



Vice President Risk Management

JANUARY 24-26, 2025



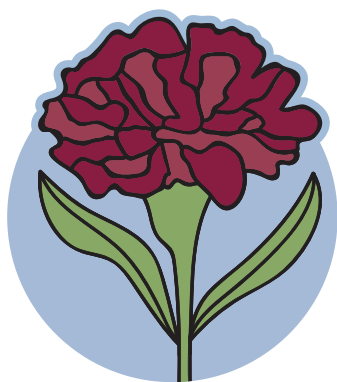
COLLEGE
WEEKEND



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.

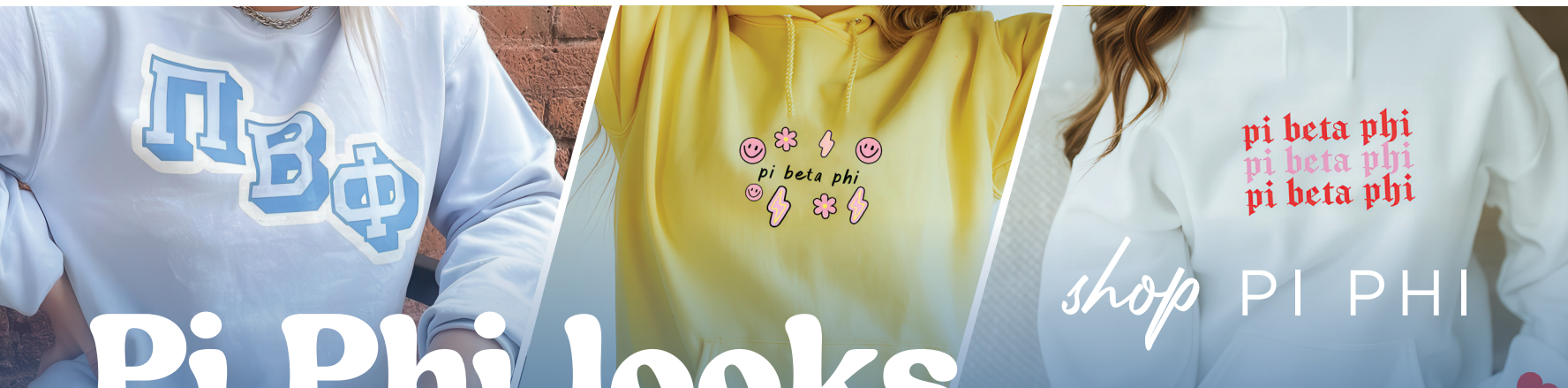
Scan the QR code and complete the form to share your story!



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.

