

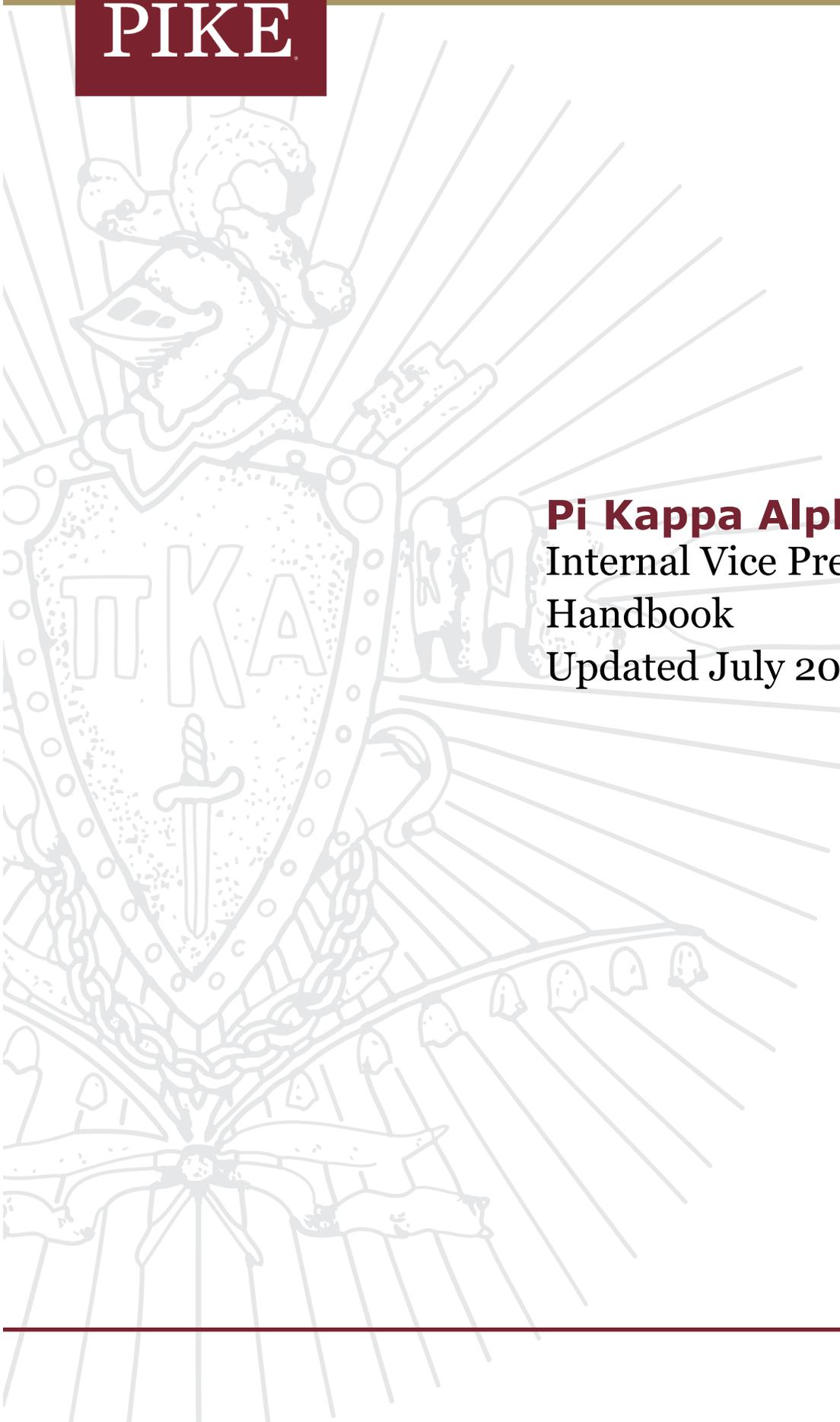
PIKE

**Pi Kappa Alpha**

Internal Vice President

Handbook

Updated July 2019



## FOREWORD

The contents of this communication model are the result of a compilation of information from various chapters and various brothers affiliated with the Pi Kappa Alpha International Fraternity for the use by any chapter or volunteer which are interested in establishing or improving their programming.

It should be understood that each chapter is self-governing and solely responsible for its day-to-day, week-to-week and month-to-month operation and nothing herein is intended as or should be deemed as supervision, direction, monitoring, oversight or as an effort to control the local chapter by the Pi Kappa Alpha International Fraternity, which is a fraternal affiliation of over 220 chapters, over 15,000 active undergraduate members and over 300,000 alumni and several nonprofit corporations, including, but not limited to Oak Service Corporation, a Tennessee nonprofit corporation which serves as a clearinghouse and an administrator for purposes of organizing meetings and conventions, publishing fraternal publications and performing other functions for the entire International Fraternity.

This communication model is an educational guideline only which contains suggestions and recommendations developed by various chapters and alumni which were able to develop successful programs. It is published and available to any chapter through the clearinghouse in Memphis as a form of brotherly advice for whatever use one wants to make of it.

All ideas herein are optional, and nothing is mandatory. Participation is by the voluntary choice of each chapter and each member with the understanding that one generally gets out of something what one is willing to put into it. Thus, any language contained herein which could possibly be construed as “mandatory” such as “do this” or “do that” is only in the form of a recommendation that if one wishes to get the most benefit out of using the suggestions in the communication model, then the suggestions can be utilized with the understanding that any handbook or guide is, at most, a guide and that the users should substitute their own experience and judgment to use, adapt or modify the suggestions and recommendations contained herein. In other words, the communication model is a guide from which the users can use to establish, improve or build their own programs, using their own knowledge, common sense, ideas and experience and to assist the users from time to time as a reference for ideas and suggestions. In turn, each chapter is encouraged to share good ideas with other chapters by advising the administrative clearinghouse for possible inclusion in future publications.

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## Overview of Handbook

It is important to follow a few recommendations when reading through this handbook. The first recommendation is to think of this handbook as a guide while you are internal vice president. This handbook is laid out in a fashion so that as you progress through the year, you will then advance to the next segment of the handbook. However, you do not have to read this handbook sequentially just because of that. If you only want a certain aspect of the handbook for reference, simply skip ahead to that part of the book. Also, you do not have to do everything exactly as this handbook states, but this handbook outlines some of the best practices being used today. Again, this handbook is simply a reference tool, so use it as such. If anything in this handbook does not sound familiar to you, some reevaluation and changing of processes may be in order, which leads to the next recommendation.

Do not let unfamiliarity or tradition keep you from implementing the ideas in this handbook. It is very easy to go through and simply read this handbook for general knowledge and understanding of the position. Unfortunately, things will not change or get better in your chapter unless you take action. In order to get the most out of this handbook and to make the greatest impact on your chapter, it is recommended to take the ideas in this handbook and put them into action. By taking action, you will get the most out of your position, which leads to the final recommendation.

Enjoy your position! No matter what reason you had for taking this position, make sure you fulfill your duties to the best of your ability. Much like the undergraduate fraternal experience, your tenure in this position will be very brief so do your best to make a positive impact and better the overall chapter. If you work your hardest to ensure this happens, you will truly have a rewarding undergraduate fraternal experience. Good luck!

## Understand Your Position

### Purpose of Internal Operations

The purpose of internal operations is to ensure that there is a positive experience and positive development for all members within the Fraternity.

### Job Description

As the internal vice president, you are the primary organizer and overseer of the internal operations within your chapter.

**\*\*\* The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. \*\*\***

### Goals

- ◆ Ensure progress toward and ultimately successful completion of all goals set related to internal operations.

