair, however, you will be required to help your brothers think about what they do as a means of promotion. Remember, actions speak louder than words. But don't despair, it is actually quite easy to implement a number of suggestions that will improve the image of your chapter on a day to day basis and turn every brother into a walking, talking advertisement for Phi Kappa Psi.



## Public Relations Committee Chairman

- DO AS YOU SAY – Nothing is worse in the eyes of parents, students, alumni, and school administrators than a chapter that continues to say and promise one thing and do another. Whether it is promotion of philanthropy, to academic and social event responsibility, to having quiet hours in your house, if you, the officers, and the brothers as a whole are preaching

one thing and doing another, your reputation and the trust others place in you and your organization can become severely damaged.

- Keep a clean and well maintained house. First impressions are important, so a clean chapter house is often times the first indication of the state of the chapter as a whole. Your brothers might be the best of friends, and your chapter might exemplify what it means to be in Phi Kappa Psi, but no one will know that if your chapter house looks like a disaster zone.
- Dress well and maintain proper hygiene. Like keeping a clean chapter house, brothers who dress to impress and maintain good hygiene will on average give a better impression of themselves and their fraternity than those who do not. Don't hesitate to instruct brothers on such things as how-to tie a tie and have a formal Friday like arraignment.
- Always be on your best behavior, especially in situations where you are representing the fraternity.
- Encourage brothers to participate in co-curricular activities outside of the fraternity.
- Be polite and reject activities degrading others.
- Be attentive in class.
- Promote your school, your fraternity, and yourself.
- But most important of all...BE POSITIVE!

The improvement of relationships with individuals and groups outside of the chapter is important. It will help your chapter and your brothers in the long term because no chapter exists within a vacuum and positive relationships make engaging with others an easier task.

In the process of managing the brand of Phi Kappa Psi, there are numerous projects you may or may not want to undertake. You will also need to have a firm understanding of who your target audience is for many of your efforts. For more tips on what kind of opportunities you may want to take advantage of, please see the Public Relations section of the Chapter Excellence Guide which can be found on Phi Psi Connect!

## Crisis Management

The public relations committee should not act as the liaison between your chapter and the public at large; your members are not trained for that type of interaction, nor are they prepared for the legal ramifications that may arise out of a crisis. The president is the sole representative of your chapter during a crisis, and until such time as Headquarters can coordinate a response to an incident, you should cooperate with the police and issue no statements to the media. For more information, see the Crisis Management section of the Chapter Excellence Guide.

Public Relations Committee Chairman



# Recruitment Committee Chairman

## Position

The recruitment chairman is responsible for developing and facilitating a year-round recruitment program. Recruitment affects all chapter operations. It is a means to other things, as well. More members mean more resources; more members means more leaders who can contribute to Fraternity projects, campus life and Phi Psi's reputation; while more members means more revenue, coincidentally, it means more benefits and services as well. The recruitment chairman is the key organizer, but he must have the support of each member to do the very best job. Few chapter leadership positions are as quantifiable in their success or as far-reaching as the recruitment chairman.

The recruitment chairman is responsible for developing and controlling a year-round membership program. The recruitment chairman must uphold the laws and rules of the Fraternity and school regarding enlistment of new members.

## Duties

- Develop and facilitate a year-round recruitment program. Recruitment should not be limited to the few weeks designated for "rush."
- Maintain a current and up-to-date wish list of prospective members including important information such as age, year, address, phone number, and interests.
- Know all university or college recruitment rules and regulations in addition to those of Phi Kappa Psi.
- Educate and train the chapter members on the methods of effective recruitment.
- Keep statistical information for the chapter (bids offered, bids excepted, etc...)
- Oversee all recruitment items such as shirts and posters. Make sure all items used are approved by your University.
- Encourage participation from all chapter members in the recruitment process and membership functions.