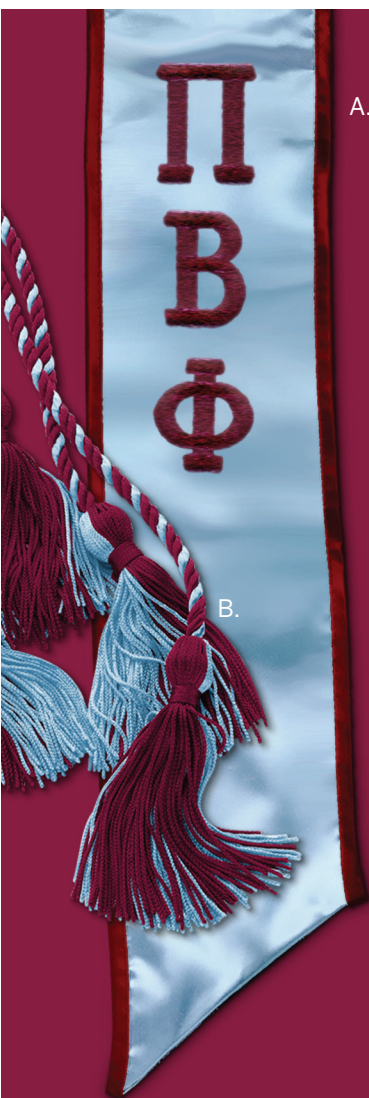
HOTEL PROCEDURE

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**

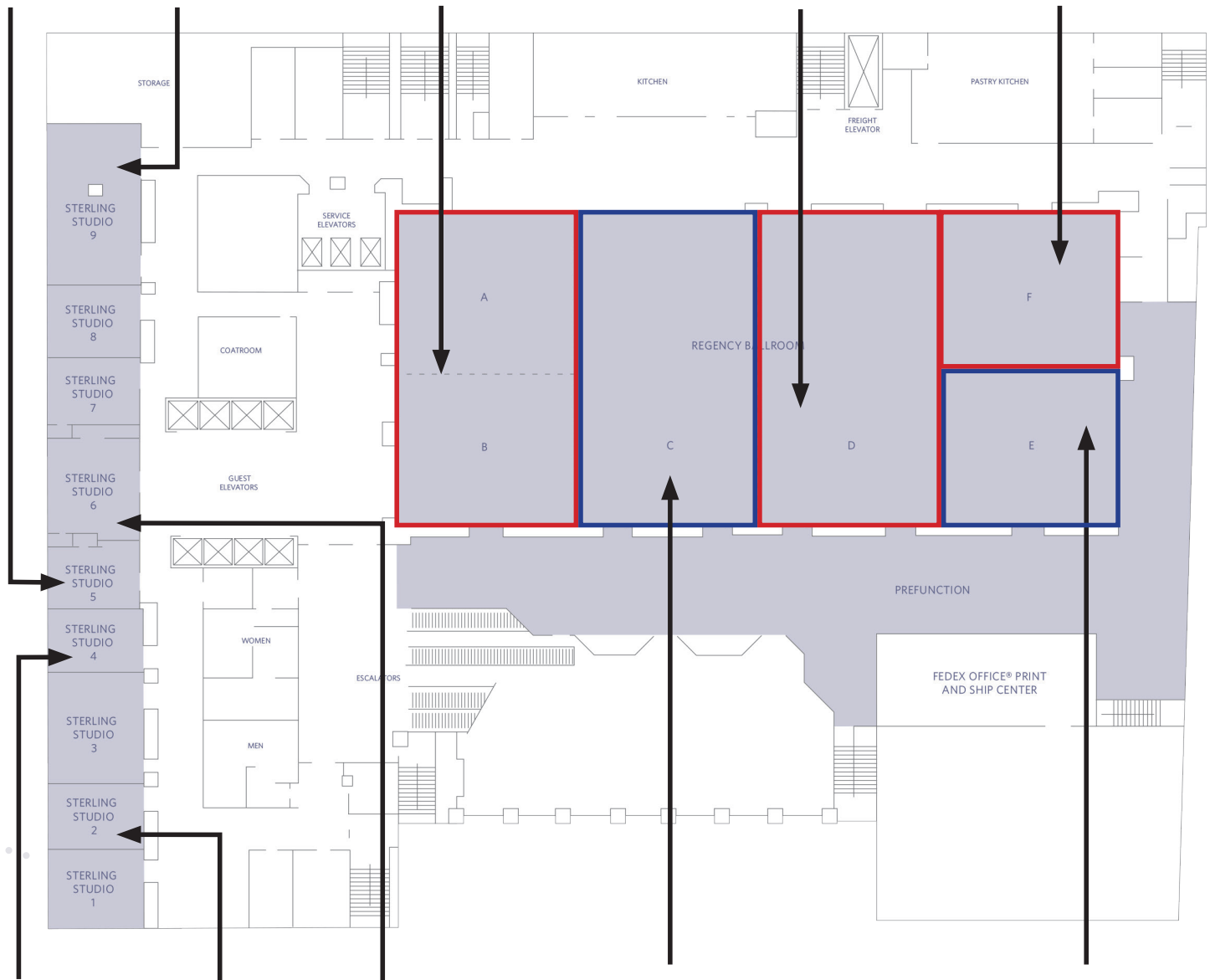
Sterling
Studio 5

**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**

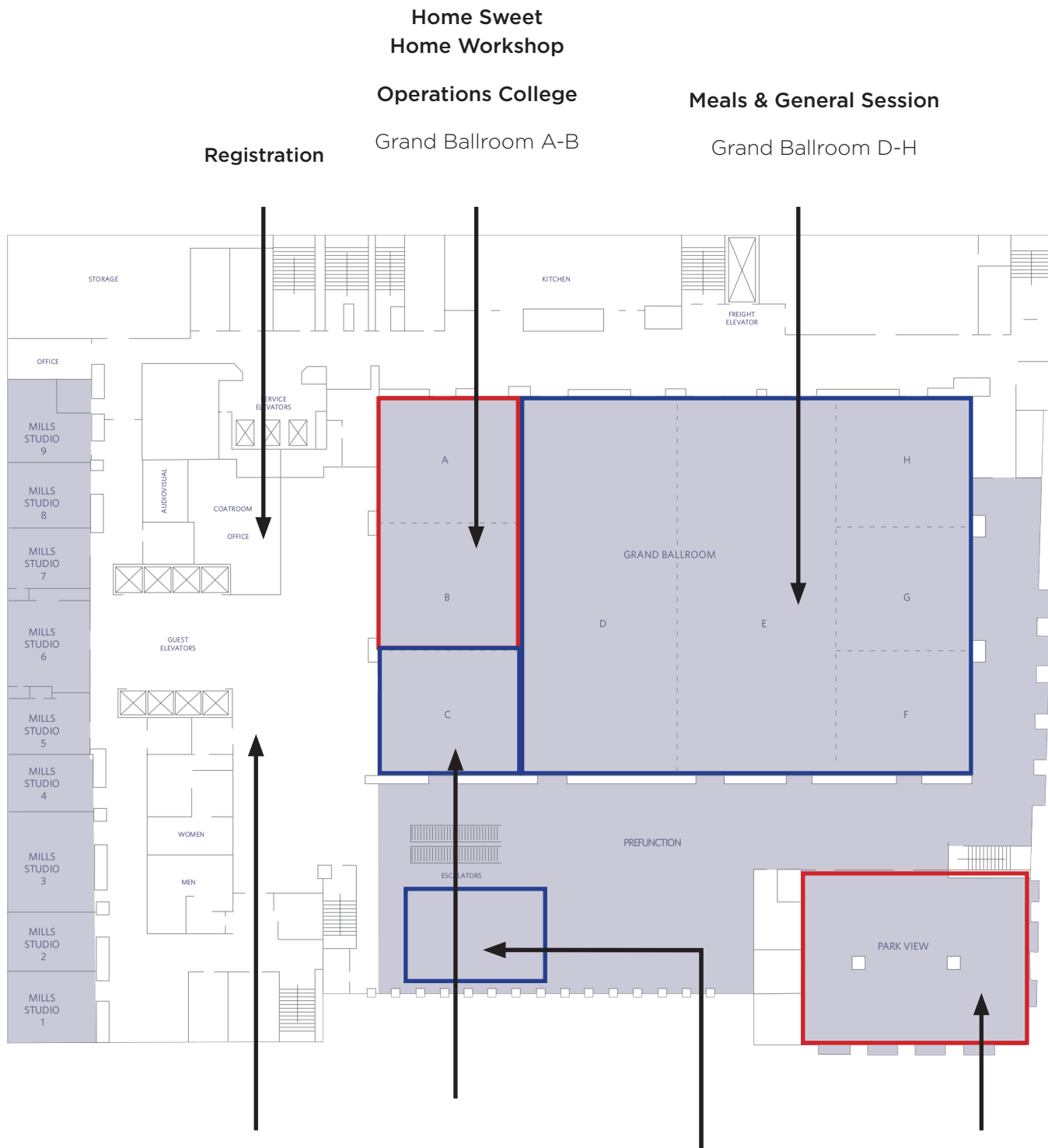
