



ALPHA KAPPA PSI

The Professional Business Fraternity

Chapter Resource Manual

Version 1.0

Shaping People – Shaping Business

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INTRODUCTION

The purpose of this manual is to provide College Chapters the information necessary to properly run a Chapter in its daily operations and to be a productive unit of the National Organization. As a Leader of your Chapter, you must ensure that your Chapter maintains an environment for learning the principals necessary to succeed in today's business world and in our Fraternity. The National Organization's success depends on how successful our individual Chapters operate. To help you in your endeavor, this manual was developed as a tool for your use. This manual covers a lot of material. Keep it close at hand, and review it carefully and often. We wish you great success!

NATIONAL VISION STATEMENT

Alpha Kappa Psi is recognized as the premier developer of principled business leaders.

THE OBJECTS OF ALPHA KAPPA PSI

The objects of Alpha Kappa Psi, adopted at the time of its founding are:

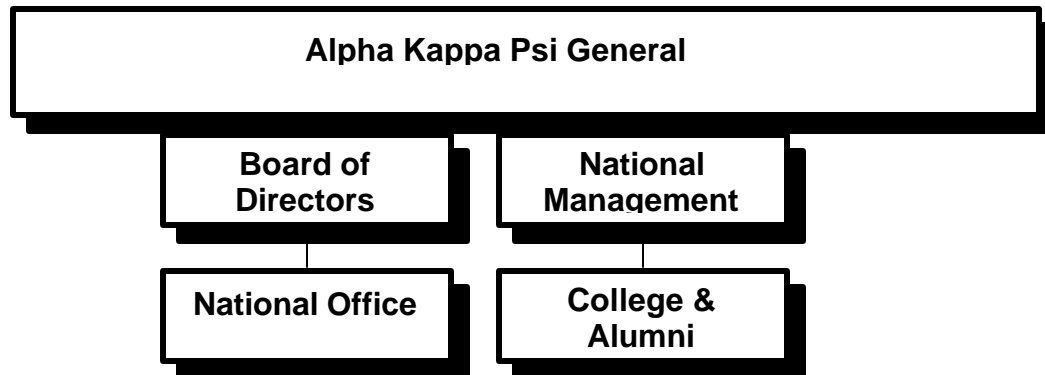
- To further the individual welfare of it's members;
- To foster scientific research in the fields of commerce, accounts, and finance;
- To educate the public to appreciate and demand higher ideals therein; and
- To promote and advance in institutions of college rank, courses leading to degrees in business administration.

THE ORGANIZATION OF ALPHA KAPPA PSI

As a Chapter Officer, it is vital that you understand the way that the organization is set up. This will aid you in using communication channels effectively and efficiently.

The organization of Alpha Kappa Psi is democratic in form. Government is by a National Chapter composed of representatives from college and alumni chapters assembled in periodic National Chapter meetings. The National Chapter elects the National President and the National Vice-Presidents, and enacts legislation. During the interim between National Chapter meetings, the Board of Directors administers the affairs of the Fraternity. The Board of Directors consists of nine members who are elected by the National Management Team, three members being elected every year. The National Management Team consists of the National President, the National Vice-Presidents, and the fourteen Regional Directors. Members of the National Management Team are ineligible to serve on the Board. The Board of Directors, in turn, vests

authority for supervising the business and administrative affairs of the Fraternity in an Executive Committee composed of three members of the Board elected by the Board.



The chapters are divided into geographical regions, each of which elects a Regional Director to represent it on the National Management Team and who is responsible for servicing chapters in that region. The Regional Director is responsible for appointing Sectional Directors, Chapter Advisors, and Region Managers to assist in meeting the region's goals and objectives.

BOARD OF DIRECTORS

The Board of Directors is responsible for governance and oversight; strategic planning; policy establishment; budget approval; assessment of member needs; approve programs and activities; and supervision of the Chief Executive Officer (via the Executive Committee.) The Executive Committee's primary responsibilities include supervision of the Chief Executive Officer/National Office; and acting on behalf of the Fraternity when a vote of the entire board is not necessary. The Board of Directors serves as the executive, legislative and judicial body of the Fraternity during the interim between meetings of the National Chapter. The members of the Fraternity Board of Directors are volunteers and give many hours of their time and talent to the Fraternity. This information is current as of 04/04. Contact information for these individuals is available via the AKPsi Web site, www.akpsi.com.

Chairman of the Board/Executive Committee	Heather E. Allen
Past Chairman/Executive Committee	William L. Koleszar III
Chairman Elect.....	Robert A. Davenport
Secretary.....	Phil D. May
Treasurer	Eileen L. Howell
Director	Doug Halka
Director	Manuel Pravia

Director Dan Roselli
 DirectorSteven Tabac

THE NATIONAL MANAGEMENT TEAM

The National Management Team (NMT) is made up of the National President, four National Vice Presidents and 14 Regional Directors. All members of the NMT are fraternity volunteers and perform their duties outside of their professional careers. The National President serves as the leader of the National Management Team. These line managers are collectively responsible for implementation and enforcement of Fraternity policies; serve as the primary source of input, advice and feedback to the Board of Directors; and implement programs in the areas of education, marketing, membership growth, and general fraternal development for students, alumni and volunteers.

The National Vice Presidents are responsible for the development and success of Alpha Kappa Psi in the area of the country in which they supervise. They supervise and motivate Regional Directors to achieve assigned goals as well as oversee the implementation of budgets, resource materials, expansion, and educational programs approved by the Board.

The Regional Directors are responsible for directing and leading their regions. They appoint and supervise Regional Management Team members, attend national educational programming, and are generally responsible for all activities within their Regions. Contact information for these individuals is current as of 04/04, and current contact information is available using the AKPsi Web site, www.akpsi.com.

National President Dan Stubblefield
 National Vice President Gerard A. Chavez
 National Vice President Alicia D. Neumann
 National Vice President Andrea Nemeth
 National Vice President.....Alexander Sultan
 Central Regional DirectorKatie Koclanes
 Eastcentral Regional DirectorGreg Gabbard
 Eastern Regional Director Pam Miksell
 Mideast Regional Director..... David Ralston
 Midwest Regional Director Stacy Schroeter
 Northcentral Regional Director.....Melissa Stowe
 Northeast Regional Director Chad Smith
 Northwest Regional Director Shane Roehl
 Southcentral Regional Director..... Vonda Willis
 Southeast Regional Director Jennifer Raiford
 Southern Regional DirectorSharon Steiert
 Southwest Regional Director Jessica Hill
 Westcentral Regional Director.....Jennifer Kuhn
 United Kingdom Regional Director Kash Haroon

THE NATIONAL STAFF

Alpha Kappa Psi employs a paid, full time, professional staff to manage the day-to-day operations of the organization. The staff is responsible for implementing the Board of Director's policy, completing action tasks to meet goals and objectives set forth by the BOD, serving our member's needs, collecting and disseminating information about the Fraternity, maintaining a proper financial accounting system for the Fraternity, maintaining a membership database, editing publications, developing marketing strategies, issuing membership certificates, and other duties.

The national staff works side by side with the National Management Team to ensure that the Fraternity is meeting the mission of the organization, as well as maintaining smooth chapter operations. Contact information for these individuals is current as of 04/04 additional contact information is available using the AKPsi Web site, www.akpsi.com.

Chief Executive Officer	Gary L. Epperson
Senior Director of Communications	Jess C. LaNore
Senior Director of Finance & Expansion.....	Brian D. Parker
Director of Information Services	Daniel D. Mendoza
Director of Meetings	Jessica R. Seitz
Director of Member Development	Chrissy M. Vasquez
Director of Alumni Development.....	Lane N. Velayo
Member Service Representative	Deborah A. Orff
Member Service Representative	Cathy Cole
Member Service Representative	Hazel A. Collier

REGIONAL MANAGEMENT TEAM STRUCTURE

While one region may be structured slightly differently from another, this section will outline the basic volunteer structure in a typical region. A Regional Director, elected every 2 years at a Regional Meeting, leads each region. The Regional Director has a complex role, but their main duty is to manage and lead the region. Section Directors can be appointed by the Regional Director to manage a specific geographic area. The Section Director position can be an effective tool in managing a large region. Each chapter should have a Chapter Advisor is directly responsible for advising them and assisting the chapter in meeting goals and objectives. The Chapter Advisor can either report to the Section Director for those regions that utilize the position, or directly to the Regional Director. Each region also has 6 Manager positions, which are less intensive positions that allow volunteers to focus on their field of expertise. Currently, these 6 appointed positions are: Alumni, Expansion, Finance, Marketing, Membership, and Technology. Individuals that have a keen interest in the specific function in which they will assist fill these positions. The Regional Managers can report directly to the Regional Director or Sectional Director. The Regional Management Team, consisting of all of these positions,

meet together at least once a year to set regional goals and objectives, review progress, train, and follow up on action items.

ALPHA KAPPA PSI FOUNDATION

The Alpha Kappa Psi Foundation, founded in 1951, is a not-for-profit organization that is dedicated to promoting the ideals of Alpha Kappa Psi. Although the Foundation is wholly separate from the Fraternity, there is mutual cooperation and vision. The Alpha Kappa Psi Foundation is classified as a 501(c)(3) public foundation, so contributions and bequests to the Foundation are tax deductible; direct contributions to Alpha Kappa Psi Fraternity are not.