## Ideas

### Methods of Success

- Have clear and defined goals and objectives for the membership program.
- Prepare a recruitment calendar listing all activities of the chapter throughout the entire year
- Publish your events in school publications
- During each committee meeting add names to the prospective member wish list and discuss potential members to bring up to the rest of the brotherhood.
- Use other service projects, such as philanthropy, as recruitment tools. Encourage brothers to invite recruits to chapter events.
- Be innovative! Doing the same thing every semester will bore brothers. The more exciting and innovative the events, the more brothers will want to participate and lend a hand.
- Consider an incentive program if participation is lacking.
- Receive a list of all incoming freshman. Contact them early and get to know them well.
- Make sure every brother is aware of events and recruitment activities.
- Meet frequently with your school's Greek advisor. Be prepared for any updated information regarding recruitment rules and regulations. He/she may also have suggestions on how to improve your chapter's recruitment techniques.

### The Importance of Recruitment

As recruitment chairman, it is your responsibility to make the importance of recruitment known throughout your chapter. Without it, the Fraternity simply would not exist. Remember, there are always ways to improve your chapter through recruitment.

Recruitment is the lifeblood of the Fraternity. One year of poor recruitment can potentially doom a chapter, and a strong, continuous program can set the tone for many great years to come. Hence, the recruitment chairman is one of the most important officers in the chapter. The chairman must be an organizer, a communicator, innovative, a motivator, and set a great example. There is much responsibility that comes along with the recruitment chairman position and it is impossible for the chairman to handle it alone. Suggest brothers to the vice president that would make great contributors to the committee. Not only should you request capable men but request a diverse group of men that will be able to communicate with a large variety of individuals. Ask for assistance in every step of recruitment, your sanity and academics depend on it.

The following are questions to evaluate your chapter's brotherhood involvement and progress in the recruitment process.

- Have the brothers been fully informed of all activities and responsibilities?
- Is there a Recruitment Committee?
- Have seminars or workshops been conducted?
- Are alumni involved in recruitment activities?

### The Committee and Structure of Chapter

The chairman should not act alone. In order to provide for the best possible recruitment period a committee is required. The committee should be comprised of roughly 15% of the chapter. It is

recommended that one or two recruitment assistants work closely with the chairman (depending on the chapter size) to assist in the organization and execution of the program. This position is ideal for training and preparing brothers to one day hold the recruitment chairman position.

Utilize a certain number of new initiates. Getting them involved early in their will encourage future leadership and knowledge. After all, these men have recently gone through the recruitment process and have a good understanding of which methods work. These men also tend to have more interaction with other students that are not affiliated with Greek Life which provides more of an opportunity to recruit new men.

The way you deal with your upper-class, active brothers is also very important. You cannot stress the importance of recruitment to them enough. Make them feel needed. Some seniors tend to slack when it comes to the recruitment process but if you approach them the right way you can utilize their experience and ideas from what they have learned over their years. Also, be open to all ideas any other brother may have, even if they are not in the committee. Some brothers may have great ideas but won't think to express them unless asked. Ask for input from them and take their ideas into serious consideration at your membership meetings.

#### The NIC Five Step Model of Recruitment

Step 1. Meet them. People join people. So recruitment is really just making friends. We naturally meet our friends through classes, sports, other friends, living quarters and other campus involvements. We don't meet friends through fliers, posters or large events, so why rely on them to recruit?

Step 2. Make them your friend. Getting to know someone is easy, just spend time with them. Why do chapters continue to only bid freshmen instead of their close friends? Getting to know people before they join will allow you to discuss fraternity with them to prevent having a member you look at and say "oops" and members who will inevitably drop out because they only joined for the party.

Step 3. Introduce them to your friends. This is the key to getting people into the organization. Introduce potential new members to current chapter brothers and just hang out with them. Get to know each other with small group activities like bowling and watching movies. Once they know you, old stereotypes are broken and joining becomes more of a possibility.

Step 4. Introduce them to your organization. Invite the potential to a chapter event, but not a specifically social one. Have them come to a chapter meeting, a community service project or study hours. Show them what you really do everyday.