Regency Ballroom C

Finance/Housing College

**Career
Confidence Workshop**

Regency Ballroom E

HOTEL MAP – 4TH FLOOR



BetaBase Learning Lab
Digital Pix Booth

Shop Pi Phi
Grand Ballroom C

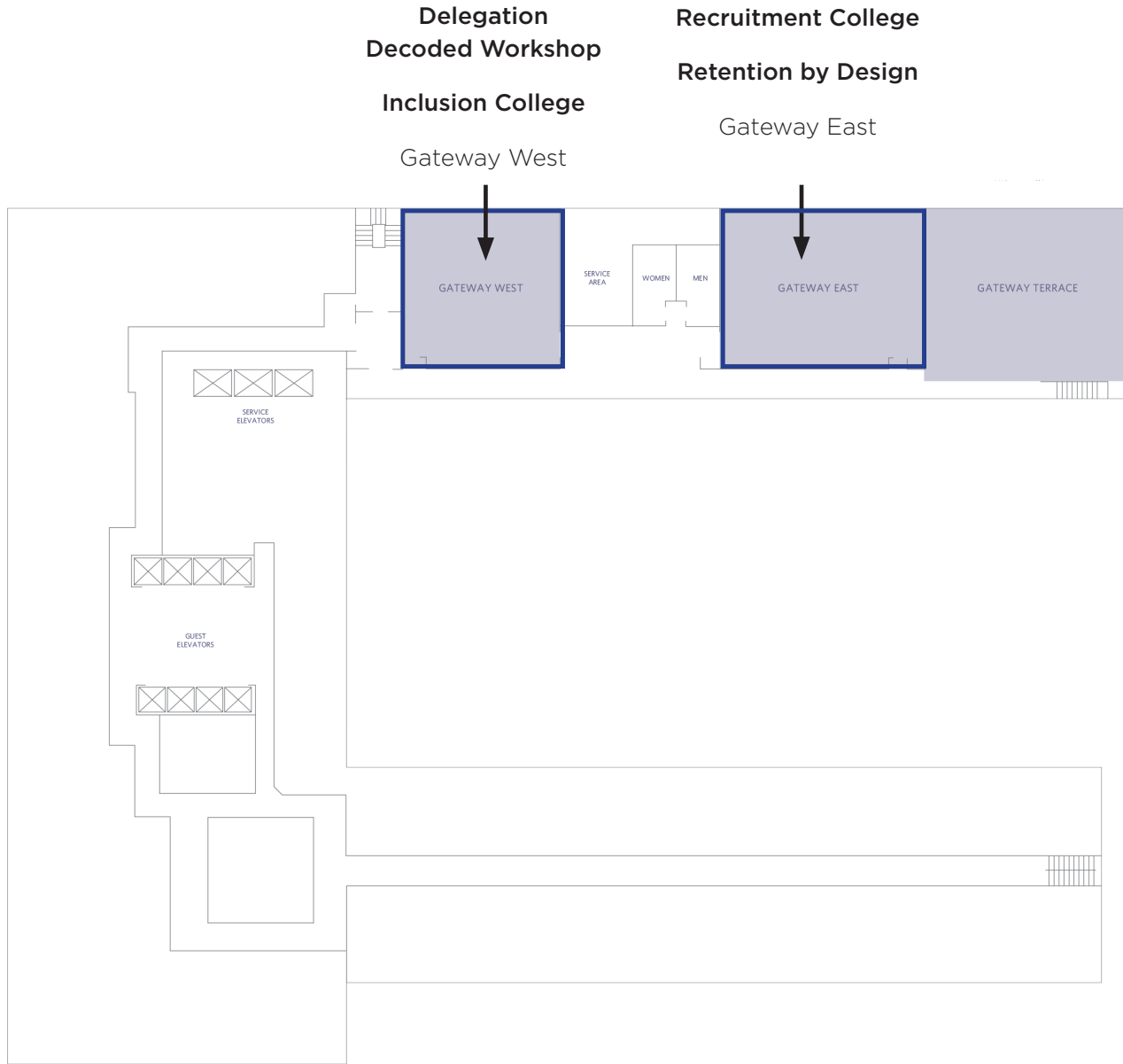
Pi Beta Phi Foundation Wine Carnation Garden