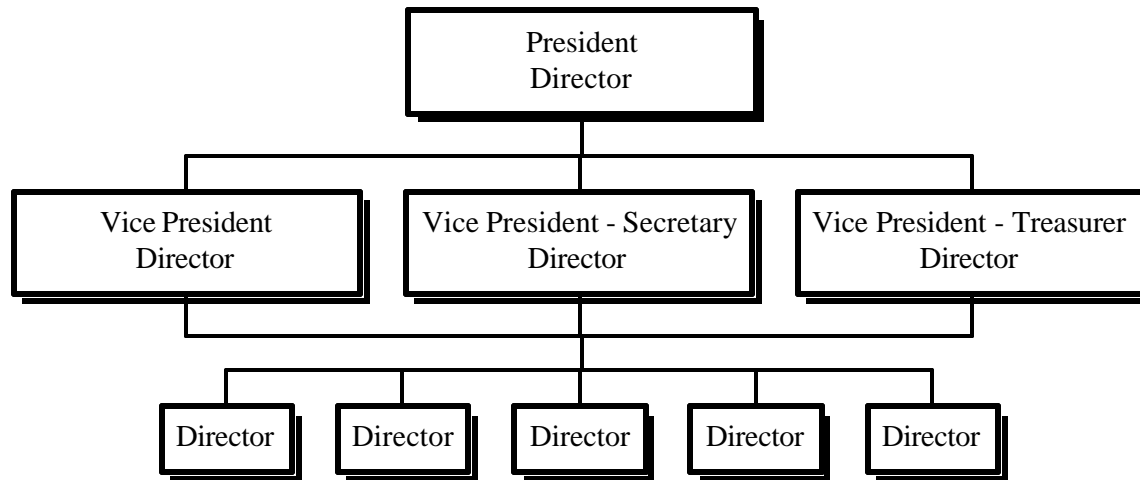
The Alpha Kappa Psi Foundation provides scholarships, awards, and programs to students, educators and the business community. Some of these include the scholarship program, the National President's Scholarship, and awards in accounting, business communication, marketing, and healthcare management. The Foundation also honors prominent alumni with its "Alumnus of the Year" award.

The Foundation relies almost exclusively on contributions, gifts, and bequests to fund operations as well as new projects. As a volunteer of the Alpha Kappa Psi Fraternity, you are expected to not only financially support the Foundation to the best of your ability, but promote its mission to the members of your chapters. Chapters and Regions may also raise funds for the Foundation.

A new mission statement was developed in 1994 to reflect the direction and objectives of the Foundation:

"To foster personal and professional development of both current and future business leaders by raising and distributing funds for educational programs, scholarships, loans and research grants in furtherance of a higher standard of professional ethics."

Foundation Board of Directors



Current contact information for the Foundation Board of Directors is available at the AKPsi Web site, www.akpsi.com.

MAKING THE FOUNDATION WORK FOR YOU

INTRODUCTION

The Alpha Kappa Psi Foundation was established to allow for charitable donations to Alpha Kappa Psi. These donations are then invested, and the interest from the investment is then used for scholarships and grants. The scholarships and grants can be awarded to anyone or any program for any educational related expenses. The sections below list some examples of how your chapter can better utilize the resources of the Alpha Kappa Psi Foundation.

Chapter Designated Scholarship Funds

These are funds established by a chapter with the scholarships awarded to either members of the chapter or the entire university. The chapter determines what the scholarships should be intended for and then solicits donations to the fund from their alumni. When the alumni make their donations payable to the Alpha Kappa Psi Foundation, their donation then becomes tax deductible for charitable donations.

Currently many chapters are using these scholarship funds for trips to the Success Institute and the Alpha Kappa Psi Fraternity Convention since these events offer leadership training and development. Other chapters award scholarships to help pay for tuition and living expenses while in school.

Yellow Rose Society

The Yellow Rose Society was established to increase student involvement in the Foundation. Members of the Society receive an AKPsi monogram lapel pin, special recognition at all AKPsi events, and are invited to free Foundation fundraising events.

COMMUNICATION PROTOCOL

Because of the large number of chapters and volunteers that exist in Alpha Kappa Psi, communication is a key factor in determining our success. For communication between the College Chapters, National Management Team and Staff, the following communication guidelines have been established and should be adhered to.

Unless there is a dire emergency, these general principles will apply:

- If a chapter has a financial issue or question in general on any topic, the chapter officer(s) should contact the appropriate Staff member by email/phone. If done by email, copy the Chapter Advisor.
- If a resolution is not reached, then the Chapter Advisor should do the follow-up.
- If a resolution is still not reached, then the Sectional Director should follow up and the Regional Director and appropriate Vice-President notified (if there are no SD's on your Team, then the RD would follow up and the VP notified).
- If a resolution is still not reached, then, and only then, the Regional Director and Vice-President should follow up and the National President and CEO notified.

There should never be a situation that calls for this much follow-up for a resolution.

As a professional courtesy, if you experience difficulty dealing with a Staff member, address that person directly. If the situation is not resolved, notify the CEO.

If you face an issue with a National Vice President, address that person directly. If the situation is not resolved, notify the National President. Issues involving your RMT and Regional Director should be resolved by addressing the individual. If the situation is not resolved, contact their volunteer supervisor.

FRATERNITY LAWS, POLICIES, AND RITUAL

INTRODUCTION

As a student leader in our Fraternity, you should have a basic understanding of Fraternity laws and policies, be able to explain them to other members, and be 100% willing to stand behind those policies. This section addresses the areas of the National Constitution, Statutory Code, and Ritual of Alpha Kappa Psi. In addition, it is essential that you are familiar with and understand the Board of Director's Statement of Policy. This policy manual includes important policies affecting all members, including the risk management

policy that stipulates the fraternity rules and regulations regarding alcohol, hazing, sexual harassment, fire, health and safety. As a professional fraternity, it is important that each chapter adhere to the risk management policy. It is essential that chapter officers are familiar with and understand the Board of Director's Statement of Policy, Constitution and Statutory Code, and the Ritual. These outline the "laws" of the organization.

In addition to national policies, it is necessary for chapters to obey all local university and community laws and policies in regards to alcohol and drugs, hazing, and sexual harassment. Most states now have laws regarding hazing. Students must be educated that not only might they be violating the risk management policy, but could also be committing a crime. Depending on current statutes, one can be fined or even imprisoned for such acts.

It is the intent of Alpha Kappa Psi to be reasonably responsive to any member who has an honest perception that any of these policies have been violated to the detriment of the complainant and/or the brotherhood. Additional guidelines, and the procedures used when a policy has been violated, are available in the Alpha Kappa Psi Board of Director's Statement of Policy. Complete copies of the Constitution and Statutory Code and Board of Directors Statement of Policy are sent to every chapter each year, or can be downloaded from the Fraternity's web site at www.akpsi.com. Ritual manuals can be ordered through the National Office.

CONSTITUTION AND STATUTORY CODE

The Constitution and Statutory Code of Alpha Kappa Psi are living, breathing documents. At each National Chapter Meeting, changes may be made to these documents. Interim edicts, adopted by the Board of Directors in the years between National Chapter Meetings, ensure smooth operations of the Fraternity until the National Chapter again meets.

The Constitution and Statutory Code provide us with the rules for the operation of our National Fraternity. Areas such as eligibility for membership in AKPsi, the structure and organization of the Fraternity, discipline, official emblems and publications, and new chapter installation are covered in this document. While not necessary to memorize each line of the Constitution and Statutory Code, it is essential that you are familiar with the documents and able to locate necessary information when situations call for enforcement of Constitutional rules.

BYLAWS

As the Constitution and Statutory Code outline the operations and organization of the National Fraternity, Bylaws outline the operations and organization of the individual chapter. Each chapter of Alpha Kappa Psi is required to have a set of Bylaws that govern the day-to-day operation of the chapter. These "local" Bylaws are modeled on the National Chapter Bylaws and follow a standard format. Used strategically, a chapter's Bylaws can ensure a strong and healthy chapter. Chapter Bylaws should be reviewed and updated no less than yearly. Each member of the chapter should have a copy of the Bylaws of his/her chapter and should be familiar with them. Each chapter should have a

parliamentarian responsible for maintaining the Bylaws and should assist the chapter secretary in filing updated Bylaws with the Chapter Advisor, Sectional Director, Regional Director, and National Office.

CHAPTER MANAGEMENT

Management is necessary in any organization. As a student leader in Alpha Kappa Psi, it is your job to implement the objectives of our National Chapter, National Officers, and Board of Directors. In addition, as management, you should look out for your local chapters' interests and present their views to the appropriate National body. With some guidance and practice, balancing these two main objectives will become "manageable."

It is a process to effectively use and allocate scarce resources – As student leaders, you are given jurisdiction over a certain amount of finite resources with which you must accomplish a set of goals. However, many times, how you accomplish these given objectives is left up to you. While there may be different ways to accomplish these goals, there may be only one or perhaps a few ways to accomplish these goals with the amount of resources you are given. Therefore, it is your job to effectively plan, supervise, and track the performance of your chapter to ensure the highest and most efficient use of those trusted resources.

It involves working with and through people to achieve a common goal – In most every situation you will face in both your Alpha Kappa Psi career and your professional career, the resources you receive for a given objective will alone not be enough to achieve the desired result. In order to succeed, you must use those resources in conjunction with the group as a whole to reach the goal. These people skills are sometimes the most valuable skills you can bring to Alpha Kappa Psi when you take on the challenge of managing a chapter or chapters of the Fraternity.

It is vitally important that you keep these very basic ideas at the forefront as you choose and implement plans to achieve success for your chapter. These are the building blocks that everything else is built upon. Losing sight of a common goal will certainly spell demise.

A CHAPTER'S RESOURCES

Manpower (cheap labor) – One of a chapter's greatest resources is the manpower it enjoys. Even in a smaller chapter of ten to twenty, there are more sets of hands than if one was working alone. It is this strength that as a manager you must harness and utilize. Recognizing manpower as a strength and resource is a large step in beginning to utilize it toward reaching your chapter's goals. Resources must be developed and maintained. For the general member, this can be through professional activities in teamwork or project management. For the executive board of the chapter, this should be done via a semester /

biannual officers' training workshop. Topics that can be covered include: leadership, project management, planning, officer duties and functions, and problem solving.

Time – Some members of your chapter are full-time students with either no jobs or part-time jobs. As a result, some chapter members have more time to provide to the chapter for its improvement. Utilizing this time to the chapter's advantage requires planning and organization, and provides an excellent way to get EVERYONE involved and to reach your chapter's goals. Assisting those with larger loads in managing their time will also be a means to this end.

Money – While many may argue that money is not a resource of their chapter, every chapter collects dues from its members. Some chapters collect other fees as well. These may include rent, social fees, or other fees that the chapter may choose to levy. Aside from their collection, a chapter must manage its finances prudently. With the proper management, every chapter can make their financial position a positive one.

