

1867

ΠΒΦ

lifelong
COMMITMENT

Sincere
friendship

Pi
Beta
Phi

servant
LEADERSHIP

philanthropic
service
to others

Vice President Operations

JANUARY 24-26, 2025



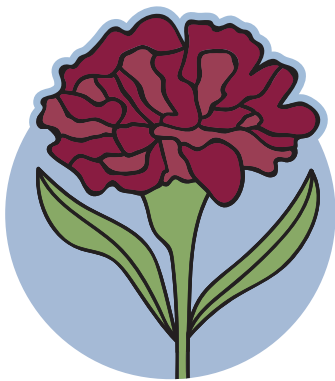
COLLEGE
WEEKEND



WELCOME TO COLLEGE WEEKEND!

This weekend is all about **you**, and we're so excited to help you kick off the year ahead!

On behalf of the entire Fraternity, our volunteer officers and staff, thank you for making the decision to join us in St. Louis for College Weekend! This weekend's programs are designed to prepare you for leadership in Pi Beta Phi and lay the groundwork for success in your new role. Throughout the weekend, you'll have opportunities to meet sisters from chapters across North America. Take advantage of this time to learn, grow and connect with Pi Phi leaders who share your dedication and passion for our sisterhood. We hope you'll be inspired by your fellow leaders to set the stage for the year ahead. The tools, knowledge and skills you gain this weekend will serve as the building blocks of your leadership journey within Pi Beta Phi.



Send Pi Phi Love

Send a wine carnation to share Pi Phi Love with the special sisters in your life! Honor a friend, chapter leader, Advisor or mentor with a \$5 gift to our Foundation. Wine carnation honorees attending College Weekend will receive wine carnation enamel pins onsite, and all honorees will receive a personal email filled with Pi Phi Love.

Stop by the Wine Carnation Garden in the Grand Foyer or scan the QR code to help our garden bloom.



Gifts to our Foundation support you and every Pi Phi sister—and make leadership development events like College Weekend possible. Learn more at pibetaphi.org/foundation.



PI BETA PHI COLLEGE WEEKEND AGENDA

FRIDAY, JANUARY 24, 2025

11 a.m.-9 p.m.	Registration	GRAND FOYER, 4 TH FLOOR
11 a.m.-6 p.m.	BetaBase Learning Lab	GRAND FOYER, 4 TH FLOOR
	Digital Pix	GRAND FOYER, 4 TH FLOOR
	Pi Beta Phi Foundation Wine Carnation Garden	GRAND FOYER, 4 TH FLOOR
	Shop Pi Phi	GRAND C, 4 TH FLOOR
1-3 p.m.	Headquarters Tour (<i>pre-registration required</i>)	LOBBY, 4 TH STREET ENTRANCE
3-5 p.m.	Headquarters Tour (<i>pre-registration required</i>)	LOBBY, 4 TH STREET ENTRANCE
3-6 p.m.	Leadership and Nominating Committee (LNC) Meetings with Alumnae Advisory Committee (AAC) Members <i>Sign up required; visit the app for available times.</i>	STERLING STUDIO 2, 2 ND FLOOR
6-7:45 p.m.	Opening Dinner and Keynote Tina Rae VanSteenbergen will kick off College Weekend with her keynote, <i>Creating Confidence</i> , where she'll share how confidence has long been an expectation of women. Tina will explore confidence as a journey, a long and at times treacherous hike—one with hills, valleys, twists, turns and no map.	GRAND DEFGH, 4 TH FLOOR
8-9 p.m.	Educational Colleges	
	Alumnae Advisory Committee College	REGENCY AB, 2 ND FLOOR
	Chapter President College	REGENCY C, 2 ND FLOOR
	Community Relations College	REGENCY F, 2 ND FLOOR
	Finance/Housing College	REGENCY E, 2 ND FLOOR
	Inclusion College	GATEWAY WEST, 18 TH FLOOR
	Member Experience College	REGENCY D, 2 ND FLOOR
	Operations College	GRAND AB, 4 TH FLOOR
	Recruitment College	GATEWAY EAST, 18 TH FLOOR
Risk Management College	PARK VIEW, 4 TH FLOOR	
9-10 p.m.	LNC Meetings with AAC Members <i>Sign up required; visit the app for available times.</i>	STERLING STUDIO 2, 2 ND FLOOR



SATURDAY, JANUARY 25, 2025

7:30-8:30 a.m.	LNC Meetings with AAC Members <i>Sign up required; visit the app for available times.</i>	STERLING STUDIO 2, 2 ND FLOOR
8 a.m.-7 p.m.	Registration	GRAND FOYER, 4 TH FLOOR
	BetaBase Learning Lab	GRAND FOYER, 4 TH FLOOR
	Digital Pix	GRAND FOYER, 4 TH FLOOR
	Pi Beta Phi Foundation Wine Carnation Garden	GRAND FOYER, 4 TH FLOOR
8 a.m.-10 p.m.	Shop Pi Phi	GRAND C, 4 TH FLOOR
8-8:45 a.m.	Breakfast A breakfast buffet is available for all registrants.	GRAND DEFGH, 4 TH FLOOR
	LGBTQIA+ Affinity Group Meet-up LGBTQIA+ Affinity Group members are invited to grab breakfast from the buffet and join fellow sisters for casual conversations. Feel free to come and go as you please and explore other meet-ups happening at the same time. To learn more or to join, visit pibetaphi.org/lgbtqia .	STERLING STUDIO 5, 2 ND FLOOR
	Members of Color Affinity Group Meet-up Members of Color Affinity Group members are invited to grab breakfast from the buffet and join fellow sisters for casual conversations. Feel free to come and go as you please and explore other meet-ups happening at the same time. To learn more or to join, visit pibetaphi.org/membersofcolor .	STERLING STUDIO 4, 2 ND FLOOR
	Pi Phi Pages Group Meet-up Pi Phi Pages participants are invited to grab breakfast from the buffet and join fellow sisters for casual conversations. Feel free to come and go as you please and explore other meet-ups happening at the same time. To learn more or to join the Facebook group, visit pibetaphi.org/piphipages .	STERLING STUDIO 9, 2 ND FLOOR
9-11:45 a.m.	Educational Colleges	
11:45 a.m.-12:45 p.m.	LNC Meetings with AAC Members <i>Sign up required; visit the app for available times.</i>	STERLING STUDIO 2, 2 ND FLOOR
12-1 p.m.	Lunch Enjoy a lunch buffet as you share what you've learned with your sisters, connect with Pi Phis from other chapters and exchange ideas. No programming is scheduled during lunch.	GRAND DEFGH, 4 TH FLOOR
1:15-3 p.m.	Educational Colleges	
3-4 p.m.	Mental Health Break Grab your sisters, get outside or decompress during our mental health break. A snack will be provided in the Grand Foyer.	GRAND FOYER, 4 TH FLOOR
	LNC Meetings with AAC Members <i>Sign up required; visit the app for available times.</i>	STERLING STUDIO 2, 2 ND FLOOR



4:15–6:15 p.m.	Educational Colleges	
7–10 p.m.	Pink Party Dinner	GRAND DEFGH, 4 TH FLOOR
	Change into your Pink Party T-shirt and join your sisters for a buffet dinner alongside a silent disco and a Pi Beta Phi Cookie Shine.	
8:30–10 p.m.	Alumnae Reception	RED PRIVATE DINING ROOM, 1 ST FLOOR
	Network with Pi Phi alumnae and swap sisterhood stories over desserts.	
	LNC Meetings with AAC Members	STERLING STUDIO 2, 2 ND FLOOR
	<i>Sign up required; visit the app for available times.</i>	

SUNDAY, JANUARY 26, 2025

7:30–8: a.m.	LNC Meetings with AAC Members	STERLING STUDIO 2, 2 ND FLOOR
	<i>Sign up required; visit the app for available times.</i>	
8 a.m.–12 p.m.	Registration	GRAND FOYER, 4 TH FLOOR
	Pi Beta Phi Foundation Wine Carnation Garden	GRAND FOYER, 4 TH FLOOR
8–8:45 a.m.	Breakfast	GRAND DEFGH, 4 TH FLOOR
	A breakfast buffet is available for all registrants. No programming is scheduled during breakfast.	
9–9:45 a.m. and 10–10:45 a.m.	Workshop Sessions 1 & 2	
	Balancing Act	Regency D
	Building Bridges	Regency B
	Career Confidence	Regency E
	Conquering Conflict	Regency C
	Crafting Your Chapter Brand	Regency F
	Delegation Decoded	Gateway West
	Facilitation Foundations	Regency A
	Home Sweet Home	Grand AB
	Keys to Success*	Sterling Studio 6
	Retention by Design	Gateway East
	Safe Sisterhood	Sterling Studio 9
	The Power of YOU	Parkview
11–11:30 a.m.	Closing General Session	GRAND DEFGH, 4 TH FLOOR
	We'll end our time together by reflecting on the biggest highlights and key takeaways from the weekend. You'll leave energized and ready to drive positive change within your chapters and beyond.	