### Weekly Tasks

- ◆ Perform the tasks of the chapter president in his absence
- ◆ Attend and give a report at weekly executive council and chapter meetings
- ◆ Hold and preside over weekly committee chairmen meetings
- ◆ Work to fulfill goals related to internal operations
- ◆ Manage the internal cabinet budget
- ◆ Motivate the committee chairmen to perform the tasks assigned to them including:
  - Alumni relations chairman
    - Collects and maintains up-to-date addresses and phone numbers for all local and chapter alumni including e-mail addresses in a database
    - Coordinates a minimum of two alumni events each year
    - Produces and manages a budget of estimated expenses for his committee
    - Publishes a minimum of two alumni newsletters each year
    - Submits alumni notes to the *Shield and Diamond*
    - Reports weekly on committee progress
  - Brotherhood chairman
    - Plans and organizes fun brotherhood events
    - Produces and manages a budget of estimated expenses for his committee
    - Holds a weekly committee meeting
    - Reports weekly on committee progress
  - Fundraising chairman
    - Plans and organizes fundraising events
    - Documents all income from outside organizations keeping detailed records of all monies raised
    - Coordinates a minimum of two (2) events per year
    - Produces and manages a budget of estimated expenses for his committee
    - Holds a weekly committee meeting
    - Reports weekly on committee progress
    - Coordinates a successful transition to successor
  - Historian
    - Coordinates a chapter yearbook or video to record events of the past year
    - Records a complete history of the chapter and stores in archives
    - Photographs/records chapter events

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- Produces and manages a budget of estimated expenses for his committee
  - Holds a weekly committee meeting
  - Reports weekly on committee progress
- House manager (if applicable)
  - Assists the House Corporation in developing and signing housing contracts (leases)
  - Collects damage deposits from both in- and out-of-house members,
  - Posts weekly cleaning schedules and hold members and new members accountable to them
  - Coordinates an International Workday project each year
  - Produces and manages a budget of estimated expenses for his committee
  - Holds weekly committee meetings
  - Oversees and manages all kitchen operations
  - Reports weekly on committee progress
- Scholarship chairman
  - Develops an incentive program for chapter members
  - Organizes a class test/file system
  - Assists in coordinating both professor and course evaluations
  - Develops a mentoring program to pair older and younger members with similar majors
  - Keeps track of members' grades each term
  - Submits members eligible for the Saber and Key Honor Society to the Foundation
  - Produces and manages a budget of estimated expenses for his committee
  - Holds weekly committee meetings
  - Reports weekly on committee progress

### **Semester/Quarter Tasks**

- ◆ Set goals for internal operations
- ◆ Set the internal operations budget
- ◆ Work with the executive council to organize a chapter goal-setting retreat, officer retreat, and transition retreat
- ◆ Appoint the following committee chairmen:
  - Alumni relations chairman
  - Brotherhood chairman
  - Fundraising chairman
  - Historian
  - House manager (if applicable)
  - Scholarship chairman
- ◆ Create and maintain a uniform internal vice president handbook including guidelines, ideas, and suggestions for future internal vice presidents
- ◆ Ensure all chairmen in the internal cabinet are maintaining uniform handbooks including guidelines, ideas, and suggestions for future chairmen
- ◆ Ensure all chairman in the internal cabinet coordinate successful transitions to their successors
- ◆ Assist in the completion and submission of a Year End Summary

### **Completion of Position**

Review position with the new internal vice president and provide written notes to successor and any other materials that were developed during your tenure as internal vice president including a uniform internal vice president handbook with guidelines, ideas, and suggestions for future internal vice president.

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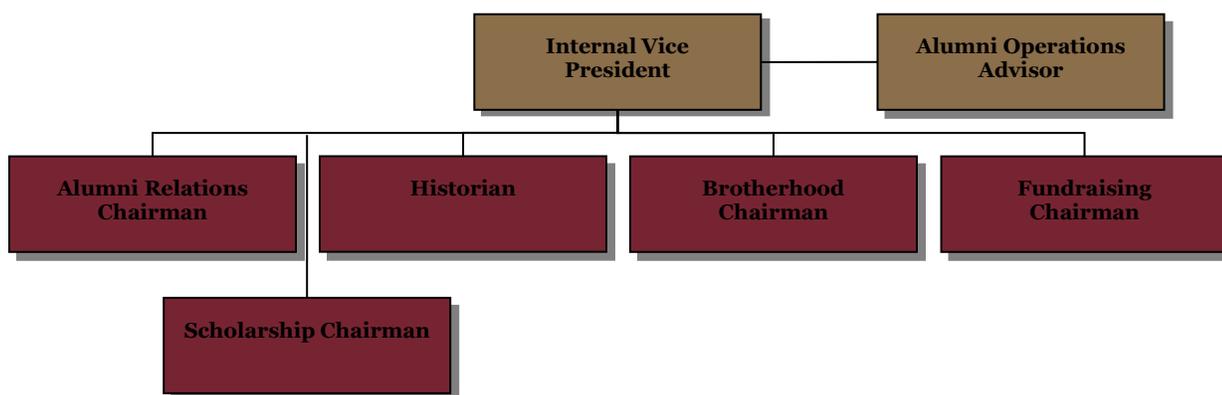
## **Create the Plan for Your Position**

### **Organize the Committee Chairs**

In order to more effectively accomplish your duties as the internal vice president, it is important to form a functioning internal cabinet made up of appointed committee chairs. The steps involved with forming your cabinet are: (1) determining who is interested in being a chair of a committee and (2) which positions each person should be appointed to in the cabinet.

The first step to organizing the internal cabinet is determining who wants to be appointed as a committee chair. In order to get the best response for involvement, you want to engage the chapter membership through numerous avenues, typically via electronic communication such as e-mail or Facebook as well as in person during the chapter meeting or a separate meeting. Prior to sending out communication asking for help from chapter members, you want to make sure you have a way to meet with all of those interested and assign responsibilities, typically through a meeting on campus or in the chapter house (if applicable). Once the meeting location is finalized, you simply want to engage the chapter by telling those who are interested about the meeting time and location. Ask for chapter members to hold up their hands if interested when in chapter meeting and to respond if sent out over e-mail. This is to ensure you have interest from the members since otherwise you will have to appoint and ask certain members to be a committee chair. Once you have verified involvement from chapter members, you will need to determine which chapter members would be best qualified to hold positions as committee chairs. It is important to take into account previous chapter involvement, campus involvement, age, major, class load, etc. when determining who would be best qualified for certain positions, but ultimately the final decision should be left up to you as internal vice president with input from the executive council. Committee chairs are very important positions, so it is important to screen, and judge interested candidates similarly to a business interviewing candidates for a new job position. Once you have determined the best qualified candidates for each position, it is important to inform each of them of their position appointment and invite/inform them of the previously planned meeting time and location.

The purpose of the meeting with the chapter members who will be involved is to inform each person of their new role and title in addition to providing them with any material that will help them successfully fulfill each position including the position handbook. Ensure each chair reviews and understands all this information since this will prepare the newly appointed committee chairs for their positions. Once each man understands his position, you should also work to set goals for each position. In order to properly set goals, it is important to setup individual meetings with each committee chair. These meetings should last no longer than thirty minutes, but it is important to hold these meetings in order to ensure the person holding the position is aligned with the goals of the chapter while giving him ownership of the position.