Alumni – This may be the most underutilized area of a student chapter. Alumni can provide many things at a time when they still know a majority of the members and issues facing the chapter. From time to money to professional contacts, a chapter's alumni are a lifeline that should not be forgotten. Remember too that there is often a direct relationship between the support your Alumni are willing to give and the general success and reputation of the chapter.

National Office – Many times students do not realize that the professional staff at the National Office is there to assist them. The National Staff is there as a support system to provide you with guidance, help, and information. Utilize this resource for your chapter's benefit.

Faculty – A university's faculty and staff are extremely interested in seeing their students succeed and achieve at the highest levels. Almost all are interested in on-campus organizations because they know the value that such organizations provide students. Moreover, professional fraternities like Alpha Kappa Psi are often sought because of their higher standards and professional attitude. A lot of your faculty have been longtime residents of their communities and can provide business and community connections, as well as guidance for your chapter's members.

University or College – The same holds true for the university or college. Many administrators will provide the same support and advice that your college's faculty can provide.

COMMON GOALS

Goals are like a roadmap. Take the time to set goals and map them out. Be sure that all of your goals are measurable. Assist chapter leaders in writing goals down, and prioritizing them. Your chapters should:

1. **Set goals** to be challenging yet obtainable.

2. **Strategic Planning.** Do not merely start working toward your chapter's goal. Help them set incremental goals and plot them in an appropriate order. Then proceed accordingly.
3. **Maintain detailed progress reports** and share them with the membership in an appropriate manner so that everyone may be aware of the chapter's progress.
4. **Get everyone involved in the process by assigning specific tasks.** By breaking up tasks into smaller, more manageable tasks, following through to their completion is generally easier. Furthermore, assigning smaller tasks to individuals gives everyone a more manageable piece of the pie.

THE OUTSIDE ENVIRONMENT

Assess comparability with similar SUCCESSFUL organizations – Look at other successful organizations, including your competitors, and determine the similarities and differences that exist. With that picture, evaluate your own chapter's strategy.

Learn from any SUCCESSFUL organization – From there, begin to incorporate the successful parts into your own organization. Benchmark your progress to your competition. Most importantly, strive to become everyone else's benchmark.

THE MEASURING STICK

Internal Measures – When helping your chapter set its goals, it is important that you help set up the evaluating mechanism as well. By doing this ahead of time, the results will not be skewed by bias toward making the results appear more favorable than they are. Once these measures are set in place, track progress toward them. Some examples of internal measures are:

- a. New initiates per semester/quarter.
- b. Percent of goals achieved.
- c. Growth in membership (net increase).
- d. Increase in participation levels.
- e. Change in CPR ranking.

External Measures – The same holds true for external measures. While they are more difficult to measure, doing so will help your chapters form their perception of the “outside” world. Additionally, successfully reaching each of these external goals will be selling points when marketing your chapter to potential brothers. Some examples of external measures are:

- a. Campus recognition (maybe through a “man on the street” style survey).
- b. Job placement percentage among graduating seniors.
- c. Non-AKPsi attendance at professional programming.
- d. Scholarship recipients.

WHO IS GOING TO DRIVE?

No One! EVERY one is going to pedal! – Often, the first question that is asked when a chapter embarks upon a journey toward reaching a goal is; *who is in charge?* **EVERYONE** is in charge... in charge of their chapter's destiny and identity. Everyone must be involved and have a role to play in the chapter's success. Due to membership turnover, student leaders will need to be diligent in keeping the plan on track. In order to involve everyone, keep the following four points in mind:

- a. Assign responsibility to specific people and make responsibility important.
- b. Distribute the workload widely, with accountability.
- c. Provide measures and channels for feedback and progress checking.
- d. Keep everyone informed.

Motivate everyone – Many times, the ability to motivate others without the incentive of money is the most challenging task that managers must face. As a result, this skill is one of the most valuable skills in today's marketplace. Learning these skills while still in school will make Alpha Kappa Psi brothers more desirable to employers. But how do we do that? Following are a few ways to keep everyone motivated:

- a. Awards and recognition.
- b. Praise in public; criticize in private.
- c. Provide mentors.
- d. Utilize groups.

WHO IS GOING TO STEER?

The chapter's leaders ALL have their hands on the wheel – The chapter's leaders are elected to lead the chapter for a given amount of time. However, the chapter as a whole must set the course on which to travel. The two points below are important to remember when helping to plot a new course for your chapters.

- a. **EVERYONE** must work together to “turn the ship.”
- b. Each individual function is an integral part of another function.

Coordination is the key – To achieve success, EVERYONE must be working together toward the common chosen goal. This is the true job of the chapter's leaders. Coordinating every detail during the drive. Make sure that the parts are in order so that the whole does not falter. Some points to remember are:

- a. Keep common objectives in the forefront.
- b. Maintain regular and full communication.
- c. Remember to work in a team.
- d. There is no “I” in TEAM.

THE SYSTEM

Look for ways to utilize the current system to get things done. As many before you will tell you, changing the system is difficult. It may be to your advantage to learn how the

current system really functions so that you can institute change through the current channels. Working within the system is looked upon more favorably than being the rebel trying to build a new one from scratch.

When change is necessary, decide on the most appropriate timeline and change methods. Incremental change faces less resistance than sweeping radical changes because smaller pieces are easier to face than one big bad beast. It also gives people the opportunity to get used to the new way of doing business. If a situation needs dramatic improvement, change must be quick and decisive. Get the buy in from all the student leaders, set the wheels of change in motion, and move forward.

CHAPTER OFFICERS AND THEIR DUTIES

THE EXECUTIVE COMMITTEE

RESPONSIBILITIES COMMON TO ALL OFFICERS

When elected, each officer assumes the following responsibilities, in addition to the specific responsibilities of the office:

- Attendance at all Executive Committee Meetings.
- Attendance at all regular Chapter Meetings.
- Coordinate with National Fraternity officers, chapter officers, faculty, committee chairpersons, and College/University Administration as necessary.
- Performance of your duties with the best interests of the chapter in mind.
- When you are unsure about specific responsibilities, consult materials or individuals in following order:
 - This Manual
 - The Officer Journal kept by previous officers
 - Your chapter President
 - The Constitution and Statutory Code
 - Your Chapter Bylaws
 - Your Chapter Advisor
 - Your Sectional Director(s)
 - Your Regional Director
 - The National Office
- Maintain an Officer Journal. All Officers will provide a historical outline of their activities for the continuity of chapter operations. A spiral notebook is suggested. The Journals should be turned in to the President when the term of office has been completed or when the academic year ends. Secure the Officer Journal, record events, ideas, activities, and suggestions about the office and pass the Journal along to the next officer elected. Throughout the term, record activities in your Officer Journal frequently. The information will be fresh in your mind immediately after an activity, and this will save from having to log a massive, single entry at the end of the term.

The following officer sections are designed as suggestions for chapter operations. Some of these suggestions are actual requirements of the Constitution and Statutory Code, the Bylaws, or the Rituals of Alpha Kappa Psi. These suggestions are not meant to change a working system. If your system is successful and does not violate Fraternity laws or policy, continue to work with it.

OFFICERS SECTION

The following information is detailed for each office of student chapters, when appropriate.

- Official duties of each office, per Constitution & Statutory Code and Official National Chapter Bylaws.
- A priority list of actions for the new officer.
- General information for the officer. This includes duties that are not specified in official laws, and designated committee chair or membership.
- A list of hints to help the officer in doing the duties of the office.
- A brief summation of things to do at the end of your term of office.

PRESIDENT

Official Duties

- Shall be the executive head of the chapter and shall preside over its meetings.
- Shall have the power to call special meetings when considered necessary.
- Shall see that the officers of the chapter discharge their duties faithfully, impartially, accurately and promptly.
- Shall enforce strict observance of the laws and policies of the Fraternity.
- Shall decide points of order.
- Shall have the power to appoint any officers or committees not provided for by the laws of the Fraternity or the Bylaws.
- Shall have the authority to preside over any committee of the chapter.
- Shall not be entitled to vote within the chapter except in the election of the national convention or regional meeting delegate or alternate, in the election of officers of the chapter, in the election of candidates into membership, or in the case of a tie vote in regular chapter matters.
- Shall have such further powers and duties as may be prescribed by the laws of the Fraternity.

Priority

- Read the Constitution and Statutory Code
- Read the Chapter Bylaws.
- Schedule a meeting (or meetings) between the incoming and outgoing Executive Committee Members to insure continuity and a smooth transition. If an outgoing officer cannot be at the joint Executive Committee Meeting, collect the Officer Journal from that officer, with any other records, materials, and supplies. Pass these to the incoming officer at the meeting.

- Obtain the President's Journal from the outgoing President. This Journal should have a final report listing initial goals, projects completed, progress on ongoing activities, suggestions on how to improve future chapter activities, and an evaluation of the complete term of the past President.
- Obtain any keys for mailboxes, offices, filing cabinets, cash-boxes, etc., and make sure you know the location of items for which you are given keys.
- If you must reserve meeting rooms for the semester/quarter/year, make sure you understand the process, place, date, and time necessary to secure reservation of rooms.
- Ask for volunteers for appointed offices and decide the appointments before or at the executive committee exchange meeting. The sooner these new officers are appointed the better.
- Read and understand the duties and responsibilities of officers and committees of the chapter.
- Familiarize yourself with Robert's Rules of Order / Parliamentary Procedure.

General Information

The president is the chief executive officer of the chapter and performs all duties specified by the Constitution, Bylaws, and Ritual.

The President:

- Provides leadership, motivation and general direction of the chapter.
- Coordinates goals and programs with other Executive Committee members and committee chairpersons for establishing chapter objectives for their term of office.
- Conduct chapter's Executive Committee meetings as chair of the Executive Committee.
- Conduct chapter's meetings under parliamentary procedure and in the following order:
 - *(Distribute a written agenda prior to the meeting.)*
 - Opening of meeting according to Alpha Kappa Psi procedure.
 - Roll Call.
 - Reading of minutes of previous meeting.
 - Reports of officers.
 - Reports of standing committees.
 - Reports of special committees.
 - Unfinished (old) business.
 - New business.
 - Reading of Communications.
 - Collection of accounts.
 - Discussion and balloting on prospective members.
 - Announcements
 - Adjournment according to Alpha Kappa Psi Procedure.
- Appoint officers not elected by the brotherhood.
- Appoints committee chairpersons or delegates the appointment to others.