The Power of YOU Workshop
Risk Management College
Park View





HOTEL MAP — 18TH FLOOR



*Pi Phi
giving
day*

3.14.25

Join our Pi Phi Giving Day ambassador team!

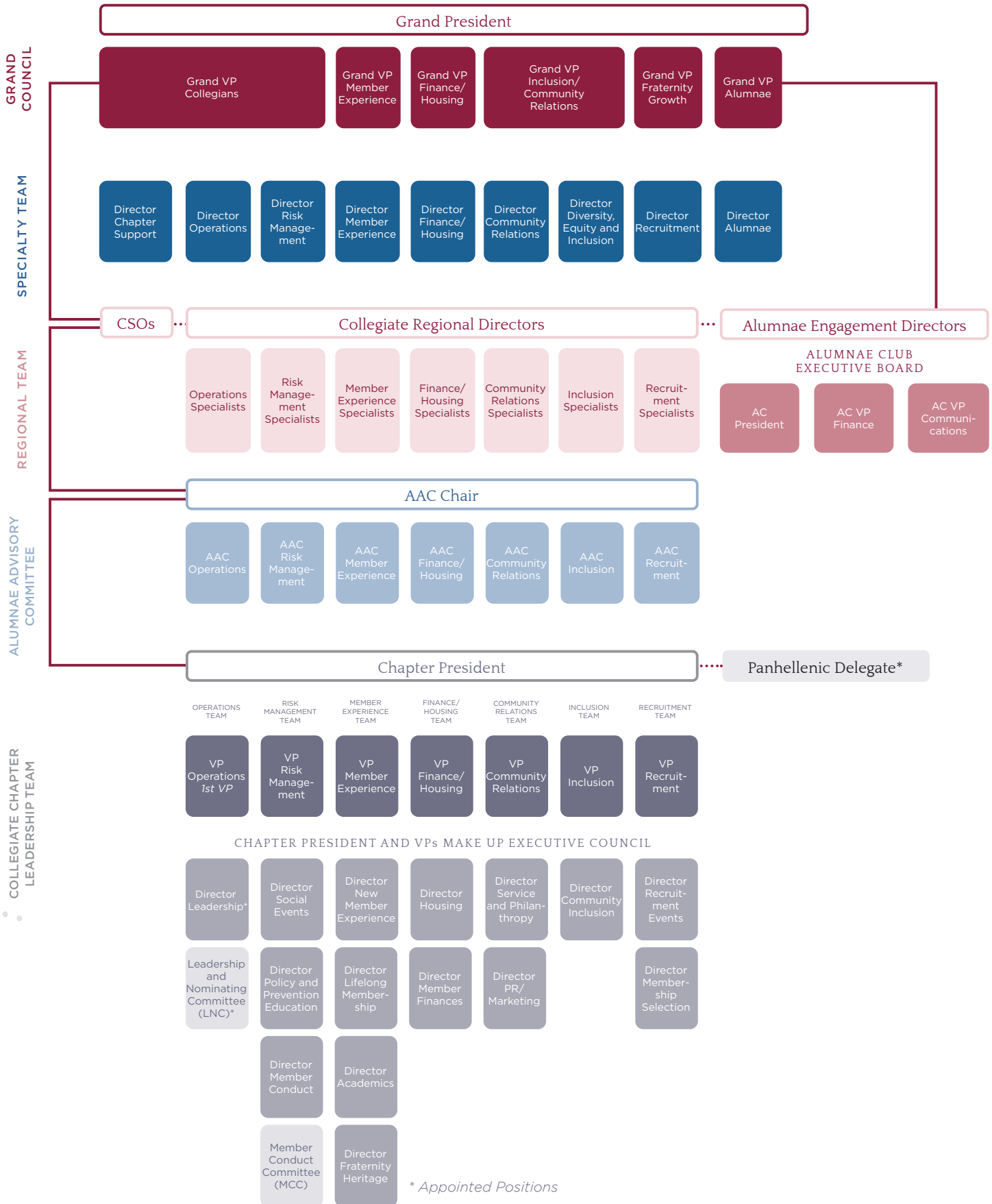
Do you have a passion for Pi Phi and want to make a difference? As an ambassador, you can win exclusive Pi Phi prizes while helping to promote this special day of giving.