*Keys to Success is only being offered during Session 1





KEYNOTE SPEAKER

TINA RAE VANSTEENBERGEN

Tina Rae VanSteenbergen is on a mission to change the narrative for women. Her work is rooted in a powerful belief: women need women—to succeed in the workplace, to feel understood, to believe in themselves and to feel less alone. Through her authentic, heartfelt speaking style, Tina empowers women to tear down the walls between them, foster genuine connections and build strong communities filled with empathy, kindness and empowerment.

With a blend of storytelling, humor and honesty, Tina has inspired hundreds of thousands of women across North America to take up space in their personal and professional lives. She helps women embrace their confidence—not as a simple expectation, but as a shared journey of growth, resilience and self-discovery.

Tina's keynote promises to leave you inspired, connected and ready to embrace your authentic confidence as you navigate the twists and turns of life.



COLLEGE WEEKEND ANNOUNCEMENTS

MISSING SOMETHING? WE CAN HELP!

Stop by the registration desk in the 4th Floor Grand Foyer to pick up your lost items or drop off something you've found. The lost and found will be open Friday 11 a.m.-9 p.m., Saturday 8 a.m.-7 p.m. and Sunday 8 a.m.-12 p.m.

DOWNLOAD THE PI PHI EVENTS APP AND STAY UP TO DATE

When you download the Pi Beta Phi events app, you'll have instant access to all things College Weekend. From the agenda and hotel map to important announcements and an attendee directory, the Pi Phi app will keep you in the know. Follow the steps below to download.

1. Search for the Pi Beta Phi Events app in the App Store on iOS devices and the Play store on Android.
2. Download and install the app.
3. Open the app and select Pi Beta Phi College Weekend 2025.
4. Follow the instructions listed and log in using the email you used during registration.
5. Enter the four-digit verification code from your email into your device when prompted.



LET'S GET SOCIAL

College Weekend is an experience like none other. Share your favorite moments on social media using #PiPhiLeaders and #PiPhiCollegeWeekend and you may see your photos on the big screen!



LEVEL UP AT THE BETABASE LEARNING LAB

Want to take your BetaBase skills to the next level? The BetaBase Learning Lab offers a hands-on opportunity to explore our new member portal. Work alongside fellow officers and Advisors as you explore tools for managing your chapter, practice running reports and work through real-world scenarios with staff and volunteers!

SHARE YOUR STORY

Our sisterhood is made up of thousands of members with unique identities, backgrounds and experiences. While we have common values and a shared love for Pi Phi, every member brings something special to our sisterhood; every member has a story to share—from how Pi Phi empowered you to lead and your favorite memories living in the chapter house to how you celebrate holidays throughout the year and the incredible work you’re doing in your community.

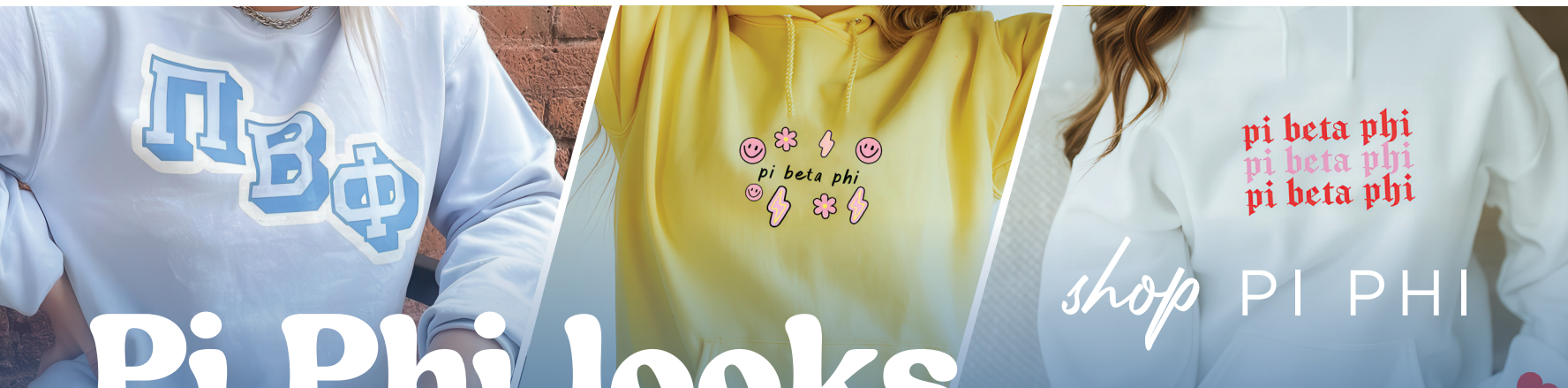
Scan the QR code and complete the form to share your story!



SHOP PI PHI

Ready to add to your Pi Phi collection? Stop by Grand C on the 4th Floor to shop our most popular styles and find a few new favorites. From sweatshirts to stickers—there’s something for everyone!

When you Shop Pi Phi, you support Pi Phi! A portion of every purchase comes back to the Fraternity.



Pi Phi looks good on you!

Shop the largest collection of Pi Phi merchandise all year long at shoppiphi.com.

When you Shop Pi Phi, you support Pi Phi! A portion of every purchase comes back to the Fraternity.





“IT WAS NOT JUST THE FINANCIAL SUPPORT THAT MEANT SO MUCH TO ME, BUT THE RECOGNITION FROM AN ORGANIZATION THAT I HAVE BEEN A PART OF FOR YEARS.”

— WHITNEY STANTON, COLORADO ALPHA

Whitney is one of 106 Pi Phis who received a Foundation scholarship or fellowship during the 2024-2025 academic year.

Our Foundation provided \$317,846 in scholarship awards for the 2024-2025 academic year to Pi Phi collegians and alumnae pursuing their academic goals—and many scholarships give preference to members from specific chapters.

Scan the QR code to learn more and complete your application by February 15!



LODGING AND MEALS

LODGING

Lodging for Friday and Saturday night is included in the registration package for registered attendees. All participants should be checked out of their rooms no later than noon on Sunday. Programming will conclude by 11:30 a.m. to allow participants time to take care of any remaining business. Each attendee will be responsible for incidental expenses (telephone calls, additional meals, snacks, etc.) they incur.

MEALS

Friday dinner, Saturday breakfast, lunch and dinner, and Sunday breakfast are included in the registration fee. College Weekend events are alcohol-free. Please do not bring alcoholic beverages into any College Weekend functions, including meals.

SPECIAL ACCOMMODATIONS

When registering for College Weekend, you were prompted to note any special accommodations. If your needs have changed, please stop by registration to let us know so we can best support you throughout the event.

DIETARY RESTRICTIONS

When registering for College Weekend, you were prompted to note any dietary restrictions. All allergens will be clearly marked on buffets. A dietary restriction card for Friday night's plated meal has been included inside your registration packet. Once seated, please place your dietary restriction card at your place setting to denote your dietary restriction to the banquet server. The banquet staff will then bring you the appropriate meal. In order for all attendees to enjoy the meal, it's important you take the correct meal if you have special dietary restrictions. If you have any additional concerns regarding dietary restrictions at buffet meals, please ask someone from the hotel banquet staff.

EMERGENCY PROCEDURES

In the event of an emergency while at College Weekend, please follow the hotel procedure first and then Pi Phi procedures as outlined below.

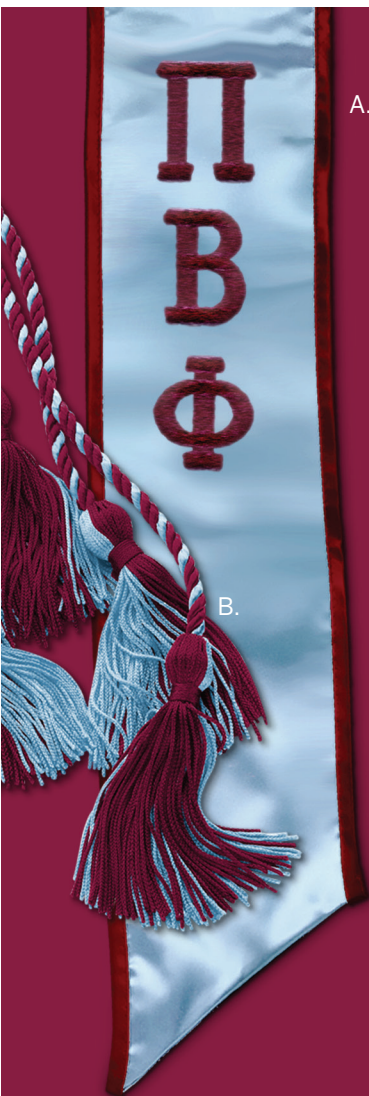
HOTEL PROCEDURE

In case of emergency, the hotel emergency number is 55.

PI BETA PHI PROCEDURE

After following the hotel's emergency procedure, contact the Pi Beta Phi Emergency Hotline. The hotline will be staffed 24/7, and the individual answering will know the proper procedures to be followed based on the situation. **The Pi Beta Phi Emergency Hotline number is (636) 236-9463.**

No one goes to the doctor or hospital alone. Always use a "travel buddy" if a visit to a doctor or hospital is necessary. A member of the Alumnae Advisory Committee or a Fraternity Officer should accompany a collegian. Report status after medical treatment to the Pi Beta Phi Emergency Hotline.



A.