- Completes the Chapter Advisor Nomination Form with the Secretary and forwards it to the Regional Director, who appoints the chapter advisor.
- Attends the College or Universities President's Council (if one exists).
- Records the activities of the office in the President's Journal for future President's reference.

Helpful Hints

Although some decisions are specifically reserved for the President, it is often wise for the President to consult with other Executive Committee members and the Chapter Advisor when making these decisions.

Leading and Motivation

The President's job is to be an effective leader. You must recognize that chapter involvement is voluntary; therefore you must provide the inspiration for good chapter and committee performance. The President must coordinate activities, implement decisions, and motivate people. Mentioning people's contributions, at meetings and chapter publications, will motivate them and reward their service. The success of your chapter during a given year depends largely on the President's skill as a manager and a communicator.

Time Phase Calendar

The President works with the Vice President of Administration to monitor the chapter's progress to ensure that the committees are meeting their objectives. Time tables for accomplishing these goals makes monitoring and controlling the chapter's performance much easier. Members will keep track of the progress of their committees, report in writing to the Executive Committee, and verbally report at the chapter meetings. The written reports make up the basis for the written material in the committee journals and examination of these journals by the Chapter Historian helps document the Chapter History that helps guide future leaders of the Chapter.

At The End of Your Term

Make final entries into the Journal, especially with respect to work-in-progress and suggestions for the future, and hand the Journal over to the newly elected President. The President's journal should include a review of the chapter's goals and plans, progress toward these goals, and general evaluation of the year. Schedule a date for the new officers and retiring officers to meet. At this meeting the journals are exchanged and ideas discussed to promote a smooth transition. Attend and assist in the transition meeting.

Vice Presidents (Membership and Administration)

The Vice President(s) shall assist the President in the performance of the President's duties and shall succeed to those powers and duties in the absence or disability of the President.

In the event of a permanent vacancy, the Vice President shall function as President until an election can be held. In the event that the College Chapter has more than one Vice President, the College Chapter's bylaws should provide for the succession of officers.

The Vice President(s) shall be responsible for the instruction of pledges and for the filing of performance evaluation reports to the CEO. The Vice President(s) shall have such further powers and duties as may be prescribed by the Board of Directors.

At the discretion of each College Chapter, two (2) or more Vice Presidents may be elected. The duties for each Vice President shall be stated in the College Chapter bylaws.

A note concerning Vice-Presidents. Your chapter may have several different vice-president positions not discussed in this manual. Depending on the size and structure of your particular chapter, there may be more positions necessary to ensure smooth chapter operations.

VICE-PRESIDENT(S)

Priority

- Shall help the President in the performance of the president's duties.
- In the absence of the president, shall succeed to the president's duties. If a permanent vacancy arises, the vice president shall function as president until an election can be held.
- Shall be responsible for the instruction of pledges and for the filing of the Annual Chapter Report (ACR).

For our example here, there will be two vice presidential positions discussed: Vice President of Administration and Vice President of Membership. In our example, the Vice President of Administration will succeed the President in case of his/her absence. Your Chapter Bylaws should specify the order of succession for your chapter.

Vice President of Administration

Priority

- Read the Constitution and Statutory Code.
- Read the Chapter Bylaws.
- Obtain the Officers Journal from the outgoing Vice President of Administration immediately after your election, and read it.
- If you are elected in the middle of the academic year, obtain the partially completed Annual Chapter Report from the outgoing VP Admin and determine the status of each activity outlined in the ACR. Determine if the chapter has attained the items planned. If not, find out why and figure out how to attain these points. Typically, you will find some planned items not finished, with some future items already completed.
- If you are elected toward the end of the academic year, immediately obtain the ACR and decide which items have not been completed. Work with the outgoing

VP Admin and the new Executive Committee to complete the balance of the items on the ACR.

- Items which are frequently left to the last minute include the IRS Form 990, the Annual Audit (the responsibility of the Treasurer), the Chapter History (the responsibility of the Historian), the Attainment portion of the Membership Marketing Plan (the responsibility of the VP of Membership), and the Spring Report (the responsibility of the Secretary). The completed and signed ACR report is due in the National Office Office **by June 15**. Send it in early, so if there are any discrepancies, they may be corrected before the June 15 deadline.
- Read and understand the duties and responsibilities of officers and committees of the chapter.
- Familiarize yourself with Robert's Rules of Order / Parliamentary Procedure.

General Information

The VP of Administration is responsible for the administration of the plans of the chapter's activities. This is not to say that the VP of Admin is responsible for carrying out all those plans. The job is more like that of a police officer directing traffic: making sure that everything flows smoothly and orderly.

Use the ACR as the guide for planning an activity calendar, and augment the calendar with other activities to be performed by the chapter.

At The End of Your Term

Make final entries into the Journal, especially with respect to work-in-progress and suggestions for the future, and hand the Journal over to the newly elected Vice President of Administration. Attend and assist in the transition meeting.

Vice President of Membership

Priority

- Read the Constitution and Statutory Code
- Read the Chapter Bylaws.
- Obtain the Officers Journal from the outgoing Vice President of Membership immediately after your election, and read it.
- Obtain the materials, pledge manuals, pledge instruction booklets, standardized quizzes and pledge pins from the outgoing VP Membership. Update the pledge materials specific to your chapter regarding chapter officers, faculty brothers, distinguished alumni, etc. Check with your Chapter Advisor, Sectional Director or Regional Director to determine if any of the National Officers have changed since the end of the last pledge program. This can also be checked at the Fraternities' web site at www.akpsi.com.
- If you must reserve rooms on campus for pledge instruction meetings, coordinate with the President and Master of Rituals who also must reserve rooms.
- Read and understand the duties and responsibilities of officers and committees of the chapter.

- Familiarize yourself with Robert's Rules of Order / Parliamentary Procedure.

General Information

Many times the VP of Membership is also the Pledge Trainer. It is possible your chapter size or organization chart may determine that the Pledge Trainer is an additional position that reports to the VP of Membership. For our purposes, we will assume that one person undertakes the jobs.

Planning For the Pledge Program

The VP of Membership should consult with the Executive Committee and complete the Membership Marketing Forecast. This form examines the make-up of your current membership, when each brother will graduate, and goals to replenishment or growth of membership. Completion of this form will help to determine the number of pledges you must recruit to achieve your membership goals.

The VP of Membership should have a calendar, which lists each meeting. The types of meetings include pledge instructions, Big-Brother-Little Brother functions, Pledge Professional, Social, or Service function, and the requisite pledge related rituals. To help you plan, you should read the Officer Journal, the Pledge Manual, the Constitution & Statutory Code, and the Bylaws, and consult with past and current officers.

Work with the Director of Public Relations to explore all possible avenues of recruiting new members, including posters, letters to faculty to read at the start of class, direct mail to incoming students and transfer, radio, television, campus newspapers, and finally personal contact. Encourage brothers to recruit friends or roommates majoring in business. When a brother is already familiar with a potential pledge's attitude and demeanor, the brother can assist other brothers in deciding whether to extend a bid.

Encourage faculty members who teach introductory level business courses to talk-up the Fraternity early in the semester. Brothers should ask to be given 3 to 5 minutes at the beginning of a class to mention upcoming rush functions or informational tables. Often, the school of business will have an orientation for new and transfer students. Ask the organizers to allow you 5 minutes to make a presentation about AKPsi, or even better yet, arrange to sponsor the event and schedule your time. An information table may be set-up within or outside the business building(s), which should be staffed by brothers who answer prospects' questions, hand out pamphlets, and collect the names of potential members.

Throughout the recruitment process, the academic requirement process, the academic requirements, mandatory intent to secure a degree in business and non-membership in any competing organization must be emphasized.

At The End of Your Term

Make final entries into the Journal, especially with respect to work-in-progress and suggestions for the future, and hand the Journal over to the newly elected Vice President of Membership. Attend and assist in the transition meeting.

SECRETARY

Official Duties

- Shall keep accurate and complete minutes of all meetings of the chapter.
- Shall be the custodian of all records, files and documents of the chapter, except the financial books of account.
- Shall be responsible for the general correspondence of the chapter.
- Shall keep a record of all proposals for membership.
- Shall keep a separate record of all pledges, initiations, election of any chapter officers, suspensions, expulsions and deaths within the chapter and shall send duplicates of such records within five (5) days to the appropriate RMT member(s), NMT member(s), or the Executive Director.
- Shall supply reports as may be requested by Fraternity officers within five (5) days from the receipt of such requests.
- Shall have further powers and duties as may be prescribed by the laws of the Fraternity.

Priority

- Obtain the Officers Journal from the outgoing Secretary.
- Obtain the Secretary's files from the outgoing Secretary after your election.
- Ensure that your Journal includes the addresses of the required recipients of chapter forms and documents, including the Chapter Advisor, Sectional Director, Regional Director and National Office office.
- Forward all minutes within 10 days after the meeting.
- Forward Chapter Officer Notification within 5 days after the election of the new officers.
- Read the Constitution and Statutory Code and the Chapter Bylaws.
- Read and understand the duties and responsibilities of officers and committees of the chapter.
- Familiarize yourself with Robert's Rules of Order / Parliamentary Procedure.

General Information

The Secretary's written record of chapter business meetings communicates the chapter's activities to the Regional Management Team and provides a written history of the chapter's progress.

Aside from understanding the fundamental technique of completing minutes, your biggest challenge will be learning to be concise without omitting important information.

The secretary, for both the regular chapter meetings and the Executive Committee meetings, records the minutes. This format is the same for each meeting.

At The End of Your Term

Make final entries into the Journal, especially with respect to work-in-progress and suggestions for the future, and hand the Journal over to the newly elected Secretary. Attend and assist in the transition meeting.