The five undergraduate members hold the positions of alumni relations chairman, brotherhood chairman, fundraising chairman, historian, and scholarship chairman. The one alumnus member holds the position of alumni operations advisor which is a member of the alumni advisory board. Brief job descriptions for each of these positions are listed below along with full page overviews of each position which can be given to each member of the internal cabinet and can be found starting on the next page in this handbook.

**Alumni Relations Chairman** – the primary organizer and overseer of the alumni relations program within the chapter that ultimately fosters alumni involvement.

**Brotherhood Chairman** – the primary coordinator of events that are meant to build camaraderie and social interaction amongst chapter members.

**Fundraising Chairman** – the primary organizer and overseer of the fundraising program that reduces the burden of the financial obligation of each member involved.

**Historian** – the primary organizer and overseer of the chapter history.

**Scholarship Chairman** – the primary organizer and overseer of the scholarship program within the chapter that ultimately fosters positive scholastic performance.

**Alumni Operations Advisor** – provides counsel and advice to the internal vice president and internal cabinet within the chapter.

Once you have organized the internal cabinet, you will want to be continually updated on progress with tasks that the committee chairs are charged with, so it is recommended to hold weekly internal cabinet meetings. During these meetings it is important to allow every person in the cabinet to detail what it is they have done in the past week, what they failed to do in the past week, and anything that they plan to do or major events that are taking place in the near future. It is even helpful to utilize and expect a report from each committee chair, like the one outlined on page 15. These meetings should not take long but it is a simple way to help ensure all necessary work is completed while also effectively delegating responsibilities.

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## **Alumni Relations Chairman**

### **Purpose of Alumni Relations**

The purpose of alumni relations is to ensure that alumni remain involved with the chapter through events and communication to help in the promotion, advancement and support of the mission and goals of the chapter.

### **Job Description**

As the alumni relations chairman, you are the primary organizer and overseer of the alumni relations program within the chapter that ultimately fosters alumni involvement.

**\*\*\* The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. \*\*\***

### **Goals**

- ◆ Ensure that alumni maintain a positive relationship with the chapter by being informed of chapter progress and interacting with current chapter members.
- ◆ Ensure that alumni are given the opportunity to support the chapter through involvement.

### **Weekly Tasks**

- ◆ Hold weekly alumni relations committee meetings
- ◆ Attend and giving a report at weekly committee chair and chapter meetings
- ◆ Work to fulfill goals related to alumni relations
- ◆ Manage the alumni relations budget

### **Semester Tasks**

- ◆ Structure and organize an alumni relations committee
- ◆ Set goals related to alumni relations
- ◆ Set the alumni relations budget
- ◆ Create a comprehensive alumni database that includes all pertinent alumni contact information
- ◆ Organize and hold a minimum of one alumni phone-a-thon to update database
- ◆ Share database information with the International Fraternity
- ◆ Organize and hold one major alumni event with documented attendance
- ◆ Create and distribute a minimum of one physical alumni newsletter
- ◆ Create and distribute two electronic newsletters
- ◆ Work with the executive council to organize and maintain a six-man alumni advisory board
- ◆ Work with secretary to record outgoing seniors as alumni
- ◆ Help bring in alumni speakers for continuing education events
- ◆ Find alumnus to fulfill alumnus charge at initiation
- ◆ Work with alumni to make job opportunities available to chapter members
- ◆ Create and maintain a uniform alumni relations handbook including guidelines, ideas, and suggestions for future alumni relations chairman
- ◆ Assist in the completion and submission of a Year End Summary

### **Completion of Position**

- ◆ Review position with the new alumni relations chairman and provide written notes to successor and any other materials that were developed during your tenure as alumni relations chairman including a uniform alumni relations handbook with guidelines, ideas, and suggestions for future alumni relations chairman

**(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)**

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## **Brotherhood Chairman**

### **Purpose of Brotherhood**

The purpose of brotherhood is to build camaraderie and social interaction amongst chapter members to develop lifelong friendships.

### **Job Description**

As the brotherhood chairman, you are the primary coordinator of events that are meant to build camaraderie and social interaction amongst chapter members.

**\*\*\* The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. \*\*\***

### **Goals**

- ◆ Ensure that every chapter member is eager and able to participate in events in order to build camaraderie and social interaction within the chapter.

### **Weekly Tasks**

- ◆ Hold weekly brotherhood committee meetings
- ◆ Attend and give a report at weekly committee chair and chapter meetings
- ◆ Work to fulfill goals related to brotherhood
- ◆ Manage the brotherhood budget

### **Monthly Tasks**

- ◆ Organize and hold brotherhood events at least once per month
- ◆ Continually document attendance at each brotherhood event

### **Semester Tasks**

- ◆ Structure and organize a brotherhood committee
- ◆ Set goals related to brotherhood
- ◆ Set the brotherhood budget
- ◆ Create and maintain a uniform brotherhood handbook including guidelines, ideas, and suggestions for future brotherhood chairman
- ◆ Assist in the completion and submission of a Year End Summary

### **Completion of Position**

- ◆ Review position with the new brotherhood chairman and provide written notes to successor and any other materials that were developed during your tenure as brotherhood chairman including a uniform brotherhood handbook with guidelines, ideas, and suggestions for future brotherhood chairman

**(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)**

## **Fundraising Chairman**

### **Purpose of Fundraising**

The purpose of fundraising is to give the chapter the ability to reduce the burden of the financial obligation for chapter members.

### **Job Description**

As the fundraising chairman, you are the primary organizer and overseer of the fundraising program that reduces the burden of the financial obligation of each member involved.

**\*\*\* The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. \*\*\***

### **Goals**

- ◆ Ensure that every chapter member can meet their financial obligations in a timely manner.

### **Weekly Tasks**

- ◆ Hold weekly fundraising committee meetings
- ◆ Attend and give a report at weekly committee chair and chapter meetings
- ◆ Work to fulfill goals related to fundraising
- ◆ Manage the fundraising budget

### **Monthly Tasks**

- ◆ Organize and hold fundraising events at least once per month
- ◆ Continually document attendance at each fundraising event

### **Semester Tasks**

- ◆ Structure and organize a fundraising committee
- ◆ Set goals related to fundraising
- ◆ Set the fundraising budget
- ◆ Create and maintain a uniform fundraising handbook including guidelines, ideas, and suggestions for future fundraising chairman
- ◆ Assist in the completion and submission of a Year End Summary

### **Completion of Position**

- ◆ Review position with the new fundraising chairman and provide written notes to successor and any other materials that were developed during your tenure as fundraising chairman including a uniform fundraising handbook with guidelines, ideas, and suggestions for future fundraising chairman

**(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)**

## Historian

### Purpose of Historian

The purpose of historian is to put the chapter member experience through the years in context and allow future chapter members to understand past triumphs, tragedies, people and culture of the chapter over time.

### Job Description

As the historian, you are the primary organizer and overseer of the chapter history.

**\*\*\* The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. \*\*\***

### Goals

- ◆ Ensure that a consistent account of the chapter member experience is documented and compiled through different forms of multimedia.