Step into your future

with Pi Beta Phi close to heart



C.

B.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.

- A. Graduation Stole, #STOLE
- B. Graduation Cord, #CORD
- C. Crown Pearl Badge with Diamond Point, #0203
- D. Crest Guard, #0910
- E. VP Recruitment, #0027
- F. VP Inclusion, #0184
- G. VP Community Relations, #045B
- H. VP Operations, #0003
- I. VP Finance/Housing, #0004
- J. Chapter President, #001A
- K. VP Risk Management, #0067
- L. AAC, #0021
- M. VP Member Experience, #0006

Use code
PIPHIWEEKEND25
to get FREE*
shipping!
*(Valid January 23-
February 9, 2025.)*

We Are Pi Phi

Pi Phi is made stronger by the diversity of our members, each contributing their own story to our shared history. #WeArePiPhi celebrates the unique identities and experiences of every Pi Phi sister, and your story is an important part of our collective legacy.

Ready to share your story? Scan the QR code and complete the form to let us know!



NEARBY HOSPITAL AND PHARMACY

Barnes-Jewish Hospital

1 Barnes Jewish Hospital Plaza, St. Louis, MO 63110
(314) 747-3000 | barnesjewish.org

Distance from hotel: 4.8 miles

Approximate travel time: 15-minute drive

CVS Pharmacy (inside Culinaria, A Schnucks Market)

315 North 9th Street, St. Louis, MO 63101
(314) 436-7491 | nourish.schnucks.com

Distance from hotel: 0.5 miles

Approximate travel time: 10-minute walk

FIRE AND EVACUATION PROCEDURES

In the event of a fire, the fire alarm will sound on the floor of the emergency, as well as the floors immediately above and below followed by an audible message. Listen to the public address system for directions and proceed to the lobby to await further directions from hotel staff or the Fire Department.

ACTIVE SHOOTER PROCEDURES

In the case of an active shooter, take these actions:

1. **Run:** If there is an escape path, attempt to evacuate. Take your phone with you but leave all other belongings behind. Help others escape if possible. Prevent others from entering the area. Call 911 when you are safe.
2. **Hide:** When evacuation is not possible, find a place to hide. Lock and/or blockade the door. Silence your phone. Remain quiet.
3. **Fight:** As a last resort, and only if your life is in danger should you attempt to incapacitate the shooter.

REPORTING SAFETY IN CASE OF EMERGENCY

Collegians and AAC members should report they are safe to the Chapter President of the chapter they are representing. The Chapter President will report to the Collegiate Regional Director. International volunteers should report they are safe to their volunteer supervisor. Headquarters staff should report they are safe to their supervisor.



ΠΒΦ'S 75TH BIENNIAL CONVENTION
A CELEBRATION
of **SISTERHOOD**

JUNE 19-21, 2025

**THE GALT HOUSE HOTEL
LOUISVILLE, KENTUCKY**

Pi Beta Phi's 75th Biennial Convention: A Celebration of Sisterhood honors our 158-year history and the values at the heart of Pi Beta Phi. Join your Pi Phi sisters in commemorating our shared heritage, celebrating our collective achievements, reaffirming our commitment to our values and envisioning a promising future together.

Registration will open soon at pibetaphi.org/convention.