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!





VOLUNTEERS AND STAFF

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WELCOME TO THE RISK MANAGEMENT COLLEGE!

Have you ever been curious about the “why” behind Pi Phi’s policies? The Risk Management College is designed to help participants build the skills and knowledge necessary to develop a tailored risk management approach for their chapter—partnering with other specialty teams along the way. Through group activities and idea sharing, participants will discover how to tackle tricky situations in event planning and member accountability while educating their chapter members on the “why?”.

Learning Outcomes:

- Identify and develop best practices in event planning, policy education and member accountability that actively and effectively create a safe and inclusive environment for all members of the chapter.
- Define and create context for Pi Beta Phi policies and procedures.
- Articulate Pi Beta Phi’s event planning process and identify events that require Regional Team approval.
- Identify areas of opportunity for comprehensive policy and prevention education within their chapter.
- Gain knowledge and comfort in using Pi Beta Phi’s member accountability process to help members engage in our values of Sincere Friendship and Personal and Intellectual Growth.

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TRACK AGENDA

PART I | FRIDAY 8 - 9 P.M.

Welcome & Overview of Track
Reflection of Leadership Role
The Why Behind Pi Phi Policies

PART II | SATURDAY 9 - 11:45 A.M.

Planning a Great Pi Phi Event
Preparing Event Monitors
Transportation Plans
Contracts & Insurance

PART III | SATURDAY 1:15 - 3 P.M.

Member Accountability Overview
Member Conduct Committee

PART IV | SATURDAY 4:15 - 6:15 P.M.

Addressing Hazing Behaviors in Pi Beta Phi
Member Accountability Votes
Model Member Accountability Process
Risk Management Education
Wrap-up and Recap



VICE PRESIDENT RISK MANAGEMENT POSITION DESCRIPTION

OVERVIEW

The Vice President Risk Management (VPRM) is responsible for coordinating all aspects of proactive and reactive risk management within the chapter to ensure a safe member experience that aligns with Pi Beta Phi's core values. The VPRM is the Member Conduct Committee's liaison to Executive Council and the Alumnae Advisory Committee (AAC) and brings elevated accountability referrals to Executive Council and AAC when necessary. The role supports elevated event planning needs and takes responsibility for resolving issues before, during and after chapter events.

RESPONSIBILITIES

- Coordinates the efforts of all officers to ensure members are aware and educated on Fraternity and campus/community policies and local, state and provincial and federal laws.
- Ensures the chapter's compliance with any campus, council or community risk management requirements.
- Directs chapter requests for exceptions to Pi Beta Phi policies to the regional Risk Management Specialist or other applicable Fraternity officer.
- Collaborates with the Director Member Conduct to refer elevated accountability matters to Executive Council and AAC.
- Serves as an ex-officio member of the Member Conduct Committee.
- Works with the Director Member Conduct to enforce automatic consequences outlined in the chapter's bylaws.
- Supports the Director Social Events in planning events according to Pi Phi's policies and handles elevated event planning needs before, during and after events.
- Maintains the chapter's locked member accountability files with the Director Member Conduct.
- Collaborates with the Chapter President to execute Emergency Procedures.
- Represents Pi Beta Phi in any community-wide risk management discussions and efforts.
- Manages internal chapter investigation procedures if the chapter is placed under Investigative Status.

KEY DATES AND DEADLINES

JANUARY	Destroy member accountability files for recent graduates, resigned members or other members not returning to the chapter
AUGUST	Conduct the chapter-wide risk management workshop for all chapter members before first social event Destroy member accountability files for recent graduates, resigned members or other members not returning to the chapter
NOVEMBER	Coordinate the chapter's submission of the Risk Audit Report in BetaBase by Nov. 1
ONGOING	Review event plans prior to all events Meet weekly with all Directors on Risk Management Team Complete the Monthly Chapter Evaluation on behalf of the Risk Management Team each month

MANUALS, GUIDES AND RESOURCES

- Alternative Transportation Request Form
- Chapter Officer Report Calendar
- Constitution and Statutes
- Critical Conversations Visit Guide
- Critical Conversations Webisode Discussion Guide
- Emergency Procedures
- Executive Council Officer Manual
- Event Information Form
- Event Monitor Training PowerPoint
- Event Planning and Management Guide
- Hazing Prevention and Accountability Training
- Member Accountability Guide
- Monthly Chapter Evaluation
- Policy and Position Statements
- Policy and Position Statements Education Guide and Workshop
- Prevention Education Guide



DIRECTOR SOCIAL EVENTS POSITION DESCRIPTION

OVERVIEW

The Director Social Events (DSE) is the chapter’s event planning expert responsible for preparing and executing social activities and events to promote friendship in the chapter and community. The DSE is a resource to the chapter when planning special events that are not social and can support additional event planning needs when necessary. The DSE takes responsibility for proactive aspects of risk management by ensuring a safe and satisfying social experience that follows all Pi Beta Phi and community/campus policies on event planning and risk management.