### Weekly Tasks

- ◆ Hold weekly historian committee meetings
- ◆ Attend and give a report at weekly committee chair and chapter meetings
- ◆ Work to fulfill goals related to historian
- ◆ Manage the historian budget
- ◆ Continually attend and take photos/video/written accounts of events
- ◆ Continually store and organize photos/video/written accounts of events

### Monthly Tasks

- ◆ Review storage and organization of photos/video/written accounts of events

### Semester Tasks

- ◆ Structure and organize a historian committee
- ◆ Set goals related to historian
- ◆ Set the historian budget
- ◆ Compile all forms of multimedia for an accurate account of the chapter member experience
- ◆ Create and maintain a uniform historian handbook including guidelines, ideas, and suggestions for future historian chairman
- ◆ Assist in the completion and submission of a Year End Summary

### Completion of Position

- ◆ Review position with the new historian and provide written notes to successor and any other materials that were developed during your tenure as historian including a uniform historian handbook with guidelines, ideas, and suggestions for future historian

**(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)**

## Scholarship Chairman

### Purpose of a Scholarship Program

The purpose of a scholarship program is to ensure every chapter member can achieve the best possible GPA while, at a minimum, fulfilling his scholastic requirements to remain in good standing with the chapter.

### Job Description

As the scholarship chairman, you are the primary organizer and overseer of the scholarship program within the chapter that ultimately fosters positive scholastic performance.

**\*\*\* The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. \*\*\***

### Goals

- ◆ Ensure that chapter members are motivated and assisted by the scholarship program to achieve positive scholastic performance.
- ◆ Ensure that resources are available and communicated to chapter members to achieve positive scholastic performance.

### Weekly Tasks

- ◆ Attend and give a report at weekly committee chair and chapter meetings
- ◆ Work to fulfill goals related to scholarship
- ◆ Manage the scholarship budget
- ◆ Maintain the scholarship program

### Semester Tasks

- ◆ Structure and organize a scholarship committee
- ◆ Set goals related to scholarship
- ◆ Set the scholarship budget
- ◆ Completing necessary university forms to calculate the collective chapter GPA and each individual member's GPA
- ◆ Implementing a scholarship program that:
  - Rewards chapter members for positive scholastic performance including chapter awards, prizes, monetary gifts and other incentives
  - Applies circumstances to chapter members for negative scholastic performance including attending tutoring services, attending study hours, complete class attendance forms and other circumstances
  - Notifies chapter members of services and awards on campus offered by the institution
  - Allows chapter members to get involved with a chapter tutoring program
  - Recommends chapter members to attend frequent study hours
  - Offers course study files that include notes, previous assignments, previous tests, etc. for reference (if applicable)
  - Allows course/faculty evaluation for chapter members when a course is completed
- ◆ Create and maintain a uniform scholarship handbook including guidelines, ideas, and suggestions for future scholarship chairman
- ◆ Assist in the completion and submission of a Year End Summary

### Completion of Position

- ◆ Review position with the new scholarship and provide a written note to successor and any other materials that were developed during your tenure as scholarship chairman including a uniform scholarship handbook with guidelines, ideas, and suggestions for future scholarship

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## **Alumni Operations Advisor**

### **Job Description**

As the alumni education advisor, you provide counsel and advice to the internal vice president and internal cabinet within the chapter.

**\*\*\*The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. \*\*\***

### **Goals**

- ◆ Ensure the internal operations budget is planned at least two weeks prior to the start of the academic year
- ◆ Maintain regular communication with the internal vice president and committee

### **Weekly Tasks**

- ◆ Communicate over phone or e-mail with the internal vice president
- ◆ Ensure the internal operations budget is maintained appropriately throughout the year

### **Monthly Tasks**

- ◆ Communicate in person at least once with the internal vice president
- ◆ Attend an internal cabinet meeting at least once
- ◆ Review of internal vice president goals
- ◆ Communicate with AAB Chairman

### **Semester/Quarter Tasks**

- ◆ Assist internal vice president with goal setting
- ◆ Assist in officer transition

### **Transition of Internal Vice President**

- ◆ Ensure the previous internal vice president transfers knowledge to the new internal vice president by holding and attending a transition retreat/meeting
- ◆ Ensure the internal vice president handbook is maintained and updated for transition

**(PLEASE REMOVE AND PROVIDE TO APPOINTED ALUMNUS MEMBER)**

## **Sample Weekly Committee Chair Report**

*Please provide a 2-3 sentence answer for each question.*

**What have you done in the past week?**

**What have you failed to do in the past week?**

**What do you plan to do in the upcoming week?**

**What other events take place soon?**

**Do your events/activities cost any money?**

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## Set the Goals for Your Position

When setting goals for any position, you should always determine the metric that you can use to appropriately determine success or failure with your work. Since the objective as internal vice president includes ensuring progress toward and ultimately successful completion of all goals set related to internal operations, you must determine metrics that will allow you to determine success or failure when your position is complete in addition to giving status updates while performing the duties as internal vice president. With that being said, you want to determine how you can best judge whether the chapter is accomplishing these objectives.

Upon evaluation of this objective, you can begin to make assumptions about how to appropriately accomplish this objective. You can easily assume that holding weekly committee chairman meetings and properly managing your committee chairmen to ensure they accomplish the goals for their committees will effectively fulfill the first objective.

Nonetheless, this means that since you are a manager of the committee chairmen that your goals are dependent upon each committee chairman achieving their goals. This leaves you with your many goals for the internal vice president position and allows you to easily get a weekly update on how the chapter is performing with internal operations so that you may make changes or corrections if necessary. You should take note of these goals that you have now set and continually revisit them on a weekly basis.

Again, the goals you have set are:

- ◆ Hold weekly committee chairman meetings with proper documentation and accountability
- ◆ Properly manage your committee chairmen to ensure they accomplish the following:
  - Alumni Relations
    - Create a comprehensive alumni database that includes all pertinent alumni contact information
    - Organize and hold a minimum of one alumni phone-a-thon to update database
    - Organize and hold one major alumni event
    - Create and distribute a minimum of one physical alumni newsletter with an electronic supplement
    - Work with the executive council on a monthly basis to organize and maintain a six-man alumni advisory board
  - Brotherhood
    - Organize and hold at least one brotherhood event per month
  - Fundraising
    - Organize and hold at least one fundraising event per semester/quarter
  - Historian
    - Take photos/video/written accounts of every chapter event
    - Compile all forms of multimedia by creating an accurate account of the chapter member experience through a chapter yearbook
  - Scholarship
    - Implement and maintain a scholarship program that:
      - Rewards chapter members for positive scholastic performance including chapter awards, prizes, monetary gifts and other incentives
      - Applies circumstances to chapter members for negative scholastic performance including attending tutoring services, attending study hours, complete class attendance forms and other circumstances
      - Incorporates posting notifications on a scholarship bulletin board

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- Notifies chapter members of services and awards on campus offered by the institution
- Notifies chapter members of Pi Kappa Alpha international awards and honors
- Allows chapter members to get involved with a chapter tutoring program
- Recommends chapter members to attend frequent study hours
- Offers course study files that include notes, previous assignments, previous tests, etc. for reference (if applicable)
- Allows course/faculty evaluation for chapter members when a course is completed
- Achieve a chapter GPA above the all-fraternity average, above the all-men's average, and rank as the top fraternity on campus in GPA

Now that you have set the goals for your position, you can now set the overall financial goal so that you may successfully accomplish the goals for internal operations.

### **Set the Budget for Your Position**

When setting the budget for internal operations, you must take into consideration all the possible expenses that may be incurred by your committees and then work with the treasurer to allocate the correct amount of the budget to the committees within internal operations. You can first begin to think of all the expenses that will be incurred by your committees.