HOTEL MAP – 2ND FLOOR

**Alumnae Advisory
Committee College**

Regency Ballroom A-B

**Pi Phi Pages
Meet-up**

**Building Bridges
Workshop**

Regency Ballroom B

**Balancing
Act Workshop**

**Member
Experience College**

Regency Ballroom D

**Community
Relations College**

**Crafting Your Chapter
Brand Workshop**

Regency Ballroom F

**LGBTQIA+
Affinity Group
Meet-up**

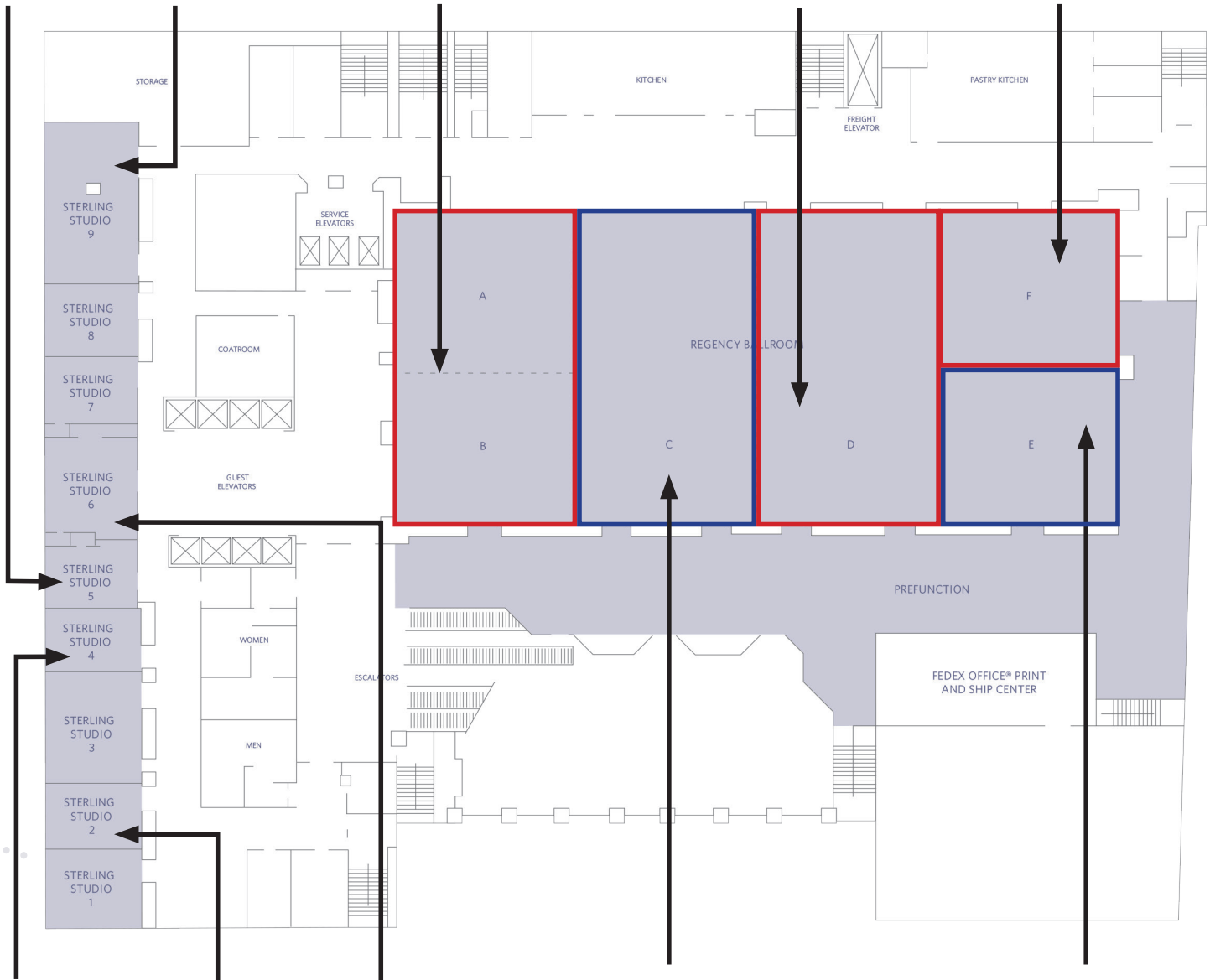
Sterling
Studio 5

**Safe
Sisterhood
Workshop**

Sterling
Studio 9

**Facilitation Foundations
Workshop**

Regency Ballroom A



**Members
of Color
Affinity Group
Meet-up**

Sterling
Studio 4

**LNC
Meetings**

Sterling
Studio 2

**Keys to Success
Workshop**

Sterling
Studio 6

Chapter President College

**Conquering
Conflict Workshop**

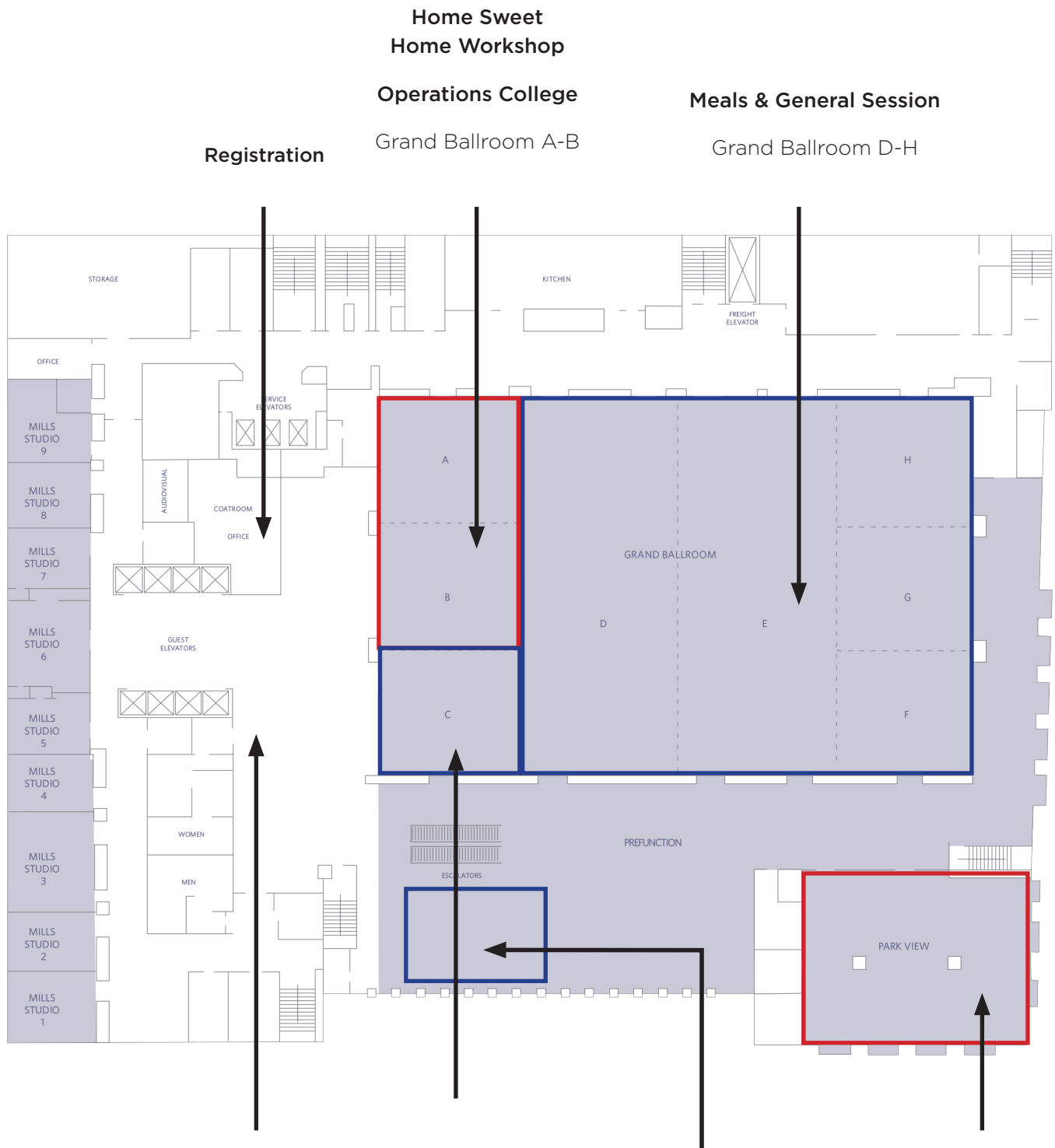
Regency Ballroom C

Finance/Housing College

**Career
Confidence Workshop**

Regency Ballroom E

HOTEL MAP – 4TH FLOOR



Registration

Home Sweet Home Workshop
Operations College
 Grand Ballroom A-B

Meals & General Session
 Grand Ballroom D-H

BetaBase Learning Lab
Digital Pix Booth

Shop Pi Phi
 Grand Ballroom C

Pi Beta Phi Foundation Wine
Carnation Garden

The Power of YOU Workshop
Risk Management College
 Park View

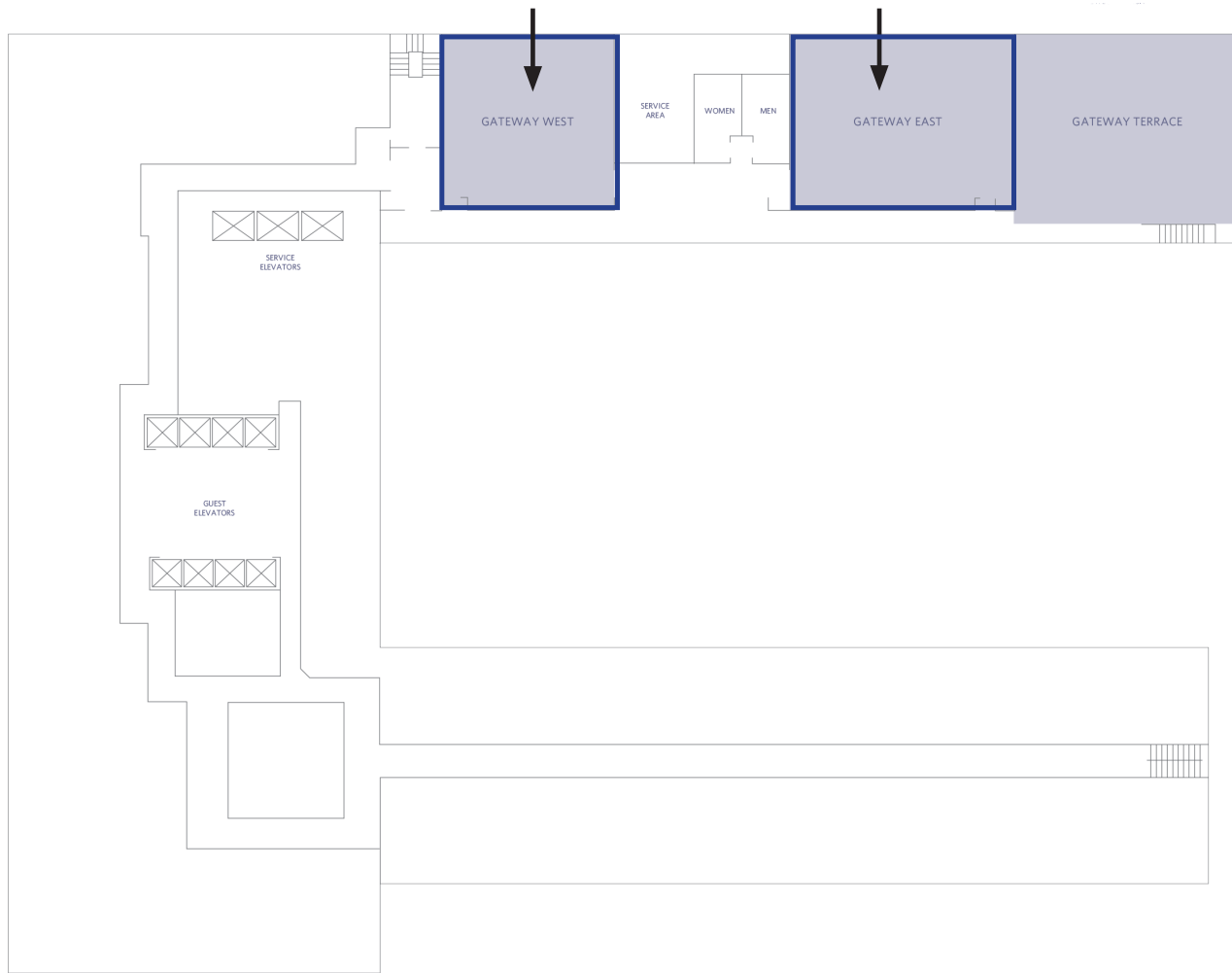




HOTEL MAP — 18TH FLOOR

Delegation
Decoded Workshop
Inclusion College
Gateway West

Recruitment College
Retention by Design
Gateway East



*Pi Phi
giving
day*

3.14.25

Join our Pi Phi Giving Day ambassador team!

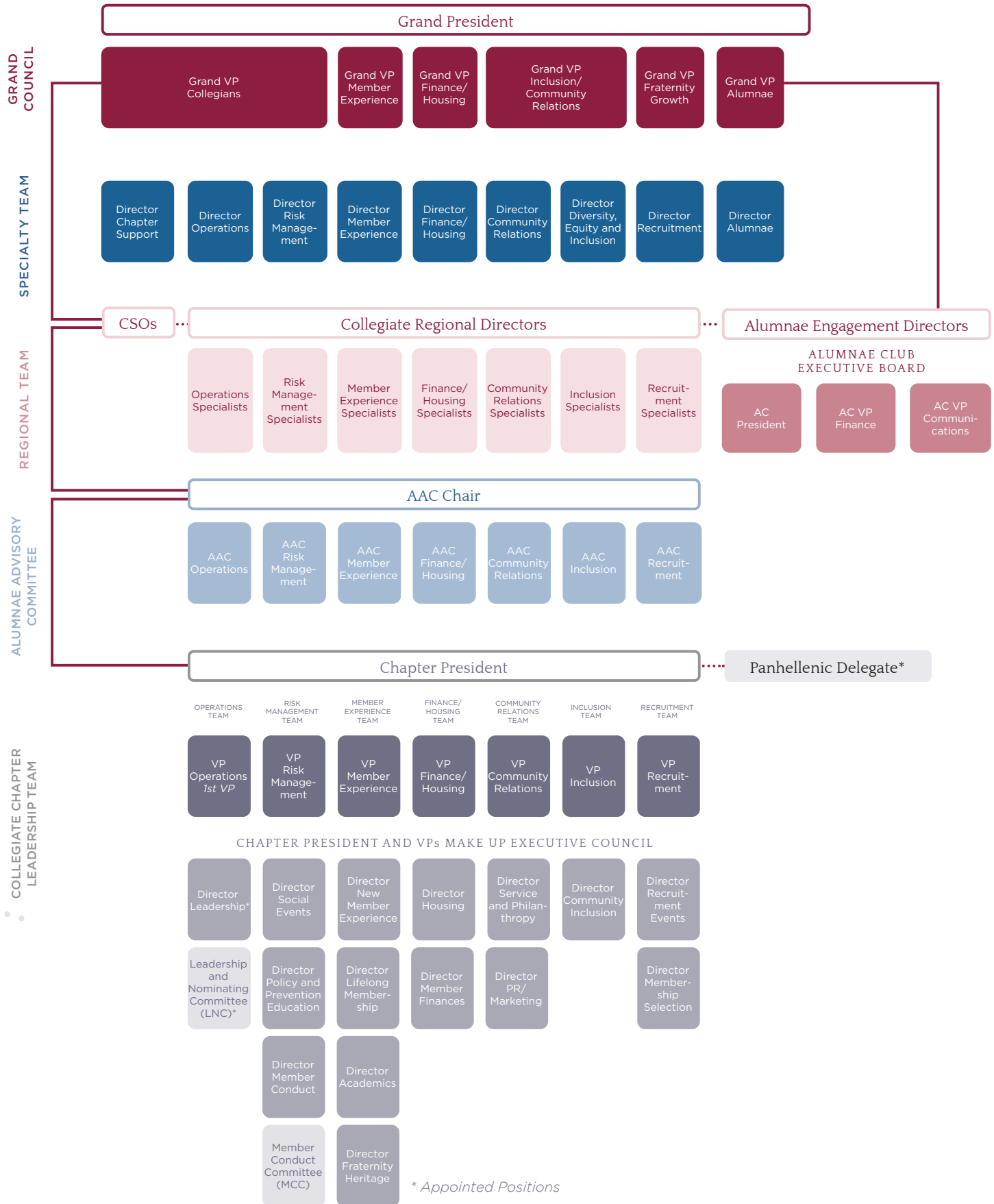
Do you have a passion for Pi Phi and want to make a difference? As an ambassador, you can win exclusive Pi Phi prizes while helping to promote this special day of giving.