RESPONSIBILITIES

- Plans and executes social activities and events including sponsored and co-sponsored events.
- Implements risk management and safety procedures before, during and after all events.
- Serves as a resource to the chapter when planning special events that are not social and assists others on the Chapter Leadership Team with additional event planning tasks.
- Educates the chapter on required procedures for conducting social events in accordance with safe risk management practices, community/campus policies and Pi Beta Phi’s event planning guidelines.
- Completes campus or community event registration processes for all applicable events.
- Sets and communicates member and guest expectations before, during and after social events.
- Manages the chapter’s event monitor program through the selection, training and coordination of monitors for all events with alcohol.
- Familiarizes herself with the insurance, contract and legal aspects of event planning.
- Ensures the Chapter President signs all contracts on behalf of the chapter.
- Maintains positive relationships between Pi Beta Phi and other fraternities and sororities and student organizations on campus by coordinating social opportunities with and without alcohol.

KEY DATES AND DEADLINES

AUGUST	Ensure the completion of the chapter-wide risk management workshop for all chapter members before scheduling the first social event
NOVEMBER	Contribute to the chapter’s submission of the Risk Audit Report completed by the Vice President Risk Management by Nov. 1
SEPTEMBER	Submit all contracts and insurance documents to the AAC Risk Management Advisor four weeks prior to events for review before the Chapter President signs Complete campus or community event registration processes Complete and file Event Information Forms for all chapter events Meet weekly with Vice President Risk Management



MANUALS, GUIDES AND RESOURCES

- Constitution and Statutes
- Emergency Procedures
- Event Information Form
- Event Monitor Training
- Event Planning and Management Guide
- Monthly Chapter Evaluation
- Policy and Position Statements
- Policy and Position Statements Educational Guide and Workshop



DIRECTOR POLICY AND PREVENTION EDUCATION POSITION DESCRIPTION

OVERVIEW

The Director Policy and Prevention Education (DPPE) supports the overall health and wellness of chapter members through proactive aspects of risk management. They educate on topics of prevention education and Fraternity policies, chapter bylaws, campus and community policies and applicable laws. The DPPE identifies Fraternity, campus and other relevant resources and experts to enhance education within the chapter.

RESPONSIBILITIES


- Provides required and ongoing education on Fraternity policies, chapter bylaws, campus and community policies and local, state/province and federal laws.
- Works toward the health and safety of members by education on prevention education topics.
- Manages the chapter's implementation of Critical Conversations® prevention education program through facilitation of material and collaboration with appropriate Headquarters staff, facilitators and advisors.
- Coordinates the chapter's hazing and alcohol awareness education.
- Implements New Member policy and prevention education with support from the Director New Member Experience.
- Collaborates with the Director Member Conduct to identify areas of educational need for the chapter.

KEY DATES AND DEADLINES

AUGUST	Collaborate with Vice President Risk Management to conduct the chapter-wide risk management workshop for all chapter members before first social event
ONGOING	Coordinate annual Critical Conversations® Speaker Series program with Headquarters staff and assigned facilitator Provides ongoing education utilizing Critical Conversations® Webisodes and other Pi Beta Phi, campus and community resources Meet weekly with Vice President Risk Management



MANUALS, GUIDES AND RESOURCES

- Constitution and Statutes
 - Critical Conversations Program Guide
 - Critical Conversations Visit Guide
 - Critical Conversations Webisodes (available on Vimeo)
 - Critical Conversations Webisode Discussion Guide
 - Emergency Procedures
 - Hazing Prevention and Accountability Training
 - Member Obligations
 - Monthly Chapter Evaluation
 - Policy and Position Statements
 - Policy and Position Statements Educational Guide and Workshop
- 



DIRECTOR MEMBER CONDUCT POSITION DESCRIPTION

OVERVIEW

The Director Member Conduct (DMC) is responsible for promoting and enforcing the expectations and obligations of membership in Pi Beta Phi. The DMC coordinates reactive aspects of risk management by overseeing the implementation of Pi Beta Phi’s member accountability process as the chair of the Member Conduct Committee (MCC) and the committee’s liaison to the Chapter Leadership Team. The DMC also ensures all members understand the accountability process.