Step 5. Ask them to join. If you owned a business you wouldn't hire people only two days a year, so why should we only ask people to join once a semester? Don't limit yourselves to limiting and unrealistic systems. Continuously ask people to join the next new member program scheduled.

## Small Activity Ideas

Note: Some of these activities are commonly paired with drinking. All recruitment events should be completely dry.

mixers, video games, restaurants, lake/beach, downtown, putt-putt, entertainer/comedian, lock-in, BBQ/pig roast, study tables, lecture, intramurals, major/minor league sports games, join a club together, dodge ball, kickball, fund raiser, ropes course, partner w/student services, campus programs, capture the flag, theater, chorus, prayer group, car shows, campus speakers, formal dinner with alumni or two, interest meetings, break a world record, TV show night, snow sculptures, cookout, board games, camping, hiking, tubing, canoeing, frisbee golf, homemade dinners, drive in movie, pay-per view event, book club, tutoring, debate, jeopardy, workout, bowling night, paintball, laser tag, train for a marathon, ask local churches how you can help, partner with service organization, yard games, billiards, golf, pick up football or rugby, hospital visits, poker night, chalk campus, student senate meetings, community meetings, team builders, local bands, religious service, political rally, state fair, poetry/coffee house, dance club, concert, museum, step show, history tour, ballet, symphony, prank a friend, student union, haunted house, hang out, shop, laundry, fireworks, road trips, blind dates, party, bon fires, movies, go-karts, tailgating



# Risk Management Committee Chairman

## POSITION

The risk manager is responsible for knowing and implementing all policies and procedures regarding risk management.

## DUTIES

- Clearly know and understand all rules of FIPG, IFC and your institution.
- Maintain that all applicable laws of the state, county or city are being followed.
- Coordinate the schedule for event monitors for each social function
- Regularly instruct the chapter on all rules and regulations of risk management
- Set up a speaker for the six topics listed in the Risk Management Education Program.
- Read through, understand, and maintain a copy of the Risk Management and Insurance Guide of Phi Kappa Psi
- Make sure that each officer signs the Risk Management Program Officer Education form. It is to be completed and sent to the National Headquarters by November 15 in the fall and February 15<sup>th</sup> in the spring. (found on pages 55 and 57 of the Risk Management and Insurance Guide)

## IDEAS

### Risk Management/Event Monitor Committee

It is not the job of the risk management chair to be in charge of risk management for every event. It is his job to be your contact for anything risk management related as he is the most knowledgeable of all of the policies. He might manage some events, but he is not the sole person in charge of managing risk. Establish a committee that will cycle through to be the event monitors/risk managers for each social event you host/attend. This allows others to become more knowledgeable of the rules as well as takes some pressure away from your appointed risk manager. You can choose your top officers and

## Risk Management Committee Chairman

committee chairs to do this, or you can leave it up for appointment by the risk management chair.

### Incident Report Forms

Regardless of how small or large you feel an incident is that happens within your chapter house, an incident report form should be filled out and turned into the National Headquarters. This can ultimately save you—as well as the National Headquarters—a lot of trouble. You never know if two years down the road someone who sprained their ankle on your steps will decide to press charges. If you have an incident report filed from two years ago it will be much easier to state your case than to attempt to gather hearsay from brothers whom may not have even been in the chapter at the time of the event. You are doing yourselves a favor by filling out and filing with the National Fraternity (as well as your records) an incident report form. The incident report form can be found on pages 39 and 40 of the Risk Management and Insurance Guide.



# Scholarship Committee Chairman

## Position

The Scholarship Committee consists of the chair and at least two other brothers, appointed by the chapter president. Integral to the Phi Kappa Psi experience is a strong commitment to academics. The scholarship chair, as distinguished by the National Constitution, Bylaws and Rules, shall help promote that experience through the use of oversight and development of academic programs. The programs they create and maintain should assist members to achieve high accomplishment in their academic pursuits, identify and assist members who are at risk of failure, work with all appropriate officers and committee chairs to maintain an updated GPA count for every brother and for the chapter as a whole, and generally promote a positive academic environment in the chapter as eternalized in the ceremonies, creed, and constitution of the Phi Kappa Psi Fraternity.