TREASURER

Official Duties

- Shall keep accurate account of all funds received and dispersed.
- Shall make expenditures only upon written authorization of the chapter president.
- Shall be the custodian of all financial books of the chapter.
- Shall deposit all funds in the name of and to the credit of the chapter.
- Shall prepare a budget covering income and expenses of the chapter for the coming fiscal year and send a copy to the National Office, Regional Director, Sectional Director, and Chapter Advisor.
- Shall forward National Chapter pledge fees, initiation fees, and student member dues to the National Office by required dates.
- Shall maintain an accurate official chapter roster with the National Office at all times, with notification of all changes within five (5) days after of the change.
- Shall supply reports as may be requested by Fraternity officers within five (5) days from the receipt of such requests.
- Shall have further powers and duties as may be prescribed by the laws of the Fraternity.

Priority

- Obtain the Officers Journal from the outgoing Treasurer.
- Obtain the chapter books of account from the outgoing Treasurer.
- Immediately familiarize yourself with outstanding obligations of any member to the chapter, but particularly those of graduating seniors.
- Arrange with the outgoing Treasurer to go to the bank to get new signature cards for all chapter checking and savings accounts. This may also need to be coordinated with the President and outgoing President of the chapter in the case of dual signature accounts.
- Immediately investigate any outstanding bills payable by the chapter and make arrangements for payment.
- Obtain a copy of the current, or immediate past budget.
- Familiarize yourself with IRS Form 990, which must be filled out annually after the close of the chapter's books.
- Read and understand the duties and responsibilities of officers and committees of the chapter.
- Read the Constitution and Statutory Code and the Chapter Bylaws.
- Familiarize yourself with Robert's Rules of Order / Parliamentary Procedure.

General Information

The Treasurer is a member of the executive committee and is responsible for recording the financial transactions of the chapter. The Treasurer maintains and reconciles all the amounts of the chapter, collects monies owed the chapter, and pays bills incurred by the chapter. The Treasurer may serve on the Financial and Audit Committee and the fundraising committee (a separate or subcommittee may exist).

Bonding

The Treasurer is bonded by the National Fraternity to protect the chapter from financial loss due to embezzlement or misappropriation of funds by the treasurer. In the event of such an occurrence, the bonding agency guarantees full restitution to the chapter and is authorized to pursue all legal remedies, including criminal prosecution, against the perpetrator(s) and to recover owed funds. The chapter is invoiced an amount to pay the bonding charge. This amount is included on the first dues invoice received by the chapter each year.

The Alpha Kappa Psi Accounting System

The “Chapter’s Books” is the accounting system required for chapter use by the Constitution. The AKPsi Accounting System consists of the following items:

1. Invoices
2. Receipts
3. Expense Vouchers
4. Membership Records
5. Standard Chart of Accounts
6. Cash Journal Sheets
7. Loose-leaf binder for Accounting.

The Budget

The budget is prepared each year as soon as possible by the Treasurer and lists the anticipated revenues and expenses for the entire academic year. The Treasurer should review budgets from past years, as well as entries that past treasurers have made in the Officers Journal, when preparing the budget. The budget must be presented to the chapter for approval and a copy sent to National Office, the Chapter Advisor, Sectional Director, and Regional Director by November 30.

The Audit

A review of the books by the Audit/Finance committee should be made whenever a new Treasurer is elected, thus absolving the new the new Treasurer from any liability for mishandling of funds by the outgoing treasurer. A complete annual audit is to be conducted after the close of the chapter’s fiscal year. The audit should be performed by members of the Audit/Finance Committee, other than the Treasurer, or by a qualified faculty member, or by a qualified accountant. Copies of the audit should be maintained in the chapter’s files, and copies should be forwarded to the Chapter Advisor, the Sectional Director, the Regional Director, and the National Office.

The Treasurer is required to send a Chapter Financial Statement as of December 31 to National Office and the Regional Director. The Financial Statement consists of a revenue and expense statement and balance sheet.

IRS Form 990

Chapters of Alpha Kappa Psi must complete and forward an IRS Form 990 annually after the close of the chapter fiscal year in order to retain their tax-exempt status. Form 990 and instructions on completing the form may be obtained from any IRS office. A copy should also be forwarded to the National Office.

Fundraisers

Section 6113 of the Internal Revenue Code imposes a requirement on tax-exempt organizations that a “conspicuous and easily recognizable” statement appear on all fundraising solicitations; including dues bills. The statement must specify that all contributions and payments made to organizations are non-deductible as charitable contributions for federal income tax purposes. The disclosure requirement became effective 1/1/88.

Failure to comply can result in a \$1,000.00 per day penalty by the IRS. This disclosure statement is applicable to all organizations exempt from taxation under 501/c of the Internal Revenue Code, except for 501/c/3 organizations. The requirements of the statute will need to be followed by all AKPsi chapters, house corporations, and other entities within the AKPsi organization.

We have been advised by our legal counsel that the following language should appear on all fundraising solicitations, dues billings, and invoices:

Contributions and payments to (insert name of chapter, house corp., alumni group, etc.) are not deductible as charitable contributions for federal income tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code.

Dues

The National Office bills each chapter in September and January for each student member enrolled in college. Payment must be made no later than October 15 and February 15, respectively.

As soon as the semester/quarter begins, the Treasurer should remind the brothers of the amount and due date for chapter dues. Each chapter treasurer must ensure that accurate payments are made, records kept, and that both the chapter and the National Office agree on the chapter account (count of members). All correspondence mailed to the National Office should include the following: Chapter Name, Treasurer’s name and Treasurer’s telephone number. Separate checks for pledge fees, initiation fees, and dues are required. Individual member checks for pledge fees, initiation fees or dues will not be accepted.

All payments mailed to National Office must be itemized. Make sure you are fully explaining what the check is for.

When you receive the invoice and roster for member dues, please review the roster carefully. Any necessary additions or corrections can be updated using the AKPsi Web site “update roster” feature.

Helpful Hints

The proper format for presenting the Treasurer’s Report at regular business meetings is as follows:

Brother President, the financial status of the chapter as of today’s date is:

- \$ in checking
- \$ in savings
- \$ in other investments
- \$ in the housing fund (if applicable)
- \$ accounts receivable
- \$ accounts payable
- \$ travel fund

Accounts Receivable includes dues owed by Brother(s) (name the brother(s)). If this is not paid within 10 days, suspension of membership is in order.

Meet with the delinquent brother to determine the reason for the delinquency, and attempt to obtain full payment. If full payment cannot be made at one time, the Executive Committee may decide upon another payment process. If a brother cannot or will not repay the debt, the Treasurer should make a motion to suspend the Brother at the next Chapter Meeting. **Remember that automatic suspension for failure to pay dues by a brother occurs after 30 days after the due date. If after an additional 30 days the delinquency remains unpaid, the brother may be expelled.** (See the Bylaws for exact wording).

At The End of Your Term

Make final entries into the Journal, especially with respect to work-in-progress and suggestions for the future, and hand the Journal over to the newly elected Treasurer. Attend and assist in the transition meeting.

MASTER OF RITUALS

Official Duties

- Shall be in direct charge and supervision of initiations and rituals of the chapter.
- Shall conduct this office in strict accord with the Ritual of Alpha Kappa Psi.
- Shall have further powers and duties as may be prescribed by the laws of the Fraternity.

Priority

- Secure the Master of Rituals journal from the outgoing officer and read it.

- Secure all ritual books and ritual materials from the outgoing Master of Rituals.
- Make sure you are familiar with the Fraternity handgrip, password, and motto. Ask other chapter officers, your Chapter Advisor, Sectional Director, or Regional Director if necessary.
- If you must reserve specific rooms for the performance of the rituals, do so at the earliest possible date. The previous Master of Rituals should have noted the process necessary to reserve rooms. Remember to reserve a holding room for participants as well as the actual Ritual Room.
- Immediately investigate any outstanding bills payable by the chapter and make arrangements for payment.
- Review the ritual manual for each type of ritual.
- Read and understand the duties and responsibilities of officers and committees of the chapter.
- Read the Constitution and Statutory Code and the Chapter Bylaws. Familiarize yourself with Robert's Rules of Order / Parliamentary Procedure.

General Information

There are six Fraternity rituals that you are required to perform. They are:

- Induction of Pledges
- Final Interview for Candidates (Honor Court)
- Initiation of Members
- Initiation of Honorary Members
- Installation of Officers
- Graduation Ceremony

The specific details of each ritual are presented in the Ritual Manual of Alpha Kappa Psi and will not be listed in this document.

The Master of Rituals has one of the most important responsibilities of any of the chapter officers. The initiation ceremony is the most important ritual in a member's life, and will be remembered by the initiate forever. Your attention to detail will make it remembered as an impressive culmination to a challenging pledge period.

The Ritual Manual gives all of the instructions necessary to conduct each of the ceremonies. Any questions you have after reviewing the ritual should be directed to your Chapter Advisor, Sectional Director, or Regional Director.

At The End of Your Term

Make final entries into the Journal especially with respect to work in progress and suggestions for the future, and hand the Journal over to the newly elected Master of Rituals.

CHAPLAIN

The Chaplain shall have such powers and duties as prescribed in The Ritual and by the Board of Directors.

Official Duties

- Appointed by the Chapter President
- The Chaplain may be called upon at meetings, formal luncheons or banquets to conduct invocation. A blessing is in order at every function. All prayers should be nondenominational in contents.
- Shall have such powers and duties as are prescribed in the Ritual and laws of the Fraternity.

General Information

The chaplain is a member of the Ritual Committee, which is chaired by the Master of Rituals. The Chaplain should obtain a copy of the calendar, note the date of the Initiation Ritual, and be prepared to bless the ceremony by memorizing the prayer in the Ritual Book.

- Read the Constitution and Statutory Code and the Chapter Bylaws.

WARDEN

The Warden shall have such powers and duties as prescribed in The Ritual and by the Board of Directors.

Official Duties

- Appointed by the Chapter President.
- Shall admit members to meetings only upon recognition or presentation of the password and the fraternity grip.
- Shall serve as the sergeant-at-arms at all meetings of the chapter.
- Shall have such powers and duties as are prescribed in the Ritual and laws of the Fraternity.