Scan the QR code to sign up, then stop by the Wine Carnation Garden in the 4th Floor Grand Foyer to pick up your Pi Phi Giving Day ambassador button!



PI BETA PHI ORGANIZATIONAL STRUCTURE



PI BETA PHI REGIONAL MAP



Smile Big

Capture your favorite 2025 College Weekend moments with Digital Pix, our official event photographer!

Stop by their booth in the 4th Floor Grand Foyer for a chance to win a FREE chapter composite!





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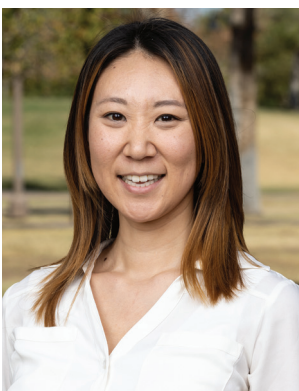
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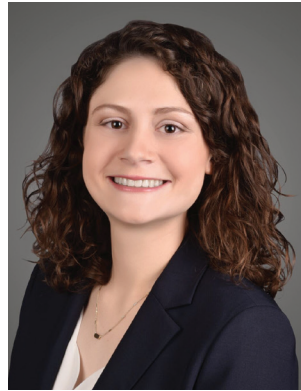
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WELCOME TO THE OPERATIONS COLLEGE!

Day-to-day operations are essential to keep each chapter running smoothly. But what role do they play in ensuring long-term stability and success? The Operations College goes beyond managing chapter meetings and membership statuses to think critically about what leadership within a chapter can look like and how to ensure chapter operations help a chapter thrive.

By participating in the Operations College, officers will be able to:

- Develop a deeper understanding of Pi Beta Phi reporting requirements and their impact on chapter operations.
- Support the Director Leadership through the steps of the elections process and promote leadership development in the chapter.
- Conduct a collaborative bylaws and bylaws addendum review process including an equitable and inclusive points system.
- Identify and manage a variety of membership status changes.
- Define your role as the First Vice President.

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TRACK AGENDA

PART I - SETTING THE STAGE | FRIDAY 8 - 9 P.M.

Welcome/Overview
Sisterhood Activities
First Vice President Duties

PART II - THE CORE OF VICE PRESIDENT OPERATIONS | SATURDAY 9 - 11:45 A.M.

Administrative Responsibilities
Membership Status Changes
Bylaws and Bylaws Addendum Review Process
BetaBase

PART III - LEADERSHIP WITHIN YOUR OWN CHAPTER | SATURDAY 1:15 - 3 P.M.

Holding Effective Meetings
Supporting the Director Leadership
Leadership Nominating Committee Responsibilities

PART IV - PUTTING IT ALL TOGETHER | SATURDAY 4:15 - 6:15 P.M.

Sisterhood Activity
Elections Process
Operations Bingo
Takeaways, Wrap-Up and Q&A

VICE PRESIDENT OPERATIONS POSITION DESCRIPTION

OVERVIEW

The Vice President Operations (VPO), as First Vice President, serves in the absence of the Chapter President. The Vice President Operations coordinates the administrative functions of the chapter including record keeping such as the management of the chapter roster, member status changes and the master calendar, as well as all reporting and correspondence. They also coordinate the signing of Member Obligations for all members and are the Executive Council liaison to the Leadership & Nominating Committee.

RESPONSIBILITIES

- Serves as the First Vice President, assists the Chapter President and presides in their absence.
- Fulfills all administrative responsibilities including acting as Corresponding Secretary and Recording Secretary, maintaining electronic and hard copies of meeting minutes, enforcing parliamentary procedure, and maintaining member contract files.
- Manages the chapter roster and BetaBase records by processing member status changes, maintaining an accurate chapter officer roster and updating other reports as outlined in the key deadlines list below.
- Collaborates with other chapter officers to complete these tasks.
- Coordinates the annual signing of the Member Obligations for all initiated members and New Members.
- Leads the chapter's annual bylaws and bylaws addendum review process by collaborating with the Chapter Leadership Team and Member Conduct Committee and complying with the Fraternity's bylaws review process.
- Serves on the Chapter Budget Committee.
- Works with the Director Leadership to represent LNC on the Chapter Leadership Team and is the LNC liaison to Executive Council.

KEY DATES AND DEADLINES

JANUARY	Review and update Campus Calendar Report Enter New Member information into BetaBase immediately following pledging Educate chapter members on membership statuses and applicable deadlines
FEBRUARY	Facilitate New Member signing of Member Obligations
MARCH	Update all new initiates in BetaBase within three days of Initiation Process all member status changes in BetaBase before Mar. 1 to take effect for Headquarters spring billing
APRIL	Fall term dates entered into Campus Calendar Report by April 1 Graduating members (spring/summer) marked as graduates in BetaBase

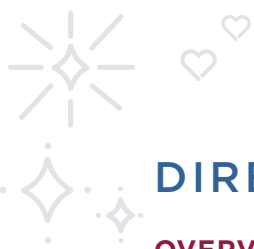


AUGUST/ SEPTEMBER	<p>Review and update Campus Calendar Report</p> <p>Review and update Chapter Officer List within the first week of the fall term</p> <p>Enter New Member information into BetaBase immediately following pledging</p> <p>Facilitate the annual signing of Member Obligations for all initiated members at beginning of the year or before first social event</p> <p>Facilitate New Member signing of Member Obligations</p> <p>Educate chapter members on membership statuses and applicable deadlines</p>
OCTOBER	<p>Update all new initiates in BetaBase within three days of Initiation</p> <p>Participate on the Chapter Budget Committee to prepare the budget</p>
NOVEMBER	<p>Process all member status changes in BetaBase before Nov. 1 to take effect for Headquarters fall billing</p> <p>Spring/winter term dates entered into Campus Calendar Report by Nov. 1</p> <p>Ensure Leadership & Nominating Committee coordinates chapter elections between Oct. 15 - Feb. 1</p> <p>Enter new chapter officers in BetaBase immediately after elections using future installation date as “effective date”</p>
DECEMBER	<p>Graduating members (fall) marked as graduates in BetaBase</p> <p>Ensure all appointed officers including Panhellenic Delegate, Director Leadership and LNC members are appointed by incoming Executive Council/Alumnae Advisory Committee</p>
ONGOING	<p>Review and update Campus Calendar Report</p> <p>Approve member status changes in BetaBase</p> <p>Enter changes into Chapter Officer List</p> <p>Lead the annual bylaws review process as directed by the Regional Team</p> <p>Meet weekly with Director Leadership</p> <p>Contribute to the Monthly Chapter Evaluation</p>

MANUALS, GUIDES AND RESOURCES

- Ballot for Major Chapter Elections
- Bylaws Guide
- Bylaws Template
- Bylaws Addendum Template
- Chapter Officer Report Calendar
- Constitution and Statutes
- Executive Council Officer Manual
- Leadership and Nominating Committee Elections Guide
- Leadership Model and Outline
- Meetings and Voting Guide
- Member Obligations and Instructions
- Membership Status Guide and Visual
- Monthly Chapter Evaluation
- Notice of Resignation Form
- Notice of Transfer and Affiliation
- Points Systems Guide
- Undergraduate Alumna Status Application
- University Evaluation Guide





DIRECTOR LEADERSHIP POSITION DESCRIPTION

OVERVIEW

The Director Leadership (DL) is responsible for overseeing all aspects of leadership development in the chapter including identifying leadership potential and interest for officer roles. The Director Leadership serves as the chair of the Leadership & Nominating Committee (LNC) and the committee's liaison to the Chapter Leadership Team.