RESPONSIBILITIES

- Chairs the Member Conduct Committee.
- Receives all member referrals to the Member Conduct Committee and coordinates individual accountability meetings.
- Enforces automatic consequences outlined in the chapter’s bylaws, with support from the Vice President Risk Management.
- Establishes regular meeting times for the Member Conduct Committee and conducts required and ongoing training of the committee members.
- Maintains the chapter’s locked member accountability files with the Vice President Risk Management.
- Provides chapter education on the member accountability process to initiated and New Members.
- Contributes to the annual bylaws and bylaws addendum review process as directed by the Vice President Operations.
- Supports the Vice President Risk Management in managing internal chapter investigation procedures if the chapter is placed under Investigative Status.

KEY DATES AND DEADLINES

JANUARY	<p>Destroy member accountability files for recent graduates, resigned members or other members not returning to the chapter</p> <p>Provide education to the chapter about the member accountability process</p>
APRIL	<p>Ensure the appointment of Member Conduct Committee members to fill vacancies of graduating members</p>
AUGUST	<p>Destroy member accountability files for recent graduates, resigned members or other members not returning to the chapter</p> <p>Provide education to the chapter about the member accountability process</p>
NOVEMBER	<p>Ensure the appointment of Member Conduct Committee members from new initiate class</p>
ONGOING	<p>Address member referrals to the Member Conduct Committee</p> <p>Enforce automatic consequences</p> <p>Contribute to the annual bylaws review process as directed by the Vice President Operations</p> <p>Meet weekly with Vice President Risk Management</p>

MANUALS, GUIDES AND RESOURCES

- Constitution and Statutes
- Member Accountability Guide
- Member Obligations
- Monthly Chapter Evaluation
- Policy and Position Statements
- Policy and Position Statements Education Guide



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2024 RISK MANAGEMENT MONTHLY CHAPTER EVALUATION STANDARDS

MEETING EXPECTATIONS STANDARDS

- Emergency Procedures are reviewed with the chapter at the start of each term and a policy workshop is conducted annually
- Chapter leaders consistently utilize the Event Planning and Management Guide for all chapter events, as demonstrated by adhering to all policies on the following: laws and policies on alcohol handling and consumption, contracts, insurance, transportation, venues and high-risk event policies
- Each social event has one event monitor for every 20 attendees and 1 security guard for every 50 attendees
- Members are held accountable for behavior incongruent with the Constitution and Statutes and Policy and Position Statements through documented Member Conduct Committee meetings and accountability votes by following the Member Accountability Guide

EXCEEDING EXPECTATIONS STANDARDS

- Chapter Leadership Team (CLT) and AAC review each Event Information Form after the event or VPRM educates all members of the CLT about Pi Phi's event planning policies, processes prior to the first social, philanthropic or sisterhood event of the school year
- Director Social Events and/or Risk Management Team provides event monitor training prior to each event
- Campus and Fraternity resources are used to educate the chapter on an ongoing basis on topics pertinent to prevention education such as Pi Beta Phi policies, legal/risk management liabilities, member safety, healthy decision making, and hazing prevention
- Member Conduct Committee is viewed as a positive and supportive entity, and the chapter's accountability approach and automatic consequences are rooted in Pi Phi values of Honor and Respect, Sincere Friendship and Personal and Intellectual Growth



REFLECTION OF LEADERSHIP ROLE

WHY DID I CHOOSE TO BE A LEADER IN MY CHAPTER?

WHY DID I CHOOSE TO TAKE ON THIS RISK MANAGEMENT ROLE?

WHY IS MY POSITION IMPORTANT?

HOW WILL I WORK WITH MY DIRECTORS TO RELAY THE INFORMATION I LEARN THIS WEEKEND? HOW WILL I TAKE GOOD NOTES FOR THEM?

THINKING ABOUT THE OUTLINED LEARNING OUTCOMES, WHAT OTHER GOALS OR LEARNING OBJECTIVES DO I HAVE FOR THIS WEEKEND?





START, STOP, CONTINUE/CHANGE

	START	STOP	CONTINUE/ CHANGE
EVENT PLANNING			
MEMBER ACCOUNTABILITY			
RISK MANAGEMENT EDUCATION			
OTHER			



THE WHY BEHIND PI PHI POLICIES

Host institutions: _____

Local, state/provincial, federal laws: _____

National Panhellenic Conference: _____

MJ insurance: _____

Housing facilities: _____

Member safety and satisfaction: _____

THE WHY BEHIND PI PHI POLICIES

EXTERNAL	PI PHI	MEMBER EXPECTATIONS
<p>Laws (local, state/provincial, federal)</p> <p>National</p> <p>Panhellenic Conference</p> <p>Unanimous Agreements</p> <p>Campus policies</p> <p>College Panhellenic Council policies</p>	<p>Constitution and Statutes</p> <p>Policy and Position Statements</p> <p>Event Planning and Management Guide</p> <p>Membership Status Guide</p> <p>Member Accountability Guide</p> <p>Housing Contracts</p> <p>Chapter's local bylaws</p> <p>Monthly Chapter Evaluation</p>	<p>Member Obligations</p> <p>Pi Beta Phi's Core Values</p> <p>Fraternity Ritual</p> <p>Constitution and Statutes</p> <p>Member Conduct Policy and Position Statement</p> <p>Campus Student Code of Conduct</p>