Priority

- Make sure you know the proper password and the correct fraternity grip.
- Obtain a calendar of events and contact the Master of Rituals regarding upcoming rituals and/or ritual practice meetings.
- Obtain an accurate listing of brothers in good standing from the Secretary so you may ascertain the names of any brothers in bad standing who should be barred from attendance at upcoming rituals.
- Read the Constitution and Statutory Code and the Chapter bylaws.

General Information

The warden is a member of the Ritual Committee, which is chaired by the Master of Rituals. The warden admits and retires members only with the approval of the President (or Chairman). As the date of an upcoming ritual approaches, memorize the Warden's part in the ritual. During the rituals, remember to speak clearly with confidence and force. During a closed meeting of the chapter (one with no non-members present), remind the brothers of the proper password and correct fraternity grip to avoid confusion later.

DIRECTOR OF PUBLIC RELATIONS

Official Duties

- Appointed by the Chapter President.
- Shall be responsible for conducting a public relations program for the chapter.

Priority

- Obtain the Director of Public Relations Journal from the President or the immediate past Director of PR.
- Make yourself aware of any current avenues of publicity that are currently or usually used by the chapter, taking special care to note deadlines. Study the calendar of events and note important dates about which publicity is expected or necessary.
- Contact the chairmen of committees you will be working with to determine how best to help the committee with publicity.
- Contact the VP of Administration or Annual Chapter Report Committee Chairman to determine how best to help with the Annual Chapter Report.
- Begin listing each event or inquiry and add comments and suggestions in the Director of PR Journal, which will be passed on, to future PR Directors.

General Information

The Director of PR is responsible for all publicity of the chapter and should endeavor to explore all of the available media for low cost or free publicity of chapter events. As with all of the other complex chapter offices, the Director of Public Relations should keep a detailed written journal of events including names, dates, contacts (including address and telephone number where appropriate), and a paragraph or two of notes for each event. The should list the overall success or failure of the planning or execution of each activity or event, helpful hints or suggestions which will be useful for next time, and time constraints or pitfalls to watch for next time.

At The End of Your Term

Make final entries into the Journal, especially with respect to work-in-progress and suggestions for the future, and hand the Journal over to the newly elected chapter President so he/she can pass the Journal on to the next Director of PR.

ALUMNI SECRETARY

Official Duties

- Appointed by the Chapter President.
- Shall assist in all matters pertaining to alumni relations.
- Shall be charged with the maintenance of current alumni records, and the establishment of communications with alumni members.
- Shall promote interest in the creation of and affiliation with alumni chapters.

- Shall have further powers and duties as may be prescribed by the laws of the Fraternity.

Priority

- Obtain the Alumni Secretary Journal from the President or the immediate past Alumni Secretary.
- If appointed before the end of a semester or quarter, immediately obtain a listing of brothers who will graduate at the end of the current term. At the end of spring term, it is also necessary to obtain a listing of brothers who will graduate during the summer, when the chapter is inactive.

General Information

The Alumni Secretary should supervise the creation and distribution of Graduation Kits to those brothers about to become alumni. The Alumni Secretary may serve as editor of the Chapter Alumni Newsletter. The Alumni Secretary should inform an alumni chapter when a new graduate relocates to a city close to the alumni chapter via the FORM????

The Alumni Secretary should keep a detailed written journal of events (including address and phone numbers where appropriate), and a paragraph or two of notes for each event. The notes should list: overall success/failure of the planning or execution of each activity or event, helpful hints or suggestions which will be usual for the next time, and time constraints or pitfalls to watch out for next time.

The Alumni Committee should obtain a listing of graduating brother's forwarding or permanent home address. In the event the brother is not heard from within 6 months after graduation, a Graduation Kit should be sent to the new alumnus at the forwarding or permanent address. Contact local alumni chapters to begin planning joint inter-chapter events for the coming year.

Graduation Ceremony Kits

The Graduation Ceremony Kit should contain the following items:

1. Three postage-paid postcards – one addressed to the chapter, one to your University, and one addressed to AKPsi National Office. Mail these postcards after listing a new permanent address on the backs of the cards. If the graduating senior does not have a new permanent address yet, express to them the importance of this information, give them the cards, and have them mail the cards as soon as possible.
2. A listing of the addresses, phone numbers, email addresses, and web sites (where appropriate), of your chapter, the alumni chapter(s) in your region, your Chapter Advisor, your Sectional Director, your Regional Director, AKPsi National Office, and any alumni of your chapter that you are aware of who have settled in the graduate's new town.
3. A preliminary listing of alumni events during the following term, and an open invitation to these events.

At The End of Your Term

Make final entries into the Journal, especially with respect to work-in-progress and suggestions for the future, and hand the Journal over to the newly elected chapter President so he/she can pass the Journal on to the next Alumni Secretary.

Chapter Historian

Official Duties

- Appointed by the Chapter President.
- Shall compile and enhance a history of the chapter from its beginning through the tenure of his/her office.
- Shall have such further powers and duties as may be prescribed by the laws of the Fraternity.

Priority

- If appointed just before the end of a semester or quarter you should immediately attempt to obtain photos of Fraternity events taken by brothers who will graduate at the end of the current term. The chapter scrapbook and perhaps the Director of Public Relations might benefit from these candid and staged photos.
- Obtain a copy of the current Chapter History. If one cannot be found, immediately begin searching and create one.
- Begin listing each event with a brief description of it and if it was a success or not, and its strengths and weaknesses. Include any research techniques, which you used in writing your Journal, adding comments and suggestions, which will be passed on to future Historians.

General Information

- Prepare a historical record of the chapters chartering and succeeding events. How and why was the chapter organized? Who was responsible for starting it?
- Locate and inspect all books. Obtain from them, or other sources, the following information:
 - Who were the first officers?
 - An outline of growth, by years.
 - Undoubtedly, some of your members have become successful or well know. A list of them could be of interest.
 - Include Faculty and Honorary members of your chapter and update their current positions.
 - If your chapter has a house, give an account of when and how it was acquired, its address or addresses, if various locations were occupied.
- If you hosted or assisted in hosting a National Convention, National Education Event, or Regional Training Event, give an account of them.
- Review old copies of The Diary, if available, for items about your chapter and include them in your history.

It is not suggested that a mere chronology of events should be set forth, but rather that your chapter's own history be written with some background material. Do not overemphasize social functions to the exclusion of professional programs, service to the school, and research projects. Remember to document the more serious events and fraternal development of your chapter.

Future chapter Historians will be able to build upon the history you compose. The older chapters will require the greatest amount of research, and it is hoped that the present historian will enter upon this duty with a serious intent to obtain the most correct history possible.

Helpful Hints

- Assign someone to take pictures at all chapter functions (except Rituals).
- Write the Chapter History a little at a time to capture important details immediately after they occur.

At The End of Your Term

Make final entries into the Journal, especially with respect to work-in-progress and suggestions for the future, and hand the Journal over to the newly elected chapter President so he/she can pass the Journal on to the next Chapter Historian.

THE EXECUTIVE COMMITTEE

The Executive Committee is the steering committee for the chapter. It is responsible for the administration of the chapter between meetings of the full chapter. It fulfills this duty by carrying out the directives of the general membership.

Members of the Executive Committee include the President (as chairperson), the Vice President(s), Secretary, Treasurer, and Master of Rituals. Often, other elected and appointed officers serve on the Executive Committee, either as voting members or in a strictly participatory fashion. Committee chairpersons are invited to the Executive Committee Meetings, to give reports. Your specific chapter bylaws should list the members of the Executive Committee and their voting/non-voting capacity.

The Executive Committee meets between general chapter meetings to attend to ongoing business, review chapter progress toward goals, and prepare for full chapter meetings. This committee should meet with the Chapter Advisor regularly and the Sectional or Regional Director upon request.

Duties

- Review written and verbal committee reports to be presented at the general chapter meeting.
- Review the budget prepared by the Treasurer for approval by the general membership.
- Establish the chapter's goals using the Annual Chapter Report, the budget, and past officer and committee journals, and other planning tools of the Fraternity.

- Rule on member absences from required meetings and activities.
- Expel members who have been suspended due to financial obligations that have exceeded sixty (60) days past the date of the suspension.
- Recommend individuals to the president to serve as appointed officers, committee chairpersons, and committee members.

CHAPTER PROGRAMMING

PROFESSIONAL PROGRAMMING

Professional programming is an essential part of a well functioning chapter. It is the E in BLUE. It informs brothers on a variety of subjects and often teaches subjects that aren't covered in the classroom. If properly planned, professional programs can be enlightening, entertaining and inspirational. If not planned well, they can be dry, boring and monotonous. It is the responsibility of the Professional Committee Chair to ensure the professional program is properly planned.

How do we plan an effective professional program?

Planning the program begins like every other planning process; a goal or objective needs to be set. Use the ACR as a planning tool. In order to get the full amount of points in the ACR for professional programming, the chapter needs to hold eight professional programs per year. The committee needs to decide if this is the desired number or if they want more or fewer programs. After establishing the objective, the next step is to identify potential program topics. This can be done by brainstorming in the committee and by soliciting suggestions from the chapter. Planning a good program is like planning a good meal; make sure there are a variety of programs so everyone will find something they really enjoy. Once topics have been chosen the next step is to look at the chapter and university calendar and begin selecting tentative dates for the programs. When selecting dates it is important to keep in mind other activities that may be planned, both fraternity and university, near or on the date of the program. Also remember that if there will be a cost associated with any of the programs then the executive committee and the fundraising committee need to be informed. The fourth step is to assign people to contact the speakers or to research the programs to be attended in order to finalize the plans. Once speakers have been confirmed, the calendar needs to be finalized and incorporated into the chapter calendar.

What types of professional programs can we have?

There are various types of professional programs that the chapter can participate in. The best known is the invited speaker program. This is where the chapter invites a member of the business or university community to a chapter meeting to speak about his or her area of expertise. This type of program is an excellent way to learn about specific businesses or specific jobs. Remember that with this type of program the chapter needs to have someone greet the speaker when they arrive, thank them when they leave, and then send a thank you card to them to professionally thank them for donating their time. Invited speaker programs are good programs to host for the College of Business.