RESPONSIBILITIES

- Chairs the LNC.
- Encourages and promotes leadership opportunities and supports LNC in tracking member interests, skills and participation to understand leadership potential within the chapter.
- Oversees LNC's creation of a single slate of the most qualified candidates for the Chapter Leadership Team and Member Conduct Committee; ensures elections are conducted between October 15 and February 1.
- Tracks mid-term vacancies and coordinates the slating and election for these roles.
- Directs the appointment of all appointed positions and committee members within the chapter.
- Organizes and tracks documentation for the chapter's submissions for campus award and recognition programs.
- Consults with LNC to determine chapter nominees for individual Fraternity awards.
- Tracks external leadership/representation opportunities and ensures LNC identifies members to apply for these roles.
- Identifies candidates for the chapter's alternate delegate to convention during applicable years.
- Oversees all officer training within the chapter including the facilitation of the Officers Leadership Retreat for the Chapter Leadership Team and completion of Online Learning Center training courses and one-on-one transition meetings.





KEY DATES AND DEADLINES

JANUARY	<p>Ensure all Online Learning Center Officer Training courses are completed within two weeks of officer installation</p> <p>Coordinate Officers Leadership Retreat for the Chapter Leadership Team</p>
FEBRUARY	<p>Submit nominations for individual Fraternity awards by February 15</p>
MARCH	<p>Present candidates for the chapter’s alternate delegate to convention by March 15, when applicable</p>
SEPTEMBER	<p>Discuss fall leadership placement process and timeline with LNC</p>
OCTOBER	<p>Ensure LNC coordinates chapter elections between October 15 - February 1</p>
DECEMBER	<p>Ensure all appointed officers including Panhellenic Delegate, Director Leadership and LNC members are appointed by incoming Executive Council/Alumnae Advisory Committee</p>
ONGOING	<p>Coordinate the chapter’s campus award or recognition programs</p> <p>Inform Regional Operations Specialist of any mid-term vacancies to be filled and slate/ elect these positions</p> <p>Make recommendations of candidates for external representation on campus</p> <p>Meet with Vice President Operations weekly</p>

MANUALS, GUIDES AND RESOURCES

- Application for Leadership Placement
- Ballot for Major Chapter Elections
- Campus Evaluation and Awards Guide
- Chapter Officer Position Descriptions
- Chapter Officer Report Calendar
- Constitution and Statutes
- Leadership and Nominating Committee Elections Guide
- Leadership Model Outline
- Meetings and Voting Guide
- Officers Leadership Retreat





MONTHLY CHAPTER EVALUATION FOR VICE PRESIDENT OPERATIONS AND OPERATIONS TEAM

MEETING EXPECTATIONS STANDARDS

- Each initiated member and New Member signs the Member Obligations
- Maintains an accurate roster, including chapter officers, by processing all changes in a timely manner
- All chapter leadership positions are filled in accordance with the Leadership & Nominating Committee Elections Guide or modified in consultation with the Regional Team
- Ensures Chapter Leadership Team officers complete Pi Beta Phi Officer Training Program
- Bylaws are reviewed, approved by the Regional Team, adopted by chapter vote and uploaded annually

EXCEEDING EXPECTATIONS STANDARDS

- Chapter consistently maintains at least 80% participation in chapter meetings
- Leadership & Nominating Committee recognizes and promotes internal leadership opportunities through committee recommendations (if applicable), and chapter awards, as well as external leadership opportunities



FIRST VICE PRESIDENT DUTIES

There are a few situations you may be obligated to assume responsibility for if the Chapter President is absent from their duties. These situations include but are not limited to:

- Presiding at chapter meetings, Executive Council meetings or Chapter Leadership Team meetings.
- Presiding over ceremonies, such as Pledging or Initiation.
- Executing Emergency Procedures and contacting the Pi Beta Phi Emergency Hotline in the event of a chapter member emergency.

HELPFUL DOCUMENTS TO BE FAMILIAR WITH:

1. _____
2. _____
3. _____

EMERGENCY PROCEDURES:

ORDER OF CALLS IN THE EVENT OF AN EMERGENCY:

1. _____
2. _____
3. _____
4. _____



POINT SYSTEM EXAMPLE A

INTEGRITY & HONOR AND RESPECT

Meeting Attendance (8 total this term)	2 points each
If you're excused from chapter/required event (attend VPO office hours to sign minutes)	1 point
Attending Formal Pledging	2 points
Attending Initiation	3 points
Facilitating a <i>Leading with Values</i> seminar	2 points
Assisting a Chapter Leadership Team officer	1 point per activity

LIFELONG COMMITMENT

Holding an Executive Council position in Pi Beta Phi	2 points
Holding a Director position in Pi Beta Phi	1 point
Participating in a committee (up to chair to decide if earned)	1 point
Participating in an alumnae club event	1 point
Serving as a Recruitment Counselor	1 point
Having a job	2 points

PHILANTHROPIC SERVICE TO OTHERS

Community service hours	1 point per hour
Volunteering for Lemonade for Literacy tabling shift	1 point per shift
Participating in Fraternity/Sorority Community philanthropy event	2 points per event
Representing Pi Phi at Dance Marathon Event	1 point





PERSONAL AND INTELLECTUAL GROWTH

Visiting professor office hours (must provide proof)	1 point each (max 2)
GPA above chapter average (based on previous term average)	2 points
Holding a leadership position in an outside organization	2 points
3 hours of studying (logged in study app or during sisterhood study hours)	1 point for every 3 hours
Volunteering to tutor a sister through Study Buddy List	1 point
Attending a campus DEI program	1 point per event

SINCERE FRIENDSHIP

Attending sisterhood event	1 point per event
Volunteering to be an Event Monitor for an event with alcohol	2 points per event
Attending Panhellenic sisterhood event	1 point per event





POINT SYSTEM EXAMPLE B

ACTIVITY

POINTS

Holding a Chapter Leadership Team position	10 points per semester
Serving on a chapter committee (LNC, MCC, Censor, etc.)	4 points per semester
Serving in a leadership position in an outside organization	5 points per semester
Living in the chapter facility	5 points per semester

ATTENDANCE AT MANDATORY PI PHI FUNCTIONS

Chapter Meetings	5 points per meeting
Formal Pledging	5 points
Initiation	5 points
Founders' Day	5 points
New Member Meetings (For New Members)	5 points per meeting
Off-Semester Recruitment Workshop 1	3 points
Off-Semester Recruitment Workshop 2	3 points

SERVICE POINTS

Chapter-sponsored volunteer opportunity	2 points per hour/shift
Campus-sponsored volunteer opportunity	2 points per hour/shift
Outside service opportunity	1 point per hour (max 5)
Participating in Champions are Readers (CAR) Program	1 point per classroom visit
Donating book to chapter book drive	1 point per book (max 2)
Participating in Fraternity Day of Service activity	2 points per shift
Attending another organization's philanthropy event	1 point





ACADEMIC POINTS

Pi Society Member (GPA above 3.14 for previous semester)	1 point
Attend Sisterhood Study Session	1 point per hour (max 5)
Visiting University Writing Center for assistance (proof needed)	1 point per visit
Participating in chapter "Major Fair"	2 points
Attending alumnae club networking event	2 points
Receiving an "A" on a major test or paper	2 points per "A" (max 6)
Receiving a "B" on a major test or paper	1 point per "B" (max 3)



POINT SYSTEM EXAMPLE C

PI POINTS

Chapter Meeting Attendance (8 total this semester)	2 points each
Formal Pledging Attendance	2 points
Initiation Attendance	5 points per shift
Founders' Day Attendance	3 points
Spirit Week Attendance (<i>*If serving as Recruitment Counselor, fulfilling commitment to Panhellenic will earn these points</i>)	3 points per day
Recruitment Attendance (<i>*If serving as Recruitment Counselor, fulfilling commitment to Panhellenic will earn these points</i>)	5 points per day
Complete university-required service hours (5 hours)	10 points (2 per hour)

BETA POINTS

Recruit New Members at Continuous Open Bidding (COB) Event	5 points per event
Participate in CAR program	1 point per visit
Pie A Pi Phi shift	1 point per shift
Campus-sponsored service event (Relay for Life, Dance Marathon)	3 points per event
Attend sisterhood event	1 point per event
Attend Panhellenic-sponsored event	1 point per event
Serving as an Event Monitor at a small social event (mixer)	2 points per event
Attend Sister Study Tables in library or at house (must sign-in)	1 point per hour
Serve as a tutor through sisterhood tutor program	3 points
Participate on Pi Phi intramural team	2 points per game
Attend intramural event	1 point per game
Participate on Pi Phi's GreekSing team	5 points
Attend GreekSing	1 point



Participate in alumnae club event	1 point per event
Serve on set-up/clean-up committee for chapter event	1 point per event
3.0-3.5 GPA from previous term	3 points
Attend campus DEI program	1 point per event

PHI POINTS

Holding a Chapter Leadership Team position	5 points
Serving on Panhellenic Executive Council	5 points
Serving as a leader in an outside organization	3 points
Perfect attendance from previous semester	5 points
Facilitate a <i>Leading with Values</i> seminar	2 points
Writing a section of the chapter newsletter	1 point per section
Taking LDC/Fraternity Officer to lunch/dinner	1 point per activity
Serving as an Event Monitor at a large social event (date party, semi-formal, formal)	4 points per event
3.5-3.9 GPA from previous semester	5 points
4.0 GPA from previous semester	7 points





CHAPTER BYLAWS AND ADDENDUM

BEST PRACTICES

1.

