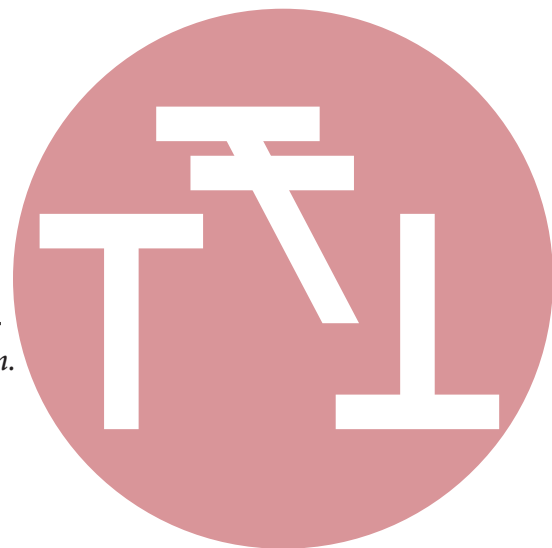


PRESIDENT

Officer Resource Manual

PHI SIGMA KAPPA

Timeless. Truth. Tradition.



RESPONSIBILITIES

- Official spokesman of chapter
- Presides over all meetings including executive board and is responsible for preparing agenda, opening and closing meetings and observing parliamentary procedures
- Be familiar with Constitution and By-laws of chapter and Grand Chapter
- Develop relationship with
 - Chapter Liaison at International Headquarters
 - Chapter Adviser
 - Regional Adviser
 - Regional Counselor
 - Greek Adviser
 - IFC President
 - Key Alumni Leaders
- Set goals with executive board for chapter
- Motivate chapter to achieve goals
- Communicate ideas, goals and objectives to chapter
- Maintains adherence to and understanding of all policies and standards of Grand Chapter, University and NIC (National Interfraternity Conference)
- Handle all administrative affairs
- Legal expectations and responsibilities
- Charges for expulsion of members
- Familiar with all Rituals and know part
- Provides a smooth transition for his successor and all new officers
- Log into Officer Portal once a week - complete any necessary forms for IHQ (make sure all officers are doing the same)

CHARACTERISTICS OF AN EXCEPTIONAL CHAPTER PRESIDENT

It is an honor to be elected president of a chapter of Phi Sigma Kappa Fraternity, but the position is not an honorary one. The chapter president must not only possess superior organizational, communication and managerial skills, he must also assume great responsibility and provide consistent, inspired and enthusiastic leadership for chapter members.

Most importantly, the president must possess the ability to lead by example in an attempt to gain the respect and confidence of his brothers.

Self-discipline - Being president will enable you to hold others accountable for their actions. After all, if you as a leader do not pay your bills, come prepared to a meeting and act responsibly in a social atmosphere, why should your members?

Other traits of an exceptional chapter president include:

Proactive vs. Reactive—A proactive leader is always thinking three steps ahead, working to master his own environment with the goal of avoiding problems before they arise.

Flexible/Adaptable—How do you handle yourself in unexpected or uncomfortable situations? An effective leader will adapt to new surroundings and situations, doing his best to adjust.

A Good Communicator—As a leader, you must listen...a lot! You must be willing to work to understand the needs and desires of your membership. A good leader asks many questions, considers all options and leads the chapter in the right direction.

Respectful—The president should show respect to those who elected him. Showing others respect will ultimately bring him respect.

Confident—Be proud of Phi Sigma Kappa and let your pride emanate to others within and outside the chapter.

Enthusiastic—Excitement is contagious. When a leader is motivated and excited about the chapter and Phi Sigma Kappa, the chapter will follow his lead.

Open-minded—Work to consider all options when making decisions. A strong leader will evaluate the input from all interested parties and work for the betterment of the whole.

Resourceful—As a chapter leader you must utilize the resources available to you and the chapter. The Grand Chapter, your local alumni, the National Interfraternity Conference, your parents, the Greek adviser, the campus community and the community at large are resources at your disposal.

Rewarding—An exceptional leader will recognize the efforts of chapter officers and members and positively reinforce those actions. We all enjoy being recognized for our actions!

Well-Educated—Knowledge is power. Work to be the president who is well-educated on Grand Chapter, campus and community policies and procedures. Further, your knowledge of issues and information within the chapter will only increase your success in leading the chapter.