The second most popular program is the professional tour. This program involves the chapter going to a local business and touring the operations and talking to the employees. Tours cannot only be educational, but also fun. Many large companies do tours on a regular basis while some are by appointment only. Choose a business that the chapter is interested in and contact them. Remember to send a thank you card after the tour. Also, keep in mind when you schedule the tour that the company usually asks how many

people will be attending. It is important to be as close to the count as possible so don't over or under estimate your attendance.

Workshops are a great way to have an interactive professional program. Workshops have various topics and could include any of the following: effective resume writing; building web pages; presentation skills, etc. This is another example of a professional program that can be fun and exciting.

What sources can assist us with professional programming?

Many students are unaware of all the sources available to them for professional programming. The Service Corps of Retired Executives (SCORE) is an excellent source not only for speakers, but also for advice and assistance in other projects. SCORE is an organization of retired business people (what we all hope to be someday) and they have a large base of experience and knowledge to draw from.

Junior Achievement is also an excellent professional project to get involved with. JA has a variety of opportunities available. Sometimes they can provide speakers; other times they ask for chapters to be "teachers" in local elementary and junior high schools to teach business topics using the JA outline and teacher's kit.

The local Chamber of Commerce is an excellent resource to utilize in your professional program. The Chamber is filled with business professionals right in your community that can serve as speakers, mentors, or advisors.

Many colleges and universities can also serve as a resource in recommending and providing speakers. Contact the alumni association, the dean's office or the office of student activities to see what assistance they can provide.

SOCIAL PROGRAMMING

Social programming is as important to the health of your chapter as professional programming. Many people may be surprised to hear that. The surprise usually comes when people are confused about what social programming is and is not and why it is important.

A social program does not mean keg party nor does it mean staying out until 3 am. A social program can include many types of activities, both structured and unstructured. The important thing to remember is that the activities should cover a wide variety of interests so that a majority of the chapter will have activities that meet their tastes and preferences.

Why is a good social program necessary?

There are two main reasons; it prepares brothers for social activities in the business world and it builds brotherhood and unity within the chapter. In today's business society we are faced with attendance at all sorts of company and non-company sponsored events. Being able to interact with peers, subordinates and supervisors is a must in a time when lifelong job security is a thing of the past.

Brotherhood and unity are things that separate us from just any business club or organization. A well-planned social program builds these two foundations and makes for a stronger chapter. Chapters that have a high degree of brotherhood and unity are more likely to be efficient, take on more projects, complete more projects and perform more as a team.

What type of events should we have?

As stated previously, it is important to have a variety of activities planned throughout the year. Some examples include:

- Have a BLUE Breakfast one Saturday morning at a local restaurant.
- Have a film festival showing some cult classics like Rocky Horror Picture Show, Animal House, or any choosing of the chapter.
- Have a family roundtable evening, where brothers bring pictures or other items and talk about their family.
- Have a game night, where everyone competes in different board or card games.
- Have a “Pictionary” competition with Delta Sig or some other organization.
- Go bowling.
- Have a cookout in the park.
- Go to a movie or a play.
- Participate in Intramural events.
- Have an awards banquet (for more info see the section on Banquets).

Remember, not everyone is going to attend every event. The idea is to offer a variety of events that will appeal to a variety of people.

CALENDAR OF CHAPTER DUE DATES

September

Fall Pledge Fees and online listings are due

- Fees must be sent within 5 days of Induction Ceremony
- Pledge names should be added onto the electronic roster within 5 days of Induction Ceremony
- Enter the formal name of the pledge. Certificates will be printed using this information after the pledge is initiated.

Make sure the National Office has current officer information.

Make sure the National Office has current mailing address for ALL account mailings (must be FedEx compliant).

Rush Plans to RD and CA

October

15th – Fall Student Member Dues are due

15th – Annual Chapter Insurance Premium is due

15th – Chapter e-mail address update is due

Fall Pledge Fees and online listings are due (*for quarter schools*)

November

1st – Final date to remove members from roster for Fall SMD credit
 30th – Chapter Officer Notification is due (**if elections have been held*)
 Fall Initiation Fees and online listing of new initiates are due

December

Fall Initiation Fees and online listing of new initiates are due (**for quarter schools*)
 Success Institute Registrations are due (*early bird*)
 Officer Notification Form to be mailed within 5 days of election

January

Success Institute Registrations are due
 Rush Plans to RD and CA

February

15th – Spring Student Member Dues are due
 15th – Chapter e-mail address update is due
 Spring Pledge Fees and online listing of pledges due

March

1st – Final date to remove members from roster for Spring Student Member Dues credit
 31st – Chapter fiscal year ends
 31st – Membership Evaluation Form
 Spring Pledge Fees and online listing of pledges due (**for quarter schools*)

April

15th – Membership Forecast Form
 30th – Chapter Officer Notification is due
 Spring Initiation Fees and online listing of new initiates are due

May

31st – Chapter Audit Report is due
 Spring Initiation Fees and online listing of new initiates are due (**for quarter schools*)
 College of Leadership Registrations are due (*early bird*)

June

1st – ACR due at the National Office
 1st – National Nomination forms are due

August

15th - Form 990 filed with the IRS and the National Fraternity

RESOURCES TO UTILIZE

In your role as a Chapter Officer, it may sometimes seem like you must “know it all” in terms of AKPsi. While this may be somewhat true, it is more important to understand the overwhelming wealth of resources available to you. This starts with the official AKPsi documents, your alumni, the Regional Management Team, National Officers, and the National Office. Regional Management Team job descriptions have been included with this manual to help you decide whom to turn to when situations arise.

Job Descriptions

JOB TITLE:

National Vice President

EMPLOYMENT CATEGORY:

Volunteer

LATITUDE AND DIMENSIONS

Operating Budget: as determined by the Board of Directors

Regional Directors Supervised: 3 - 4

KNOWLEDGE, TRAINING, AND EXPERIENCE

- Possess a college degree from an institution of higher learning. Two years experience at the Regional Director level preferred, but not necessary depending on types of experience and performance.
- Must have a demonstrated knowledge of Alpha Kappa Psi Fraternity, its laws, policies, procedures, and traditions. Must have a strong base in developing and maintaining relations within the Fraternity, areas supervised, and college chapters within the assigned areas. Must be capable of using multiple resources to develop strategies and tactics for the success of the Fraternity.
- Ability to work well independently and with others. Must be able to establish and maintain positive internal and external working relationships and be able to deal with multiple levels of management. Must be an effective leader who is exceptionally goal-oriented, possesses strong interpersonal, organization, directing, and coaching skills. Strong negotiating skills and a knowledge of basic sales skills are essential.
- Effective time management skills are a necessity. Must be highly organized and able to coordinate multiple tasks and priorities and work under highly time sensitive requirements.
- Ability to function in a team environment.

RESPONSIBILITIES AND TASKS

Directs Regional Directors to achieve assigned goals.

Responsibilities

- Development and Success of Alpha Kappa Psi

Key Tasks

- Interfaces with the Chief Executive Officer and National President to gain insight from their shared experiences relative to the operations and promotions of AKPsi
- Analyzes the assigned areas and its members to identify opportunities to improve the fraternity.
- Works with the Chief Executive Officer, National President and National Staff to obtain the necessary information to provide opportunities for the region to be successful.
- Knowledgeable regarding issues impacting the success of the region.

JOB TITLE:**Regional Director****EMPLOYMENT CATEGORY:****Volunteer****LATITUDE AND DIMENSIONS**

Chapters Served: depends on the size of the region

Operating Budget: as determined by the Board of Directors

Persons Supervised: Section Directors, Chapter Advisors, and Region Managers

KNOWLEDGE, TRAINING, AND EXPERIENCE

- Possess a college degree from an institution of higher learning.
- Must have a demonstrated knowledge of Alpha Kappa Psi Fraternity, its laws, policies, procedures, and traditions. Must have a strong base in developing and maintaining relations within the Fraternity, region supervised, and college chapters within the region. Must be capable of using multiple resources to develop strategies and tactics for the success of the region.
- Ability to work well independently and with others. Must be able to establish and maintain positive internal and external working relationships and be able to deal with multiple levels of management. Must be an effective leader who is exceptionally goal-oriented, possesses strong interpersonal, organization, directing, and coaching skills. Strong negotiating skills and a knowledge of basic sales skills are essential.
- Effective time management skills are a necessity. Must be highly organized and able to coordinate multiple tasks and priorities and work under highly time sensitive requirements.
- Ability to function in a team environment.

RESPONSIBILITIES AND TASKS

Directs management team to achieve assigned goals.

Responsibilities

- Development and Success of Alpha Kappa Psi

Key Tasks

- Interfaces with the Chief Executive Officer and National Officers to gain insight from their shared experiences relative to the operations and promotions of AKPsi
- Analyzes the region and its members to identify opportunities to improve the fraternity
- Works with the Chief Executive Officer and National Staff to obtain the necessary information to provide opportunities for the region to be successful.
- Knowledgeable regarding issues impacting the success of the region.

JOB TITLE:

Chapter Advisor

EMPLOYMENT CATEGORY:

Volunteer

LATITUDE AND DIMENSIONS

Chapters Served: 1

Operating Budget: minimal budget, if any, is necessary; see Regional Director

KNOWLEDGE, TRAINING, AND EXPERIENCE

- Possess a college degree from an institute of higher learning and should be able to communicate electronically with the chapter and with the respective Management Team members.
- Must be committed to the well-being of the chapter through chapter improvement which includes, but is not limited to, annual goal setting, planning, training sessions, awareness of completion of appropriate paperwork, and communication with the Regional Director and appropriate Management Team members.
- Must be able to establish and maintain positive internal and external working relationships and be able to deal with multiple levels of management. Must be an effective leader who is exceptionally goal-oriented, possesses strong interpersonal, organizational, directing, and coaching skills. Strong negotiating skills and a knowledge of basic sales skills are essential.
- Effective time management skills are a necessity. Must be highly organized and able to coordinate multiple tasks and priorities and work under highly time sensitive requirements.
- Ability to function in a team environment.

RESPONSIBILITIES AND TASKS

Advises designated chapter so that they can achieve their goals and objectives.