After reviewing the expenses of internal operations, you can assume that the list of expenses will look something like this:

- ◆ Alumni Relations
  - Alumni phone-a-thon expenses
  - Venue expenses for alumni event
  - Food expenses for alumni event
  - Miscellaneous expenses for alumni event
  - Alumni newsletter printing and mailing
- ◆ Brotherhood
  - Paintball
  - Super bowl
  - Poker tournament
  - River float trip
- ◆ Fundraising
  - Supplies for raffle
  - Supplies for service event
  - Supplies for golf tournament
- ◆ Historian
  - Camera supplies/rental
  - Yearbook expenses
- ◆ Scholarship
  - Scholarship Incentives
  - Scholarship Circumstances
  - Study Hours
  - Study Files

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- Faculty Evaluations

Once you have determined what the expenses will be by discussing this with your committee chairmen, you can then begin to work with the treasurer to ensure the correct amount is allocated to the internal operations budget. The best way to go about working with the treasurer is to submit this information with the approximate corresponding amounts into the treasurer on the committee budget request form. This form can be found online at [www.pikes.org](http://www.pikes.org) in the financial documents of the officer resources. It would be beneficial to practice working with this document to make sure you fully understand how it works before developing your internal operations budget with the document. After entering this information, the document you submit to the treasurer should look something like the table listed below:

<b>ΩΩ Chapter of The Pi Kappa Alpha International Fraternity</b>		
<b>Internal Operations Budget Request Form</b>		
<b>Event/Activity</b> (see detail pages for more)		<b>Amount</b>
<b>Alumni Relations</b>	\$	<b>2,700</b>
<b>Brotherhood</b>	\$	<b>1,800</b>
<b>Fundraising</b>	\$	<b>1,400</b>
<b>Historian</b>	\$	<b>500</b>
<b>Scholarship</b>	\$	<b>3,000</b>
<b>Total Budget Request</b>	<b>\$</b>	<b>10,400</b>

Once you have submitted this document, after approximately a week the treasurer should have a fully developed budget and the amount you requested should be fulfilled. If there are any discrepancies, make sure to work with the treasurer to resolve any issues. The budget is now set to enable you to accomplish the goals set for your internal committees. You are now able to move on to planning the tentative internal operations schedule for the year.

# Sample Committee Request Form

<Chapter Name> Chapter of The Pi Kappa Alpha International Fraternity

<Insert Committee Name>

Line Item Details with Monthly Breakdown

Event/Activity	Line Item Details	Total Cost	Jan	Feb	Mar	Apr	May	Jun
<Activity 1>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		\$ -						
<Activity 2>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		\$ -						
<Activity 3>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		\$ -						
<Activity 4>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		\$ -						
<Activity 5>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		\$ -						
<Activity 6>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		\$ -						
<Activity 7>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		\$ -						
<Activity 8>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
<b>Event/Activity Totals</b>		\$ -						

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## Plan the Event Schedule for the Year

Planning the event schedule for internal operations is a very simple process since it depends primarily on the duties and responsibilities of each chairman. The following descriptions are excerpts of planning for each of your committee chairman from their respective handbooks. It is important to become familiar with the scheduling responsibilities of each of your chairman so you can work with them to plan the event schedule accordingly.

### **Alumni Relations**

Now that you have planned your goals and budget, you can plan the calendar for alumni relations. The three main sets of dates that should be planned are in regard to the alumni phone-a-thon, the main alumni event, and the alumni newsletters.

It should be simple to set a date for when to hold the alumni phone-a-thon by working with the university calling center and men in your chapter to help call. It is usually best to hold this event early in the semester/quarter to inform alums about upcoming events and to make sure their information is updated.

The main alumni event that is put on by the chapter each semester/quarter is typically in conjunction with an alumni association event. These events are generally scheduled around large campus events such as homecoming or other events that vary depend on the school. With that being said, it is important to identify these dates since the university has more than likely already set these dates for you. Additionally, Pi Kappa Alpha Founders Day alumni events are simple to set dates for since they typically fall around March 1. If you are hosting alumni events each semester/quarter that do not rely on either university set dates or Founders Day, then you should choose a date that works well with the rest of the chapter calendar of events. Once the dates are set for the alumni events that will take place each semester/quarter, you can then begin setting dates on your own personal calendar that will align with these dates and allow you to properly plan for the events.

When planning for the alumni newsletters, it is important to determine the frequency that you would like to interact with alums with both the electronic newsletters as well as physical newsletters. The electronic newsletters should be no more than a monthly newsletter to alumni with a minimum of two electronic newsletter sent out per semester. However, you should ensure that the electronic newsletters are not sent out at the same time the physical newsletters will be arriving since you do not want the electronic newsletters to overshadow the physical newsletter. Since it is simple to choose a date for the physical newsletter to be sent out by, it should be easy to identify the other dates that the electronic newsletters will be sent out by. Again, it is important to plan these dates carefully so that you do not communicate more than necessary with alumni since their time is important. A good rule of thumb is to work with the local alumni association to write and send the letters.

A sample timeline for your duties as alumni relations chairman during a fall semester/quarter is listed below:

April 15 – Appointed as alumni relations chair

April 22 – Hold transition meeting with the past alumni relations chair

April 29 – Set goals, set budget, and make the alumni relations calendar out for the fall semester/quarter

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May 13 – Request chapter and area alumni list from the International Fraternity

July 13 – Send out alumni invitations for homecoming weekend

September 1 – Send out electronic alumni newsletter

September 13 – Hold alumni phone-a-thon

October 26 – Alumni homecoming weekend

November 1 – Send out electronic alumni newsletter

December 4 – Send out physical alumni newsletter

### **Brotherhood**

Planning the event schedule for your tenure as brotherhood chairman should be simple. There is a minimum of one brotherhood event per month that you should plan to fit into the chapter calendar. This means that one brotherhood event per month should be included on the chapter calendar, but all the other chapter events on the calendar take precedence over holding any more brotherhood events than one per month. The reason for this is that you want the men in the chapter to enjoy the other aspects of the Fraternity to have a complete fraternal experience.

Since you only must plan for one brotherhood event per month, you should first work to identify the length of time that each event will last. Each brotherhood event can vary from a few hours for something such as watching a sport together to a day or more for something such as camping. It is important to research each event and develop a tentative timeframe for each event.

Once you have finalized how long each brotherhood event will last, you can then choose when each event will take place. This is a fairly simple process and it should be completed during the chapter goal-setting retreat and/or executive council retreat, well in advance of the actual event. If it has not already been planned, pick the appropriate dates and times when there are not many other events or commitments by chapter members. If the event has been identified far enough in advance, there should be plenty of time to properly plan and execute the event.

Again, it is not necessary to hold more brotherhood events after you have held one for the month. If you do choose to hold more brotherhood events though, you can go through a similar process when planning the other events.

### **Fundraising**

Planning the event schedule for your tenure as fundraising chairman should be simple. There is a minimum of one fundraising event that you should plan to fit into the chapter calendar. This means that one fundraising event should be included on the chapter calendar, but all the other chapter events on the calendar take precedence over holding any more fundraising events. The reason for this is that the men in the chapter joined the Fraternity because they were able and willing to have a complete fraternal experience, not because they wanted to have a fraternal experience but did not have the money. The reality is that if a member of the Fraternity cannot pay for dues, then it is not our

responsibility to make up for his lack of funds. He must be both willing and able, including financially able, to experience the Fraternity.

Since you only must plan for one fundraising event, you should first work to identify the length of time that the event will last. It is best to keep the fundraising event to a minimum amount of time since it is not a priority for the Fraternity, so it will be best to keep the event to span just a weekend timeframe.

Once you have finalized how long the fundraising event will last, you can then choose which particular weekend the event will take place. This is a fairly simple process and it should be completed during the chapter goal-setting retreat and/or executive council retreat, well in advance of the actual event. If it has not already been planned, pick a weekend when there are not many other events or commitments by chapter members. If the event has been identified far enough in advance, there should be plenty of time to properly plan and execute the event.