Open to Change—A leader will take into account all points of view and will be willing to change a policy, program or chapter tradition that is outdated or no longer beneficial to the chapter.

Interested in Feedback—How do your members feel about your presidency? How can you serve the members of the chapter better? These are impor-

tant questions that a leader needs to constantly ask the chapter.

Evaluative—Evaluation of chapter events and programs is essential for a chapter to improve and progress. An exceptional president will constantly evaluate and change programs and policies that are not working.

Organized—Are you prepared for meetings and chapter events and confident that your officers are prepared and organized as well?

Consistent—As president, you need the confidence and respect of the chapter members. Confidence and respect cannot be earned without your leadership being consistent. Members must have confidence that their opinions and thoughts will be heard and taken into consideration.

Delegator—An exceptional leader realizes that he cannot accomplish everything on his own. He will know the talents and interests of his members and delegate tasks accordingly.

Initiative—The president should work to be the motivator, the initiator of chapter operations. He must be a key element in the planning and implementing of chapter programs, policies and events.

Passionate - As a leader, you need to be excitable by every opportunity to grow and change your organization. Your passion must be contagious to members of your organization in order to inspire a shared vision.

Humble - As president, it is important to recognize the efforts of your members and officers before citing your personal successes.

COMMUNICATION

It is up to you to inform the Fraternity administrative office, your chapter adviser, your regional adviser, the campus Greek adviser and all other interested parties that you are now chapter president.

ORGANIZATION

Keeping an updated president's notebook/filing system will be essential in your organization and to ensure successful transition for future presidents.

An officer notebook or 'president's files' are essential in the continuity of a chapter. As president, it is important not only that chapter officers develop and maintain a notebook, but that you have a filing system for yourself!

Possible contents of a president's notebook or file cabinet include the following:

- A copy of the chapter's constitution and bylaws
- A copy of the Code of Conduct of Phi Sigma Kappa
- A copy of the Monthly Planner & Reporting Guide
- A list of chapter and individual officer goals
- Copies of paperwork associated with the position
- The Phi Sigma Kappa Risk Management Policy
- The Phi Sigma Kappa Emergency Action Plan along with the chapter's Emergency Action Plan
- A copy of the Interfraternity Council constitution and bylaws
- A copy of the college/university policies
- Copies of chapter meeting agendas and minutes
- A copy of the chapter's budget and financial plan
- A copy of the chapter's master calendar for the school year
- A copy of the President's Handbook of Phi Sigma Kappa
- A contact list of local alumni, university/college officials, Grand Chapter Officers, chapter and regional advisers and counselors

DELEGATION

A good leader knows how to delegate authority. As president, you must ask for the help of others for the chapter to move ahead. The three steps to effective delegating are:

1. Request that a member/officer perform a task with a specific date of completion.
2. Check on the process of the member/officer.
3. Follow through to ensure the task has been completed.

Oftentimes, leaders do a great job of step one; however steps two and three are not given the attention they need. Work to incorporate steps 1 through 3 when delegating authority within the chapter.

OFFICER TRANSITION MEETING/RETREAT

Tired of reinventing the wheel? Oftentimes chapters spend little time on officer transition, and consequently the new officer spends too much of his time acclimating to his new position. A smooth officer transition will not only improve the abilities of the newly elected officers, it will also decrease the amount of time each officer spends "learning" his position.

There are various types of officer transition meetings/retreats:

- A two-hour meeting with the newly elected and outgoing officers (all together)
- A two-hour meeting between the newly elected and outgoing officers (one-on-one)
- A retreat format in which newly-elected and outgoing officers meet for one day while the newly-elected officers meet for a second day to brainstorm goals.
- An informal information gathering session in which younger officers gathers and record information and knowledge from outgoing officers/seniors.

Oftentimes a retreat away from the chapter house or campus may prove beneficial. As an outgoing officer, work to ensure that the programs, policies and success of your term do not diminish with the next administration.

OFFICER/CHAPTER GOAL SETTING

As with officer transition, goal setting need not be a laborious task as we all might imagine it to be. In reality, a goal setting session could be effectively accomplished in a couple of hours.