2.

3.

4.

5.

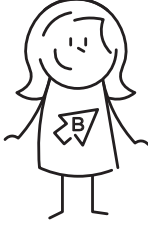
NOTES:



MEMBERSHIP STATUS CHANGES

QUESTION 1: All Pi Beta Phi members in good standing fall into one of three categories:

- a. New Members, initiated members and alumnae members.
- b. Pledges, initiated members, alumnae
- c. New Members, active members, alumnae
- d. New Members, active members, alumni


 <p>New Members</p>	
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QUESTION 2: When a Potential New Member accepts their bid and is pledged into Pi Phi, they become a New Member. A New Member:

- a. can become an initiated member of Pi Phi through the Initiation Ceremony.
- b. can become a Continuing New Member when the Executive Council and Advisory Alumnae Committee vote to not initiate and hold the New Member over due to not meeting initiation requirements.
- c. can break their own pledge by providing written notice to the Chapter Leadership Team.
- d. can be voted upon by the chapter to break the New Member's pledge.
- e. All of the above.

QUESTION 3: Which outcome for the scenario listed for a member who is **leaving** the college or university is TRUE.

- a. Member is financially current and does not have a current housing contract > marked as "Alumna" in BetaBase > alumna in bad standing.
- b. Member is not financially current and owes money > marked as "Resigned" in BetaBase > no longer a member of Pi Phi.
- c. Member is not financially current > marked as an "Alumna" in BetaBase > alumna in bad standing.
- d. Member has a signed housing contract > marked as "Alumnae" in BetaBase > alumna in good standing

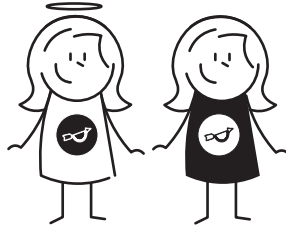
 <p>A member leaves the college/university</p>	
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MEMBERSHIP STATUS CHANGES

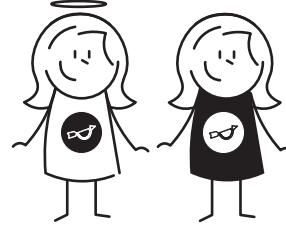
QUESTION 4: True or False: A member must express in writing to the Grand Vice President Collegians to return to the chapter after returning to the college/university.

- a. True
- b. False

 <p>A member returns to the college/university</p>	
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QUESTION 5: What is the option for a member who does not graduate in 4 years and must complete a 5th year in order to earn their degree.

- a. They can remain an undergraduate member after informing the Director Lifelong Membership
- b. They can become an alumna and will automatically be granted what we call '5th year Undergraduate Alumnae Status (UAS).
- c. They can remain an undergraduate member after informing the VPO.
- d. A & B
- e. B & C

 <p>A member graduates, or stays past 4 years and remains an undergraduate member</p>	
--	--


ADDITIONAL NOTES:




MEMBERSHIP STATUS CHANGES

QUESTION 6: A member decides to study abroad for the semester or term. How would you mark them in BetaBase?

- a. If the member studying abroad as part of a campus program is still enrolled as a student at your university or college, you would mark them as "Studying Abroad" in BetaBase.
- b. If the member is studying abroad through a program that is not affiliated with your college or university and is not enrolled as a student at the institution should be marked as an "Alumna."
- c. If the member studying abroad as a part of a campus program is still enrolled as a student at the college or university, there is no action for you in BetaBase.
- d. B & C
- e. A & B

 <p>A member participates in a study abroad program</p>	
--	--

 <p>A member transfers to another college/ university without a Pi Phi Chapter</p>	
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 <p>A member transfers to another college/ university with a Pi Phi chapter</p>	
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ADDITIONAL NOTES:

MEMBERSHIP STATUS CHANGES

QUESTION 7: Why would a member who wants to resign not be eligible for resignation?

- a. The member is not financially current (owes money to the chapter).
- b. The member has a signed housing contract.
- c. The member is on General Probation.
- d. All of the above.
- e. A & B.



A member wishes to resign and release their membership with Pi Beta Phi

QUESTION 8: How many days do members have to request resignation before they will be held financially to the dues and fees for that academic term?

- a. 10 days
- b. 14 days
- c. 7 days
- d. 21 days

QUESTION 9: What are the options for a member who does not uphold their financial obligation?

- a. A member with an outstanding invoice of at least \$50 will be placed on Automatic Financial Probation (AFP).
- b. A member pays their outstanding balance and is back in good standing.
- c. The member will be Automatically Financially Dismissed (AFD) after being on AFP for 6 months.
- d. The member can opt for Immediate Financial Dismissal (IFD).
- e. All of the above




A member does not uphold their financial obligation

MEMBERSHIP STATUS CHANGES




QUESTION 10: What must take place in order for a member to be dismissed?

- a. A unanimous chapter vote is held and then approved by the Grand President.
- b. A majority chapter vote and then approved by the Grand President.
- c. A majority chapter vote and then approved by the Grand Vice President Collegians.
- d. A unanimous chapter vote and then the Grand Vice President Collegians approves.

 <p>A member is dismissed</p>	
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QUESTION 11: Which of the following is not a qualifying reason for UAS?

- a. Ill physically and/or due to their mental health as certified by a physician (doctor's note)
- b. Documented extreme or unforeseen financial stress
- c. Academic requirements such as not meeting a university policy regarding minimum credit hours to remain in a student organization.
- d. Applying to graduate school.

 <p>A member becomes an Undergraduate Alumna through the UAS application process</p>	
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ADDITIONAL NOTES:



PARLIAMENTARY PROCEDURE

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____



HOLDING EFFECTIVE MEETINGS

CHAPTER MEETINGS	
EXECUTIVE COUNCIL MEETINGS	
SPECIALTY TEAM MEETINGS	
AAC/EXECUTIVE COUNCIL MEETINGS	
CHAPTER LEADERSHIP TEAM MEETINGS	





SAMPLE CHAPTER MEETING MINUTES

JANUARY 13, 2025

The regular meeting of the Alaska Alpha Chapter of Pi Beta Phi was called to order on January 13, 2025 at 6 p.m. in the chapter room by Chapter President Jane Smith and was opened with Ritual.

Roll was called, and 86 members were present. The minutes of the previous meeting were read by Vice President Operations Jennifer Williams and were approved as read.

Director Policy and Prevention Education Elizabeth McAfee read from the Pi Beta Phi Constitution and Statutes, Part II, Article III, Section 3, Duties of the Chapter President.

Reports of officers and committees were given as follows:

Chapter President Jane Smith announced that the regional Specialist Joan Williams will visit the chapter from February 11-15. Jane reminded all officers to sign up for meetings and to extend every courtesy to their Specialist on the Regional Team and introduce themselves.

Vice President Operations Jennifer Williams passed out the monthly calendar with all chapter activities and dates. The chapter was reminded about upcoming events members can attend to receive points toward the chapter's point system.

Vice President Risk Management Emily Jones had no report.

Director Social Events Maureen Adams reminded everyone to be on time for the buses for the movie theater sisterhood on Saturday, January 18.

Vice President Member Experience Kathy Johnson had no report.

Director Academics Brittany Mitchell encouraged everyone to attend all classes and to continue tracking study hours and reminded members that good scholarship is one of the chapter's goals.

Vice President Finance/Housing Megan Caldwell gave this financial report:

- Accounts Receivable as of December 15 \$10,685.68
- Accounts Receivable past due \$4,124.23
- Accounts Payable \$6,561.45

Members were reminded that bills are due January 20. It was noted that no areas of the budget need adjustment nor monitoring.

Director Housing Allison Murphy announced that all members living in the chapter facility will have a meeting Wednesday, January 22 at 5 p.m. to discuss expectations and house duties.



SAMPLE CHAPTER MEETING MINUTES (CONT.)

Vice President Community Relations Kate Brown shared that a guest speaker has been invited to present at next week's chapter meeting about professional resume tips.

Director Service and Philanthropy Samantha Scott reported that the literacy book drive for the Children's Hospital library was a success with 53 books donated.

Vice President Inclusion Rebecca Blake had no report.

Vice President Recruitment Caroline Landry asked members to mark their calendars for the next recruitment workshop on Saturday, February 22. She reminded the chapter that work is not an acceptable excuse to miss the workshop per the chapter's bylaws, so it is best to plan ahead.

Panhellenic Delegate Lauren Shaw announced that applications to serve as recruitment counselors for primary recruitment in the fall are now open and will be due on March 1. It was shared that Kappa Kappa Gamma will be hosting a movie night at their chapter house on Thursday, January 30, and all Panhellenic members are invited to attend.