Again, it is not necessary to hold more fundraising events after you have held one. If you do choose to hold more fundraising events though, you can go through a similar process when planning the other events.

### **Historian**

Contrary to many other positions in the chapter, the historian position does not involve organizing or putting on events throughout the year. However, it is the duty of the historian to document the chapter history by attending and photographing all chapter events that take place. Therefore, it is critically important that you be aware of all events within and outside of the chapter, which means you should be very familiar with the chapter calendar. The chapter calendar is maintained and updated by the secretary. It should contain every chapter event and any other dates that are relevant to the chapter, campus and community.

The secretary should solicit the chapter for events over email, Facebook, and even during chapter meetings, but it will be helpful if you also do this as a reminder to members. Whenever you receive information about events, make sure that this information is documented in the chapter calendar the secretary, and consequently you, are keeping. The secretary should share this calendar with all members of the chapter either through email, Google Calendar, Microsoft Outlook, or any other means that will successfully inform members of the chapter of upcoming events, so make sure you have access to this. The secretary should share the chapter calendar he is keeping electronically while also sending out weekly email reminders and reading the calendar in chapter since it is also a part of a general chapter meeting agenda. Nonetheless, if the chapter secretary is not doing these tasks, make sure that you are aware of all the upcoming events on the chapter calendar and communicate these details to chapter members. This will help constantly remind members of the different events that they have available to them.

It may not be your primary job to setup and organize all the events that the chapter will be putting on. It is extremely important, however, that you be aware of all chapter events as this part of your duties as historian. If you can remain organized and aware of all chapter happenings, the chapter will have a much better documented chapter history to build upon for years to come.

### **Scholarship**

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Planning the event schedule for your tenure as community service chairman should be simple. There are two parts to planning the event schedule for the community service program. One part involves setting dates for any events that you hold for the scholarship program such as a banquet for members with good GPAs or an all-chapter scholarship event where scholarships are presented. No matter what event you plan, it should be put into the chapter calendar. The second part depends primarily on the performance of the members in the chapter.

For the first part of planning the event schedule for scholarship, since you may have to plan events, you should first work to identify the length of time that these events will last. These events can last anywhere from a few hours to a day in length. It is up to you to determine what timeframe will be most effective for the results you are trying to achieve with your events.

Once you have finalized how long the events will last, you can then choose when these events will take place. This is a fairly simple process and it should be completed during the chapter goal-setting retreat and/or executive council retreat, well in advance of the actual events. If it has not already been planned, pick weekends or weeks when there are not many other events or commitments by chapter members. If the events have been identified far enough in advance, there should be plenty of time to properly plan and execute the events.

For the second part of planning the event schedule for scholarship, since your chapter GPA depends on the efforts of chapter members, it is important to continually provide resources such as tutoring programs and study hours throughout the week for chapter members. By understanding the availability of your captains and others who will be participating in these programs, you should be able to develop a rough outline of when certain events and opportunities will take place during the week and throughout the year. It is important to have this rough outline established so that you and the rest of the chapter have enough foresight in order to be able to attend and participate in each event and opportunity.

It will be important to provide continual reminders to chapter members since the scholarship schedule will be constantly changing. You should update and communicate the schedule on a weekly basis to ensure that there is no confusion amongst the chapter members, so they always have opportunities to participate in scholarship programs and efforts. If you maintain clear communication and continually update your schedule based on the needs of the chapter, the chapter should be more capable to achieve a better overall GPA.

By being able to work with each of your committee chairman and organize an in-depth, descriptive calendar, you will be more able to successfully accomplish the duties of internal vice president.

## Managing the Committee Chairs

*“Leadership is doing the right thing. Management is doing this right.”*  
-Warren Bennis and Burt Nanus

The internal vice president’s first role is that of a manager, overseeing the committee system. Once all the aforementioned retreats have been accomplished, the internal vice president will monitor his cabinet.

- Weekly cabinet meetings. The internal vice president should meet with his chairmen weekly to review each committee’s progress. The meeting times should be set at the beginning of the term and at a time when each cabinet member can be present. A brief report could be given detailing the accomplishments of the committee for the previous week and what they plan to accomplish in the following week.

Note: To keep the meetings interesting, the internal vice president can include various activities in these weekly cabinet meetings. For example, the internal vice president can take his cabinet to dinner one week as a surprise.

- Recognize cabinet members. Often overlooked, it is important for the internal vice president to recognize and reward the committee chairmen. Committee of the week or other incentives can be used to keep the membership motivated throughout the term.
- Lead by example. The internal vice president should never publicly criticize a member. This lowers morale and weakens the respect of the chapter for the internal vice president. If necessary, the member not fulfilling his duties should be addressed privately. Conversely, praise should be done publicly and given often for good work.

## The Motivator

*“Success doesn’t carry a dollar sign... Success isn’t something that just happens. Success is learned. Success is practiced. And then it’s shared.”*  
- Sparky Anderson

One of the principle roles of the internal vice president is that of a motivator. The internal vice president ensures the committees continue to run and function efficiently. As the committee chairmen monitor and evaluate their committee members, the internal vice president is responsible for his chairmen. To keep these individuals motivated, one should remember the following points:

1. Posted/Distributed lists. Following weekly cabinet meetings, the internal vice president could either post or distribute a list, detailing what each committee will be working on for the coming week. The list will help hold the chairmen accountable for meeting their weekly expectations.
2. Advance planning. Prior to each term following the chapter goal setting retreat, the executive council should prepare a tentative schedule of chapter events. The internal vice president, working with his chairmen, could then develop and update a detailed schedule of the coming two weeks. This schedule could be posted or distributed at weekly meetings. This advance planning will help increase attendance to chapter events and avoid time conflicts between members.

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3. Weekly committee and cabinet meetings. Committee chairmen should meet weekly with their committees prior to the weekly cabinet meeting of the internal vice president. These meetings will help the chairman keep his committee focused on the goal for that week. Just as the internal vice president rewards his chairmen, so should the chairmen reward their committee members. This could be accomplished by varying the meeting location and activities at the meeting (i.e. having pizza at the meetings, member of the week, etc.) By holding the committee chairmen accountable, the internal vice president ensures the committees stay on task.
4. Written committee reports. After meeting with his committee, the chairman should prepare a brief report outlining the meeting for the internal vice president each week. By doing this on a regular basis, the chairmen hold a vested interest in the committee's progress.
5. Recognition, recognition, recognition. It cannot be stressed enough. Both the chairmen and the committee members need public displays of recognition. Motivating these individuals becomes one of the major roles of the internal vice president. Remember criticizing in private. Praise in public. You cannot give too many awards. For example, the internal vice president could establish a plaque for chairman of the month or year or hold an annual dinner for his cabinet.

## The Leader

*"A person always doing his best becomes a natural leader, just by example."*

- Joe DiMaggio

*"The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather a lack of will."*

- Vince Lombardi

*"In order to be a leader, you have to know your job. You have to make people want to follow you, and nobody wants to follow somebody who doesn't know where he's going."*

- Joe Namath

*"Contrary to the opinion of many people, leaders are not born. Leaders are made, and they are made by effort and hard work."*

- Vince Lombardi

As an elected leader in the chapter, the internal vice president will be faced with many tough decisions. It is expected that you do the right thing, even if it is unpopular. It should be noted that brotherhood and chapter unity should never be used as an excuse for failure to execute chapter policy. The internal vice president may have to make difficult choices, to keep the chapter moving in the right direction.

