

Job Description: Serve as a resource to the internal vice president

Responsibility: Advise the internal vice president with management and goal setting for respective internal cabinet

- Estimated time requirement – 1 weekend per semester (goal setting) and bi-weekly communication

Internal Cabinet: Recommended composition:

- Alumni Relations
- Scholarship
- Historian
- Brotherhood
- Fundraising

Recommended Bi-Weekly Task:

- Communicate with internal vice president; sample agenda:
 - Review of goals/strategic priorities
 - Address progress towards completion of semester goals
 - General planning updates
 - Advisor question: “Are you delegating and utilizing your cabinet?”
 - Review of action plan moving forward
 - Any budget needs that need to be addressed
 - Review of next call time & date

Recommended Monthly Tasks:

- Attend/Call-in to an internal vice president’s cabinet meeting
- Communicate with AAB Chairman and/or the AAB via phone or email
- Review of position goals

Recommended Quarterly Tasks:

- Assist internal vice president with goal setting
- Assist with officer/chairman transitioning

Recommended Annual Task:

- Attend PIKE *University* Leadership Summit

Checklists for best practices within the internal cabinet (gathered from Chapter Self Assessment):

Alumni Relations

- | | |
|--|--------|
| 1. Is there an accredited chapter advisor? | Yes/No |
| 2. Is there an active alumni advisory board? | Yes/No |
| 3. Are quality newsletters made and distributed to alumni? | Yes/No |

Scholarship

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|---|--------|
| 1. Is the chapter GPA above all-fraternity GPA? | Yes/No |
| 2. Are there academic requirements prior to joining? | Yes/No |
| 3. Does the chapter enforce minimum GPA requirement for all members? | Yes/No |
| 4. Does the chapter have a scholarship plan for members who fall below minimum GPA? | Yes/No |

Fundraising

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| 1. Printed Fundraising Handbook and 3 ring binder | Yes/ No |
| 2. Establish chapter goal for fundraising dollars earned | Yes/ No |
| 3. Determine possible fundraising events | Yes/ No |

The above is intended to provide the chapter and volunteers with general information and suggestions for improvement. It is not a directive and is not intended to direct the chapter or volunteer in any manner. A chapter or volunteer 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 or volunteer.

Brotherhood

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|---|---------|
| 1. Printed Brotherhood Handbook and 3 ring binder | Yes/ No |
| 2. Hold regular brotherhood events | Yes/ No |
| a. Schedule optional brotherhood times for lunch, dinner, study, gym, etc | Yes/ No |
| 3. Set chapter goal for number of brotherhood events | Yes/ No |

Historian

- | | |
|--|---------|
| 1. Begin to record chapter history by taking photos and videos of events | Yes/ No |
| 2. Encourage all officers to write event summaries following events | Yes/ No |
| 3. Prepare materials for Year End Summary | Yes/No |

Once the chapter has satisfied these best practices, it is recommended to use the 3 Chapter Performance Checklists – which can be found by following the instructions below:

- Go to www.pikes.org
- Click the Chapter Resources drop-down menu
- Select Officer Resources
- Scroll down and select the General Resources and Sample Information tab
- You will find
 - Chapter Performance Checklist I
 - Chapter Performance Checklist II
 - Chapter Performance Checklist III

These documents are designed to be completed in order, whereas Checklist I serves to create a foundation with basic strategies and Checklist III includes highly advanced operational practices.

Contacts

Position	Name	Phone	Email
Advisor/AAB Chair			
Internal Vice President			
Alumni Relations Chair			
Scholarship Chair			
Brotherhood Chair			
Historian Chair			

Alumni & Volunteer Department

The Pi Kappa Alpha Fraternity
 8347 West Range Cove
 Memphis, TN 38125
 901-748-1868