## Duties

- The Scholarship Committee is one of five standing committees mandated by the Fraternity's Constitution. According to the Constitution, it is the duty of the committee to "regularly inquire into the scholastic standing of each member and new member and to make recommendations to improve the academic and cultural position of the chapter."
- At least once an academic year conduct a review of brother GPAs and endeavor to improve declining GPAs.
- Work with all respective officers and committee chairs, school administrators, and advisors to create, maintain, and educate members on the academic expectations of the chapter.
- Encourage brothers to find and apply for academic scholarships.

- Make any recommendations it deems fit to the governing and grievance committees pertaining to brothers who fail to meet the minimum academic standards of the chapter.

## **National Scholarships**

All of these scholarships are offered through the Phi Kappa Psi Foundation. Information regarding the application and deadlines can be found through Phi Psi Connect and the Foundation website.

Fall Scholarships – Due December 1:

Ralph D. Daniel Leadership Award

- \$4000
- Recognizes a member who has made outstanding leadership contributions to his chapter, campus and community.
- A minimum GPA of 2.5 (on a 4.0 scale) is required to apply.

Solon E. Summerfield Scholarship Program

- Provides up to twenty-five (25) \$1,000 scholarships to undergraduates.
- Recognizes strong academic standing, leadership and service to their chapter, campus and community.
- A cumulative GPA of 3.0 (on a 4.0 scale) is required to apply.
- Three brothers are selected as Outstanding Solon E. Summerfield Scholars. First prize is \$3,000, first runner-up receives \$2,500 and the second runner-up receives an award of \$2,000.

Ernest H. Garbe Award

- Two (2) \$2,500 awards
- Recognizes graduate or undergraduate students majoring in journalism or communications (including advertising and broadcasting).
- A cumulative GPA of 2.75 (on a 4.0 scale) or higher is required.

Winston R. “Win” Tate Award

- Two (2) awards of \$2,500 each
- Recognizes graduate or undergraduate students in business, with preference given to those studying economics, accounting or finance.
- A cumulative GPA of 2.75 (on a 4.0 scale) or higher is required.

Watkins Christian Scholar Award

- \$2,500 to a graduate or undergraduate Phi Psi who inspires his peers to fulfill all aspects of the Phi Psi Creed by demonstrating the character of Jesus Christ and is committed to advancing the Gospel within their chosen vocation

Spring Scholarships – Due May 1:

#### Founders Fellowships

- Up to six \$4,000 awards for members who are in graduate school now or who will enter graduate school next fall.
- A cumulative GPA of 3.0 (on a 4.0 scale) is required to apply.

#### Philip M. Cornelius Award

- \$1,500
- Given to an undergraduate Phi Psi with financial need
- 2.75 GPA and demonstrating moral character and leadership skills.

#### Ben King Award

- \$1,000 scholarship to an undergraduate who is majoring in engineering is
- Recognizes an outstanding brother in need of financial assistance who demonstrates academic excellence, leadership skills and strong character.
- A cumulative GPA of 2.75 (on a 4.0 scale) is required to apply.

#### Ruddick C. Lawrence Awards

- Two (2) \$2500 scholarships awarded to undergraduates who have provided meritorious service to people or organizations outside Phi Kappa Psi.
- Cumulative GPA of 3.0.

#### Mary Pickford-Rogers Memorial Award

- \$1,500
- Recognizes students majoring in performing arts, whether as undergraduate or graduate students.
- A cumulative GPA of 2.75 (on a 4.0 scale) is required to apply.

#### The William R. Walker Award

- \$2,500

- Recognizes a graduate or undergraduate student in business, real estate, housing or land use, public policy and urban planning, or a law student with the intent to practice real estate law.
- A cumulative GPA of 2.75 (on a 4.0 scale) or higher is required.

