

**Job Description:** Serve as a resource to the recruitment officer

**Responsibility:** Advise the recruitment officer with management and goal setting for chapter recruitment committee

- Estimated time requirement – 1 weekend per semester (goal setting) and bi-weekly communication outside of recruitment periods, weekly communication during recruitment

**Recruitment Committee:** Consists of captains with specified roles, such as:

- ChapterBuilder Captain
- Event Captain
- Communication Captain
- Transportation Captain
- Athletics Captain
- Interview Captain
- Sorority Captain

**Recommended Bi-Weekly Task (weekly during recruitment):**

- Communicate with recruitment officer and committee; sample agenda:
  - Review of goals/strategic priorities
  - Address progress towards completion of semester goals
  - Planning progress
  - Advisor question: “Are you delegating and utilizing your committee?”
  - Update/review Recruitment Action Plan
  - Any budget needs that need to be addressed
  - Discuss best practices being used
  - Review of next call time & date

**Recommended Monthly Tasks:**

- Attend/Call-in to a recruitment committee meeting
- Communicate with AAB chairman and/or the AAB via phone or email
- Review of position goals

**Recommended Quarterly Tasks:**

- Help create a recruitment action plan with committee
- Facilitate a recruitment retreat
  - Includes training for recruitment committee AND new members
- Promote alumni attendance at recruitment events
- Assist with officer/captain transitioning

**Recommended Annual Tasks**

- Attend regional PIKE *University* Leadership Summit

**Checklists for best practices within the recruitment committee (gathered from Chapter Self Assessment):**

**Recruitment**

- |   |        |
|---|--------|
| 1. Does the chapter rank in top three in recruitment on campus? | Yes/No |
| 2. Is your recruitment officer appointed?                       | Yes/No |
| 3. Is there a functioning recruitment committee?                | Yes/No |

**Recruitment Events**

- |   |        |
|---|--------|
| 1. Does the chapter have recruitment events set on the calendar?            | Yes/No |
| 2. Do events have at least 75% participation from chapter members?          | Yes/No |
| 3. Is transportation provided for potential new members to and from 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.

**Communication**

1. Are all names in ChapterBuilder being contacted? Yes/No
2. Are interviews being scheduled with potential new members? Yes/No
3. Are recruitment updates being provided to the chapter and alumni? Yes/No

**ChapterBuilder**

1. Does the chapter utilize ChapterBuilder? Yes/No
2. Is ChapterBuilder available to all members? Yes/No
3. Is a goal being set for total names in ChapterBuilder every term? Yes/No

**Interviews and Presentations**

1. Does the recruitment committee use the two-step interview process to recruit? Yes/No
2. Does the chapter have multiple interview teams? Yes/No
3. Does the recruitment committee conduct sorority presentations for referrals? Yes/No

**Athletics**

1. Are potential new members being placed on intramural teams with brothers? Yes/No
2. Are meetings set up with club coaches to recruit club athletes? Yes/No
3. Are meetings set up with varsity coaches to recruit varsity athletes? 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](http://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**

<b>Position</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Advisor/AAB Chair			
Recruitment Officer			
ChapterBuilder Captain			
Event Captain			
Communication Captain			
Transportation Captain			
Athletics Captain			
Interview Captain			
Sorority Captain			

***Alumni & Volunteer Department***

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