Responsibilities

- Development and Success of an Alpha Kappa Psi chapter

Key Tasks

- Promotes a conscientious, professional level of performance at the chapter and provides advice to the chapter on their day-to-day operations.
- Interfaces with the Regional Director, Regional Management Team, and National Staff to gain insight from their shared experiences relative to the operations and promotions of Alpha Kappa Psi.
- Analyzes the chapter and its members to identify opportunities to improve the chapter.
- Knowledgeable regarding issues impacting the success of the chapter.

JOB TITLE:**Alumni Manager****EMPLOYMENT CATEGORY:****Volunteer****LATITUDE AND DIMENSIONS**

Chapters Served: as assigned by the Regional Director

Operating Budget: as determined by the Regional Director

KNOWLEDGE, TRAINING, AND EXPERIENCE

- Must have a demonstrated knowledge of Alpha Kappa Psi Fraternity and Foundation, its laws, policies, procedures, and traditions as they relate to our alumni. Must have a strong base in developing and maintaining relations within the Fraternity and college chapters assigned in the region.
- Ability to work independently and with others. Must be able to coordinate local events to support our Alumni base as necessary.
- Effective time management skills are a necessity. Must be highly organized and able to coordinate multiple tasks and priorities and work under highly time sensitive requirements.
- Ability to function in a team environment.

RESPONSIBILITIES AND TASKS

Supervises assigned chapters in the area of Alumni relations.

Responsibilities

- Development and Success of Alumni relations.

Key Tasks

- Responsible for the identification of key needs and issues regarding Alumni and conduct ongoing training of the assigned chapters to ensure goals and objectives are achieved.
- Works with the Regional Director, Alpha Kappa Psi Foundation, and National Staff to obtain the necessary information to provide opportunities for successful alumni relations.
- Knowledgeable regarding issues impacting the success of the chapters supervised.

JOB TITLE:
EMPLOYMENT CATEGORY:

Expansion Manager
Volunteer

LATITUDE AND DIMENSIONS

Chapters Served: Depends on the size of the Region
 Operating Budget: as determined by the Regional Director

KNOWLEDGE, TRAINING, AND EXPERIENCE

- Must have a demonstrated knowledge of Alpha Kappa Psi Fraternity, its laws, policies, procedures, and traditions. Must be capable of using multiple resources to develop strategies and tactics to help suspended chapters become re-instated and to help those chapters in need of assistance to prevent suspension.
- Ability to work independently and with others. Must be able to establish and maintain positive internal and external working relationships with the Expansion Coordinators for staff expansion and the assigned Universities and Colleges for volunteer expansion. Must be an effective leader who is exceptionally goal-oriented, possesses strong interpersonal, organizational, directing, and coaching skills. Strong negotiating skills and a knowledge of basic sales skills are essential.
- Effective time management skills are a necessity. Must be highly organized and able to coordinate multiple tasks and priorities and work under highly time sensitive requirements.
- Ability to function in a team environment.

RESPONSIBILITIES AND TASKS

Supervises assigned colonies with expansion and identified college chapters.

Responsibilities

- Development and Success of new chapters and identified existing chapters in need of assistance.

Key Tasks

- Works with the Regional Director and National Staff to aide those chapters in need of assistance and to assist colonies and new chapters in their continued success.
- Knowledgeable regarding issues impacting the success of the colonies and chapters supervised.

JOB TITLE:
EMPLOYMENT CATEGORY:

Finance Manager
Volunteer

LATITUDE AND DIMENSIONS

Chapters Served: as assigned by the Regional Director
 Operating Budget: to be determined by the Regional Director

KNOWLEDGE, TRAINING, AND EXPERIENCE

- Requires a working knowledge of simple accounting and financial systems and procedures. Preferable to have banking, accounting, or other finance experience.
- Must have a demonstrated knowledge of Alpha Kappa Psi Fraternity, its laws, policies, procedures, and traditions as it relates to general accounting and finance. Must have a strong base in developing and maintaining relations within the Fraternity, and college chapters assigned in the Region.
- Ability to work independently and with others. Conducts tailored training programs for the chapters assigned, as directed by the Regional Director, National Officers, and/or National Staff to support fundraising, accounting systems, budgeting, and other financial matters.
- Effective time management skills are a necessity. Must be highly organized and able to coordinate multiple tasks and priorities and work under highly time sensitive requirements.
- Ability to function in a team environment.

RESPONSIBILITIES AND TASKS

Supervises assigned chapters in the area of Finance.

Responsibilities

- Proper and successful financial and accounting systems at assigned chapters

Key Tasks

- Responsible for the identification of key needs and issues regarding fundraising, accounting, budgeting, and other areas of finance as deemed necessary. In addition, responsible for conducting of ongoing training of the assigned chapters to ensure goals and objectives are met.
- Works with the Regional Director and National Staff to obtain the necessary information to provide success at the assigned chapters in the area of Finance.
- Knowledgeable regarding issues impacting the success of the chapters supervised.

JOB TITLE:
EMPLOYMENT CATEGORY:

Marketing Manager
Volunteer

LATITUDE AND DIMENSIONS

Chapters Served: depends on the size of the Region
 Operating Budget: as determined by the Regional Director

KNOWLEDGE, TRAINING, AND EXPERIENCE

- Must have a demonstrated knowledge of Alpha Kappa Psi Fraternity, its laws, policies, procedures, and traditions. Must have a strong base in developing and maintaining relations within the Fraternity, chapters supervised, Universities and Colleges, SCORE, Junior Achievement, and the Business Community in the assigned area(s). Must be capable of using multiple resources to develop strategies and tactics for the success of the chapters supervised.
- Ability to work independently and with others. Must be able to establish and maintain positive internal and external working relationships and be able to deal with multiple levels of management. Must be an effective leader who is exceptionally goal-oriented, possesses strong interpersonal, organizational, directing, and coaching skills. Strong negotiating skills and a knowledge of basic sales skills are essential.
- Effective time management skills are a necessity. Must be highly organized and able to coordinate multiple tasks and priorities and work under highly time sensitive requirements.
- Ability to function in a team environment.

RESPONSIBILITIES AND TASKS

Supervises assigned chapters in the area of Marketing.

Responsibilities

- Development and Success of chapters in building working relationships.
- Attendance at Regional and National events as required.

Key Tasks

- Interfaces with the National Staff, Regional Director, local community, business leaders, and university personnel to assist in building relationships for obtaining professional speakers and seminars and for the promotion of Alpha Kappa Psi and its chapters.
- Analyzes the chapters and its members to identify opportunities to improve the chapters by working with SCORE and Junior Achievement.
- Works with the Regional Director and National Staff to obtain the necessary information to provide opportunities for the chapters to be successful.
- Knowledgeable regarding issues impacting the success of the chapters supervised.

JOB TITLE:
EMPLOYMENT CATEGORY:

Membership Manager
Volunteer

LATITUDE AND DIMENSIONS

Chapters Served: depends on the size of the region
 Operating Budget: as determined by Regional Director

KNOWLEDGE, TRAINING, AND EXPERIENCE

- Must possess a working knowledge and successful experience in the areas of Rushing and Pledging. Preference given to those with experience as Pledge Instructor, Rush/Pledging Chair, Membership Chair, or Vice President Membership at the college chapter level.
- Must understand and be able to communicate the importance of our Rituals and ensure that the Rituals are performed in a dignified manner at the chapters assigned.
- Must have a demonstrated knowledge of Alpha Kappa Psi Fraternity, its laws, policies, procedures, and traditions. Must have a strong base in developing and maintaining relations within the college chapters assigned in the region. Must be capable of using multiple resources to develop strategies and tactics for the success of the assigned Chapters' Rushing/Pledging and Membership retention.
- Ability to work independently and with others. Must be an effective leader who is exceptionally goal-oriented, possesses strong interpersonal, organizational, directing, and coaching skills. Strong negotiating skills and a knowledge of basic sales skills are essential.
- Effective time management skills are a necessity. Must be highly organized and able to coordinate multiple tasks and priorities and work under highly time sensitive requirements.
- Ability to function in a team environment.

RESPONSIBILITIES AND TASKS

Supervises assigned chapters in the area of Membership and Ritual Ceremonies.

Responsibilities

- Development and Success of chapters' Rushing/Pledging/Membership programs.

Key Tasks

- Responsible for the identification of key needs and issues regarding Rushing/Pledging/Membership/Rituals and the conducting of ongoing training of the assigned chapters to ensure goals and objectives are achieved.
- Analyzes the chapters and its members to identify opportunities for improvement.
- Works with the Regional Director and National Staff to obtain the necessary information to provide opportunities for the chapters to be successful.
- Knowledgeable regarding issues impacting the success of the chapters supervised.

JOB TITLE:
EMPLOYMENT CATEGORY:

Technology Manager
Volunteer

LATITUDE AND DIMENSIONS

Chapters Served: as assigned by the Regional Director
 Operating Budget: as determined by the Regional Director

KNOWLEDGE, TRAINING, AND EXPERIENCE

- Requires a working knowledge of Information Systems, Web sites, and overall basic computer skills.
- Must have a demonstrated knowledge of Alpha Kappa Psi Fraternity, its laws, policies, procedures, and traditions as it relates to communications and technology. Must have a strong base in developing and maintaining relations within the Fraternity and college chapters within the region.
- Ability to work independently and with others. Conducts tailored training programs for the chapters assigned to support communications, Web sites, and other related issues involving our technological revolution.
- Effective time management skills are a necessity. Must be highly organized and able to coordinate multiple tasks and priorities and work under highly time sensitive requirements.
- Ability to function in a team environment.

RESPONSIBILITIES AND TASKS

Supervises assigned chapters in the areas of communication and information services.

Responsibilities

- Development and implementation of communication and technology procedures.

Key Tasks

- Responsible for the identification of key needs and issues regarding communication, information services, and other computer related technology as deemed necessary. In addition, the conducting ongoing training of the assigned chapters to ensure goals and objectives are met.
- Works with the Regional Director and National Staff to obtain the necessary information to provide success at the assigned chapters.
- Knowledgeable regarding issues impacting the success of the chapters supervised.