## The Enforcer

It is important that the internal vice president gets the maximum results from all his chairmen. It is the ultimate responsibility of the internal vice president that the work assigned to each committee is accomplished according to the goals set by the chapter.

## **Execute the Plan for Your Position**

### **During the Executive Council Meeting**

Every week there will be an executive council meeting. All members of the executive council should be in attendance for this meeting to discuss the business of the chapter. The purpose of the meeting is to ensure that all members of the executive council, essentially those who are running the chapter, clearly understand everything that is taking place that has to do with the chapter. It is important to have this meeting because the leaders of the chapter should always clearly understand what takes place within their organization. This also allows the leaders of the chapter to communicate a clear message to the rest of the chapter. By having all major decisions related to the Fraternity worked out within the executive council, chapter meetings and overall chapter operations will run much smoother.

This meeting should take place at a time and day that will allow most members of the executive council to be in attendance. Determine this time and day at the first executive council meeting of the term. Typically, these meetings are held on either Sundays or Mondays before the chapter meetings by most chapters.

During this meeting, the secretary or president should have put together an agenda to follow in the meeting. Every executive council member will give their report during the meeting and each person should have a pad of paper to document any actions or items that arise from the meeting. Additionally, the secretary should take meeting minutes during this meeting to properly document what transpired. Dates of upcoming events should be documented and added to the chapter calendar. Once the meeting adjourns, the secretary should send the minutes of the meeting to all executive council members. Each officer should send their talking points to the secretary two days prior to the executive council meeting, to allow him to create an agenda for the meeting. It is also recommended that the alumni advisory board be in attendance and that minutes be sent to the alumni advisory board and the chapter advisor.

### **During the Executive Council Retreat**

Once a semester/quarter, there will be an executive council retreat. All members of the executive council and members of the alumni advisory board should be in attendance for this retreat. The purpose of this retreat is to review the performance of the chapter during the previous semester/quarter, develop the long-term strategic plan of the chapter including goals for the upcoming semester/quarter, build camaraderie with the executive council and alumni advisory board, and address any other issues that the chapter may currently be facing. It is important to have this retreat because this will allow the chapter to maintain proper development over time while also ensuring that there is a good relationship between all members of the executive council and between the executive council and alumni advisory board.

This retreat will be approximately one to two days of time from each person involved so it is best to schedule this retreat for a weekend. The executive council and alumni advisory board will both be involved with this retreat, so it is best to plan for a time when most members of both groups are available. It is also beneficial to hold this retreat away from the chapter house and the membership so that the executive council can focus on the tasks at hand while not being distracted. Determine the date for this retreat when setting the calendar for the chapter. Typically, these retreats are held on a weekend near the end of the semester/quarter in order to properly prepare for the upcoming semester/quarter.

During this retreat, the secretary or president or alumni advisory board chairman should have put together an agenda to follow in the retreat. Every executive council member, new and old, will give their

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report during the meeting and each person should have a pad of paper to document any actions or items that arise from the meeting. Additionally, the secretary should take minutes during this retreat to properly document what transpired and the goals that were set. Dates of upcoming events should be documented and added to the chapter calendar. Once the retreat adjourns, the secretary should send the minutes of the meeting to all executive council members and alumni advisory board members. Each officer should send their reports/goals to the secretary at least one week in advance of the executive council retreat, to allow him to create an agenda for the meeting and to ensure everyone has the proper paperwork prior to the retreat. It may be beneficial to bring the last year end summary report and consultant visitation analysis to assist with goal setting.

### **During the Transition Retreat**

Once a semester/quarter, there will be a transition retreat. All members of the executive council and each chairman, new and old, should be in attendance for this retreat. The purpose of this retreat is to review the performance of the chapter during the previous semester/quarter, assist the new executive council and chairmen in setting upcoming goals, and allow the old chairmen to transition materials and knowledge to the new chairmen. It is important to have this retreat because this will allow the chapter to maintain proper operations over time.

This retreat will be roughly a few hours of time from each person involved so it is best to schedule this retreat for a weekend. The executive council and all transitioning chairmen will both be involved with this retreat, so it is best to plan for a time when most members of both groups are available. It is also beneficial to hold this retreat away from the chapter house and the membership so that the executive council and chairmen can focus on the tasks at hand while not being distracted. Determine the date for this retreat when setting the calendar for the chapter. Typically, these retreats are held on a weekend near the end of the semester/quarter before the executive council retreat in order to properly prepare for the upcoming semester/quarter.

During this retreat, every executive council member and chairmen, new and old, will discuss operations and go over in-depth details about each position, so each person should have a pad of paper to document any actions or items that arise from the meeting. Dates of upcoming events and any recommendations should be documented and added to the chapter calendar. It is important to ensure all reporting of new officers and paperwork with the university and the International Fraternity has been updated. Once the retreat adjourns, the new executive members and chairmen should have their file and documentation for the position as well as the knowledge from the previous executive member and chairman.

## **During the Chapter Goal Setting Retreat**

After the transition and executive council retreats, the goals of the chapter should be roughly developed. It is important to communicate these goals to the chapter in order to gain feedback and buy-in from the membership. The best way to do this is by holding a chapter goal setting retreat.

Once a semester/quarter, there will be a goal setting retreat. All members of the chapter should be in attendance for this retreat. The purpose of this retreat is to communicate the goals set by the men who hold positions for the upcoming semester/quarter to the rest of the chapter. It is important to have this retreat because the chapter will clearly understand and be unified toward achieving the goals for the next semester/quarter.

This retreat will be roughly a few hours of time so it is best to schedule this retreat for a time that is consistent with events where most of the chapter can attend, such as chapter meetings. It is beneficial to hold this retreat away from the chapter house or other noisy areas so that the chapter can focus on the goals while not being distracted. Determine the date for this retreat when setting the calendar for the chapter. Typically, these retreats are held on an evening/day near the beginning of the semester/quarter after the transition retreat and the executive council retreat have taken place near the end of the previous semester/quarter in order to be more relevant to the timing of chapter events.

During this retreat, the secretary or president should have put together an agenda to follow in the retreat. Every new executive council member will report their goals during the retreat and each person should have a pad of paper or be given a list of the goals to understand all of the goals that the chapter has. Additionally, the secretary should take minutes during this retreat to properly document what transpired and the goals that were set. Dates of upcoming events should be documented and added to the chapter calendar. Once the retreat adjourns, the secretary should send the minutes of the retreat to all chapter members. Each officer should send their reports/goals to the secretary at least one week in advance of the chapter goal setting retreat, to allow him to create an agenda for the meeting and to ensure everyone has the proper paperwork prior to the retreat.

## **During the Chapter Consultant Visit**

Each chapter will receive a chapter consultant visit once each academic year. During this visit, the designated chapter consultant, a member of the professional staff, for your region will visit your chapter. The chapter consultant will stay with you and your chapter for, typically, a three to five-day period. The consultant will meet with numerous members of the chapter including the entire executive council, each person who holds a position in the chapter, alumni of the chapter, university officials and the entire chapter. The consultant uses these meetings to find out more about the chapter to ultimately evaluate and provide recommendations to the chapter for better operations. This visit is by no means meant to be invasive or a method to cause issues for the chapter. It is simply a way for the International Fraternity to help each chapter better itself through third party analysis and recommendations.