Unfinished business: There was none.

New business: Pat Gallagher moved and it was seconded that the chapter send a donation of \$200 to Pi Beta Phi Foundation. The motion carried.

There being no further business, the closing Ritual was said. The meeting was adjourned by Chapter President Jane Smith at 7:15 p.m.

Jennifer Williams, Vice President Operations Committee meetings were held in the dining room immediately after the chapter meeting.

Approved as read.

1/13/25 JW

LIST OF POTENTIAL WEEKLY AGENDA ITEMS FOR THE DIRECTOR LEADERSHIP

CHOOSE 3-4 APPLICABLE ITEMS EACH WEEK:

- Upcoming deadlines
- Leadership & Nominating Committee report for Executive Council
- Upcoming chapter meeting announcements
- Progress on tasks from last week
- Tasks to do this week
- Wins for LNC and the Operations Team
- Challenges for LNC and the Operations Team
- Progress on college/university recognition program standards
- Progress on goals set at the beginning of the year
- Date of next LNC meeting and agenda items
- College/University and Pi Beta Phi award submissions
- Brainstorm ways to track member interests, skills and involvement
- Progress made tracking member interests, skills and involvement
- Mid-term vacancy elections timeline
- Major fall chapter elections timeline
- Frequency of chapter education about officer positions leading up to elections
- Leadership opportunities for members outside of the chapter
- Opportunities for leadership development for chapter officers and members
- Online Learning Center course completion for all officers
- Chapter Leadership Team Operations
- Support needed from LNC, VPO or AAC Operations Advisor
- Positive praises regarding successful completion of responsibilities
- Constructive criticism regarding areas of improvement



EXAMPLE OF 3-2-1 ONE-ON-ONE MEETING

DIRECTOR LEADERSHIP	
THREE TIPS / REMINDERS:	1. There are still a few Directors who have not completed their Online Learning Center courses. Don't hesitate to continue reaching out to them with reminders!
	2. Begin consulting with LNC to determine chapter nominees for individual Fraternity awards. These are due on February 15, so it will help to begin the process early.
	3. Panhellenic Executive Council applications open this week. Reach out to the Panhellenic Delegate to ensure this will be announced at the next chapter meeting and ask LNC which members we can encourage to apply. It would be great to have a member or two serve on Panhellenic Executive Council next year!
TWO PRAISES/COMPLIMENTS:	1. Great job facilitating the Officers Leadership Retreat last week! I could tell you were prepared, and the retreat was a success.
	2. I love your idea about using a Google Form to track member interests and involvement. I can't wait to see it put into action!
ONE FEEDBACK/OPPORTUNITY:	1. Don't forget to utilize members of LNC if you need assistance with completing any of your tasks. They are a great resource and would be happy to help—you don't have to do any of your tasks alone!





WEEKLY CHECK-IN SHEET

Name _____

Position _____

Date _____

Tasks you completed this week:

Things you still need to accomplish:

Upcoming dates/events:

Problems/struggles you ran into this week:

What you need help with/general comments:



BEST PRACTICES FOR SUPPORTING THE DIRECTOR LEADERSHIP



TOUCH BASE WEEKLY:

REPORT TO EXECUTIVE COUNCIL WHAT THE DIRECTOR LEADERSHIP AND LNC ARE WORKING ON:

GIVE TIMELY PRAISE AND FEEDBACK:

ENSURE LNC IS ALWAYS PLANNING AHEAD:

BRING SUGGESTIONS AND IDEAS TO THE TABLE:

ADDITIONAL BEST PRACTICES:





THE LEADERSHIP AND NOMINATING COMMITTEE

WHAT ARE SOME QUALITIES THAT AN LNC MEMBER SHOULD POSSESS?

1. _____
2. _____
3. _____

HOW CAN LNC TRACK MEMBER INTERESTS, SKILLS, ACTIVITIES AND INVOLVEMENT ON CAMPUS?

1. _____
2. _____
3. _____

HOW CAN LNC IDENTIFY POTENTIAL LEADERS WITHIN THE CHAPTER?

1. _____
2. _____
3. _____



ACTIVITY



IDEAS TO IMPLEMENT

1. _____

2. _____

3. _____

THREE RESOURCES TO UTILIZE

1. _____
2. _____
3. _____



ELECTIONS PROCESS AND TIMELINE

PERSONAL INTEREST FORM:

IDEAL SLATE FORM:

EXIT INTERVIEWS:

LNC OFFICE HOURS:

CREATIVE WAYS TO EDUCATE THE CHAPTER ON OFFICER POSITIONS:

1.

2.

3.

WHAT ARE SOME GOOD OPEN-ENDED QUESTIONS TO ASK ALL APPLICANTS REGARDLESS OF THE POSITION THEY ARE INTERESTED IN?

KEY TAKEAWAYS

POINT SYSTEMS

- Don't change the structure of a point system too often. Allow your members to learn a system and become used to the expectations it asks of members.
- Be consistent when tracking points and update point totals frequently. Send reminders to members with low point totals to encourage additional participation.
- Utilize the point system for more than just attending social events. Point systems can determine who lives in/out of the chapter facility, who is eligible to serve as a big sister, etc.
- If you want an event to be attended or participation to be high in a certain area, make the point values high. Members are more likely to attend if they are incentivized with a high point amount.

BYLAWS REVIEW

- Become familiar with your chapter's bylaws and addendum, and what is written in them. If there is a policy you are not enforcing but it is written in the bylaws, consider enforcing it or removing it during the next review.
- Although the bylaws review process is done annually, bylaw proposals can be presented at any time and voted upon by the chapter.
- Keep track of changes that need to be made throughout the year to make the review process more efficient.
- Hold office hours leading up to the bylaws review period to allow members to read the bylaws and make suggestions for proposals to the Chapter Leadership Team. The process should be chapter-inclusive.

MEMBER RETENTION AND MEMBERSHIP STATUS CHANGES

- Be upfront with member obligations and expectations during recruitment and reiterate them during the New Member period.
- Align expectations with the member experience that is being provided.
- Ensure there is education around the different types of membership status changes available to members when needed.
- Hold in-person meetings with members wishing to resign, to learn what more they were looking for in their membership experience.

SUPPORTING THE OPERATIONS TEAM

- Communication is key! If something isn't working for your team, be honest with each other and brainstorm new ways to handle tasks.
- Utilize your AAC Operations Advisor for support. Your AAC counterpart oversees your Operations Team as well and can provide helpful insight to improve performance and communication.
- Keep the structure of one-on-one meetings with the Director Leadership consistent. The 3-2-1 method and weekly check-in sheet located in this workbook are great resources to establish a structured meeting from the beginning.
- Checking in via email is okay occasionally, however in-person communication is best. If a weekly check-in must be done over email, ensure responses are prompt and detailed. Email check-ins should not be done more than once per month.
- Don't skip weekly meetings if nothing is going on. There's always something to check-in on, and you can always take the time to plan and get ahead!

LNC RESPONSIBILITIES

- LNC should keep a heightened awareness for external leadership positions that become available on campus and announce those positions consistently during chapter meetings. It's always great to have members involved in leadership across campus!
- LNC has duties and responsibilities all year-round. They are not only utilized during elections. Keep this in mind and encourage the committee to meet in person once a month to discuss upcoming responsibilities and deadlines.
- If a chapter officer decides to have a committee, LNC can select members to help serve on that committee. Committee assignments should be intentional and make use of members' skills and development.

ELECTIONS PROCESS

- The elections process begins early. Plan the timeline of elections ahead of time and allow plenty of time for unexpected situations to arise, such as the need to re-slate a position, or accommodate the challenger process.
- Educate the chapter clearly on the elections process, as well as the purpose of LNC. Members will gain trust in the process and LNC if they understand.
- Begin education around the different officer positions as early as possible. Members are more likely to apply for positions if they understand the different roles and time commitments that are available.
- Gather Executive Council, AAC and member input at the beginning of the process, not once the process is over. Utilize the Ideal Slate and Personal Interest Forms to organize and review feedback and encourage members who have been recommended by their peers to apply and interview.

REFLECTION

WHAT DO I NEED TO DO TO MAKE SURE I CAN TAKE THIS INFORMATION BACK TO MY CHAPTER?

WHAT DO I NEED TO SHARE WITH MY AAC ADVISOR ABOUT WHAT I'VE LEARNED THIS WEEKEND?

WHO DO I NEED TO CONNECT WITH THAT MIGHT BENEFIT FROM THIS INFORMATION?

HOW DO I ANTICIPATE THIS INFORMATION WILL HELP ME IN MY CURRENT/FUTURE ROLE AS A LEADER WITHIN PI PHI?





WHAT FEELINGS DO I HAVE ABOUT SERVING IN THIS ROLE OVER THE NEXT YEAR?

WHAT WAS AN “AHA” MOMENT FOR ME WHEN SOMETHING REALLY CLICKED?

WHAT IS MY BIGGEST TAKEAWAY?



1867

ΠΒΦ

HONOR
and
RESPECT

lifelong
COMMITMENT

INTEGRIT

Sincere
friendship

Pi
Beta
Phi

PERSONAL AND
INTELLECTUAL
growth

LEADERS
life

ΠΒΦ

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