If you have any questions, contact the Foundation at (317)275-3400.

## Ideas

### Chapter Scholarship Fund

The chapter scholarship fund is an innovative scholarship set up in cooperation between the Phi Kappa Psi Foundation and the local Housing Corporation and/or alumni association. It is a way to make a tax deductible contribution that goes exclusively to the chapter named by the donor.

All chapter scholarship documentation must be filled out, collected, and sent to Laurel Hall care of the Phi Kappa Psi Foundation by JUNE 1<sup>st</sup>. Make sure you are coordinating your efforts with your Housing Corporation President and Chapter Advisor to ensure a smooth process.

### Minimum GPA

Because of the high importance good academics has within the Phi Kappa Psi Fraternity, all brothers who serve on this committee should maintain a GPA that meets or exceeds the all-male average of the campus for at least one semester prior to serving.



# Social Committee Chairman

## POSITION

The Social Committee chairman is responsible for planning, implementing, and overseeing safe events for the chapter. The chairman must be able to operate under stress and understand and enforce the FIPG policies regarding events at a chapter. If the social chair is not specifically in charge of an event, then he must be ready to explain and enforce all risk management policies. Events included under the social committee purview include, but are not limited to: all-campus parties, invitation only parties, brotherhood events, and inter-fraternal events.

## DUTIES

- Be attentive: account for every detail and communicate with all members of the chapter.
- Work within the budget of any one event. Although the social chairman is not the treasurer, he must understand his role in maintaining the chapter's fiscal strength. Create a budget and stick to it!
- Be aware of the FIPG policy, state laws, and university and IFC regulations.
- Help manage the chapter's exposure to risk and legal liability through effective planning.

## Ideas

### Surprise Sororities on Holidays

Valentines Day and other holidays are perfect for building relationships with sororities. Bake them cookies, or bring them flowers on these special days to let them know that the fraternity cares about them. These small gestures mean a lot to the sororities and it can only build relationships with them.

## Social Committee Chairman

### All Greek Mixer or Barbecue

Social events should not always be exclusively for your brotherhood and a chosen sorority or other group. Have an all Greek mixer and invite the other fraternities and sororities on campus. At all times you should work to promote Greek unity and this is a great attempt to promote that. Holding these types of events not only promotes a positive reputation among other Greeks but the campus administration will also appreciate the effort to promote a united Greek community.

### Work with Recruitment Chair

Kill two birds with one stone. Many social events can be used for recruitment as well. Work closely with the recruitment committee to design various events for the campus and use it as a recruitment tool. Use these events to meet potential new members and socialize with the rest of campus.

### Misconceptions

- Social means parties. False! The chapter's definition of the word social should be, "any event or activity during which people interact." That can include philanthropy, intramurals, sing-songs, study swaps, or alumni contacts, as much as parties.
- Social events and alcohol always go hand in hand. Women appreciate a man who can interact socially without relying on alcohol. Plan some events each semester where alcohol isn't necessary. If you already have a strong social program you have nothing to lose and will be seen as a leader. If your program isn't as strong as you would like, you may find you offer something new and different that sororities will be very excited about.
- Social is the backbone of the chapter and the reason for our existence. Social is a by-product of your brotherhood, not the reason for being. As you emphasize the social aspects of your Fraternity, you debase it to a social club status, rather than a brotherhood.
- If our social program is bad, it's the social chairman's fault. This defines "copout". While it is true that the chairman is the organizer, every member is the visible social representative of the chapter. If you have dead-weight men in your group that

continually embarrass the chapter at functions, they're as much to blame for your image as anyone else.

- We don't need to plan that much, we're social guys... we can wing it. Good attitude, until you find there's no band for tonight's formal and all the sorority social schedules are full because bids went out from the other groups two weeks ago and the women have already voted. Plan your schedule at least a term in advance.

Social Committee Chairman