When the chapter consultant does come to visit your chapter, he will provide you with a preparation packet to help you properly prepare for his visit. It is important to be as helpful as possible when coordinating the visit with the chapter consultant since you should provide him with numerous items including chapter statistics, meeting times and locations for his meetings with chapter members, contact information for members in the chapter, meals for his visit, proper sleeping arrangements, and many other items. Make sure meetings are arranged with the chapter consultant to meet with all positions within the chapter. Again, it is important to complete the consultant preparation packet at least three days prior to the arrival of the chapter consultant. Ensure that the chapter consultant can

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conduct his business in a proper manner and that he is provided with plenty of other amenities to help the chapter as much as possible. The less hospitable and helpful you are toward the chapter consultant, the less likely he is to provide his best possible work and recommendations to the chapter.

Once the chapter consultant visit is finished, the consultant will then provide the chapter with a report that summarizes his visit known as the consultant visitation analysis. This document is meant to provide a snapshot of the current chapter operations while also communicating recommendations to improve chapter operations. This document is by no means used to score the chapter for awards, but it is simply a service that the chapter is provided in order to achieve a better overall fraternal experience.

## **Organize and Submit a Year End Summary**

Once an academic year, usually between March and June, an application is made available that is known as the Chapter Year End Summary and International Awards Application. This application is completed by chapters in order to qualify for international awards and to also provide a document that the chapter can use to evaluate and better current chapter operations.

The application is very long and includes four areas (membership, operations, brotherhood, and leadership) with each area containing four sub-sections. Each of these sub-categories contains five questions. Each question in the application asks for supporting documentation to prove that the actual task was fulfilled. Most of the work related to completing this application is due to the compilation of all the documentation and it will take many weeks to complete this process.

Therefore, in order to properly complete the year end summary, it is recommended that all members of the executive council be involved as well as any other member in the chapter who chooses to be involved. It will help to get more members involved with completing the year end summary since there is so much information to compile. It will be helpful to start on the application immediately when it becomes available and delegate each area as well as corresponding sub-categories to individuals involved with the process. Make sure that all final documents submitted are aesthetically pleasing and would be of a quality you or even your professors on campus would be proud of. The more you can delegate responsibilities and get more members involved with the process, the greater chance you have for submitting a better year end summary and qualifying for more international awards.

The Chapter Year End Summary and International Awards Application can be found and completed through [www.pikes.org](http://www.pikes.org).

## **Enhance the Plan for Your Position**

### **Review of the Program**

Once internal operations have been completed for the year, it is important to get feedback from your committee chairs and any other member of the chapter that may be able to help better the internal programming. This may be accomplished by numerous different methods.

It is important to get input from the internal committee chairs since they were involved with the process. Hold a meeting with the committee chairs like normal and ask for feedback from the men. Also, announce in chapter meeting and over e-mail to the general membership that you would like to receive feedback about the internal programming. You can communicate to the chapter members that they may submit recommendations through e-mail or on paper in person.

It may be beneficial during all discussions with members to list out discussion points of the internal operations such as alumni relations, brotherhood, fundraising, historian, and scholarship to ensure that feedback is constructive and on point. Make sure that all feedback is captured and documented so that it may be added to the internal vice president documentation and the internal programming may be improved in the future.

### **Ensure a Successful Transition for your Successor**

It is vital to the performance of your chapter that there is some transfer of knowledge to the next internal vice president when your tenure is complete. This knowledge should be communicated in person and in writing through physical documentation.

The purpose of the physical documentation is to ensure that information is available for the new internal vice president to easily reference during his tenure in the position. Documentation to include would be anything that could help your successor including but not limited to the internal vice president handbook, agendas for meetings, documentation of previous internal vice president issues, slideshows, e-mail correspondence, notes to successor, etc. Ensure that every event that is completed with the position has an accompanying event summary as well. This includes all committee chair meetings, any committee documents, pictures of committee activities, etc. Any activity that you organized and completed during your tenure as internal vice president should have an accompanying event summary. A sample event summary can be found on page 34 of this handbook. A sample contact list can be found on page 35 of this handbook. A sample notes to successor can be found on page 36 of this handbook. Again, the physical documentation pertains to anything that would help your successor transition more easily into his new position, so please ensure the physical documentation is organized.

Once the physical documentation is compiled, then you will be able to sit down with your successor to have a transition meeting. During this meeting, you want to make sure to describe the overall position (including the purpose of the position, the goals, weekly tasks, semester/quarter tasks, successes and failures, recommendations) and detail the physical documentation. Communicate anything to your successor that will be helpful and may be difficult to understand in the physical documentation. It is beneficial to review the goals that you set as internal vice president, to help the new internal vice president set goals, and to discuss any points that may be of difficulty during his tenure or that affected you while holding the position. It also helps to include the alumni operations advisor in these meetings so that he can add his insight, advice, and ensure that internal operations have consistency and develop



in the proper manner. Taking notes during this meeting will ensure that everyone is aware of what was discussed on the development of internal operations.

You will ensure a successful transition for your successor if you are able to transfer physical documentation and conduct an in-person transition meeting. By ensuring proper transfer of knowledge takes place, the chapter will be able to continually develop better performing internal operations.

The above is intended to provide the chapter with general information and suggestions for improvement. It is not a directive and is not intended to direct the chapter in any manner. A chapter is not required to use or implement this information or suggestions. The decision on whether or how to use this information is solely that of the chapter.

## Event Summary

Date \_\_\_\_\_

Event \_\_\_\_\_

Committee and Chairman \_\_\_\_\_

Date and Time of Event \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Steps in Planning \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Needed Supplies, Cost, Attendance, etc., \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Persons to Contact, Addresses, Phone Numbers \_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Name \_\_\_\_\_

## Contacts

Phone \_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_



## Frequently Asked Questions

### **What if there is a chairman who doesn't do his job?**

It is your duty as internal vice president to motivate chairman to accomplish their goals. This may mean that you must incentivize things or simply provide personal motivation to a member. It all depends on the chairman that you are dealing with at the time. If you are having difficulties motivating one of your chairmen or he is simply not fulfilling his duties, you may have to replace him. This should be a last resort since replacing the chairman will take a bit of time. However, this action should certainly be utilized if results are not being accomplished.

### **Do I have to hold in-person chairmen meetings?**

It is not required that you hold in-person chairmen meetings, but it is certainly helpful. The in-person meetings add accountability and they are more effective in informing everyone in the committee what is occurring within the committee. You can choose to try and communicate with each of your chairmen through email to accomplish the same results as an in-person meeting, but it will probably be more difficult and time consuming for you than simply holding an in-person meeting. You can experiment with whatever managerial practices you feel work best, but it is recommended as a best practice that you hold in-person chairmen meetings.

### **Can I have more chairmen than those listed in this handbook?**

Depending on your chapter operations, it is sometimes necessary to appoint extra chairmen to oversee responsibilities that are not outlined by other chapter positions. It is up to your discretion to choose whether you do or do not need more chairmen within your cabinet. It is important to understand that the more people you add in your cabinet, the more responsibilities and managing duties you will assume. It is recommended to appoint and work with the number of chairmen in this handbook since nearly all responsibilities will be accounted for, but the choice is ultimately yours to make.

### **How involved should I be with the work my committee chairmen do?**

You are the manager of the committee chairmen within your cabinet. It is not your responsibility to micro-manage them and complete tasks for them. Instead, it is your job to delegate responsibilities and motivate your chairmen to accomplish these tasks. You can help chairmen with duties if necessary but if they are actively forming and working with their committee members, there should not be a great deal of work for you to do. It is recommended that you try to manage effectively instead of spending your time working on tasks that are really the responsibility of your chairmen. It is important to utilize these recommendations in order to manage your time properly and maintain your other responsibilities.