Remember, your goals need to be:

- Achievable/Attainable
- Believable
- Definable
- Controllable
- Explicit/Specific
- Measurable

Further, your goals should contain action plans answering: who, what, when, where, how. Basically - goals are guides for action. Officers with written goals will be more focused, and it will be easier to track whether or not an individual is performing well in his position.

EXECUTIVE COMMITTEE MEETING

The executive committee meeting is one of the most important aspects of chapter operations. The executive committee functions to hold preliminary discussions on important business, plan future activities and programs and communicate effectively to the chapter so everyone is aware of policies, plans and activities.

Further, a well-run executive committee meeting will reduce the amount of time you spend in your weekly chapter meetings. Suggestions on how to run a smooth, effective and productive executive committee meeting are:

1. Hold the executive committee meeting at least one day prior to your chapter meeting.
2. Invite chapter members to the executive meeting to bring up new business.
3. Discuss as many of the details as possible in the executive committee meeting and come to the chapter with an organized and well thought out plan of action.
4. Encourage chapter members to attend committee meetings if they wish to be involved in the development of a chapter event or program.
5. The chairman of the executive committee meeting should be the vice president.
6. The executive committee is responsible for revising and presenting action items and ideas from members and committees at chapter meetings.
7. The executive committee must have written goals and action plans. These should be posted and reviewed regularly.

RUNNING A CHAPTER MEETING

As you know, the chapter meeting can be a time of great Phi Sig memories or it can be remembered as a long and boring weekly task. Here are a few helpful hints for running a successful chapter meeting:

1. Prepare and distribute detailed agenda beforehand.
2. Distribute a set minutes from the previous meeting a few days prior to chapter meeting.
3. Begin your meeting on time.
4. The president should be knowledgeable of Roberts Rules of Order. <http://www.constitution.org/rror/rror--00.htm>
5. Work with Sentinel to keep members comments pertinent.
6. Learn the phrase, "If it has been said, don't say it again!"
7. Work to incorporate fun or interesting items into chapter meetings.
8. Recognize officers and members for their accomplishments during the week.

Other helpful hints:

- Be sure to have an executive meeting at least one day prior to chapter meeting.
- Have a good idea of what your officers want to discuss in their reports.
- Once a semester/quarter replace the chapter meeting with a brotherhood event.
- Elect a Phi Sig of the week or month
- Offer time at the closing of each meeting for members to bring up general concerns/announcements.
- Alumni and visiting brothers should be formally recognized.
- The meeting place should reflect dignity and pride.
- Appropriate attire should be worn.
- A formal meeting should be held twice a month.

CORRESPONDENCE

Communicating vital information about the chapter to various groups is essential. Although the duties of correspondence do not directly fall under the president's responsibilities, you should pay close attention to ensure that deadlines are being met. Make sure all forms and updates are submitted to the International Headquarters and campus administration.

Correspondence with the International Headquarters

Review the Fees and Assessments Calendar with your executive committee to plan ahead for turning in reports on time.

Essential Items by Month:

October: Insurance/Census Fees due
Opening School Report
Validate "Agreement of Responsibility"
Conclave/Convention Assessment
November: Risk Awareness Form due
December: Conclave Registration due
January: Scholarship Application due
March: Census Fees due
Risk Awareness Form due
Conclave/Convention Assessment
May: Closing School Report due
June: Shonk Leadership School Registration due

Some other important correspondence that is determined based on your chapter's recruitment schedule include:

Reporting Associate Members through Officer Portal
Insuring Associate Members validate membership account
Reporting Initiate members through Officer Portal
Validate "Agreement of Responsibility" each fall
Reporting Members Graduating/Leaving School/Dormant

Correspondence with Chapter/Regional Adviser

It is a good habit to meet/communicate with your Chapter Adviser weekly. Maintain contact with your Regional Adviser once a month.

Correspondence with IFC/Greek Advisers

Establish a meeting with your Greek Adviser at least once a month. Upon your election, set an initial meeting with them to go over expectations and necessary correspondence on campus. Be sure your IFC representative (if you are not attending IFC yourself) is well-trained and knows what information you need from him. Oftentimes, important IFC/Campus information is lost on its way from IFC to you. It is a good policy to attend IFC with your delegate if possible.