DEFINING SOCIAL EVENTS

CHAPTER SOCIAL EVENTS AND ACTIVITIES

1. A chapter social event is any gathering, official or unofficial, that is or could be perceived to be a Pi Beta Phi event for social purpose. If Pi Beta Phi as a chapter or its officers or individual members, acting on behalf of the chapter, participate in any way, formally or informally in planning, executing or promoting the event, it shall be treated as being co-sponsored by the Pi Beta Phi chapter. Social events with or without alcohol fall within this definition. Event policies apply to events such as mixers, functions or socials as well as date parties, semi-formals, formals, events sponsored by alumnae where collegiate members are present and other Pi Beta Phi hosted, co-hosted and planned events.
2. All chapter social events must be planned in accordance with Pi Beta Phi's policies and Event Planning and Management Guidelines, Panhellenic and institutional policies as well as all applicable federal, state/provincial and local laws.
3. Social events may be hosted at third-party venues or men's fraternity facilities, when permitted by the host institution or College Panhellenic governing council.
4. All co-hosts must be a recognized, chartered chapter by their inter/national organization and meet Pi Beta Phi's insurance requirements for co-hosts. A maximum of two other co-hosts are permitted, for a total of three hosting groups.
5. All events must have a defined start and end time and may not extend overnight. Pre- and post-parties are not permitted.
6. Members may legally and responsibly consume alcohol at permitted Pi Beta Phi events only when served by a licensed and insured third-party bartender or in accordance with Pi Beta Phi's BYOB policy. The possession of illegal drugs and marijuana, even where federally legal, is not permitted at Pi Beta Phi events.



EVENT PLANNING TRUE OR FALSE?

The Director Social Events assumes ultimate responsibility for ALL social events **TRUE** **FALSE**

The Director Service and Philanthropy completes all the event planning tasks for philanthropy events **TRUE** **FALSE**

The Director Social Events oversees recruitment event planning tasks **TRUE** **FALSE**

The Vice President Community Relations plans Parent/Family Weekend events **TRUE** **FALSE**

The Director Social Events reviews event contracts and signs them **TRUE** **FALSE**

The Director Social Events does not help the Vice President Member Experience with planning sisterhood events **TRUE** **FALSE**

The Vice President Risk Management reviews event contracts and signs them **TRUE** **FALSE**

There are different rules and policies for mixers and socials than for formals and semi-formals **TRUE** **FALSE**





EVENT PLANNING RESPONSIBILITIES

Every officer may delegate planning and execution of an event to a committee that reports to them; ultimately, though, they are the one responsible for assuring the event is done and done in accordance with Pi Phi policies and manuals.

Event Responsibility Chart

Every officer may delegate planning and execution of an event to a committee that reports to them; ultimately, though, they are the one responsible for assuring the event is done and done in accordance with Pi Phi policies and manuals.

	Recruitment & COB Events	Bid Day Celebration	Pledging & Initiation Ceremonies	Big/Little Reveal	Parents / Family Events	Date Parties / Formal / Socials / Mixers	Sisterhood Events	Philanthropy / Service Events	Homecoming / Alumni Events	Founders' Day / Awards Luncheon	Leadership / Officer Training	Senior Ceremony	Scholarship / Recognition Ceremonies
CP	Ultimate Oversight & Signing of Contracts												
VPRM	Review contracts, if applicable	Review contracts, if applicable	Review contracts, if applicable		Review contracts, if applicable	Ultimate Oversight	Review contracts, if applicable	Review contracts, if applicable	Review contracts, if applicable	Review contracts, if applicable		Review contracts, if applicable	Review contracts, if applicable
VPME			Ultimate Oversight	Ultimate Oversight			Planning and Execution			Planning and Execution		Ultimate Oversight	Planning and Execution
VPCR					Planning and Execution			Ultimate Oversight	Planning and Execution				
VPR	Planning and Execution	Ultimate Oversight											
DNME		Planning and Execution		Planning and Execution									
DFH			Planning and Execution										
DSE						Planning and Execution							
DPPE		Pre-event risk management education			Pre-event risk management education	Pre-event risk management education			Pre-event risk management education				
DSP								Planning and Execution					
DLM												Planning and Execution	
DL											Planning and Execution		





EVENT PLANNING PROCEDURE NOTES

Event: _____

3-4 MONTHS BEFORE

1-2 MONTHS BEFORE

2-4 WEEKS BEFORE

1 WEEK BEFORE

1 DAY BEFORE





TRAINING EVENT MONITORS

AMOUNT

BEST SELECTION

CONFIDENT AND COMMITTED

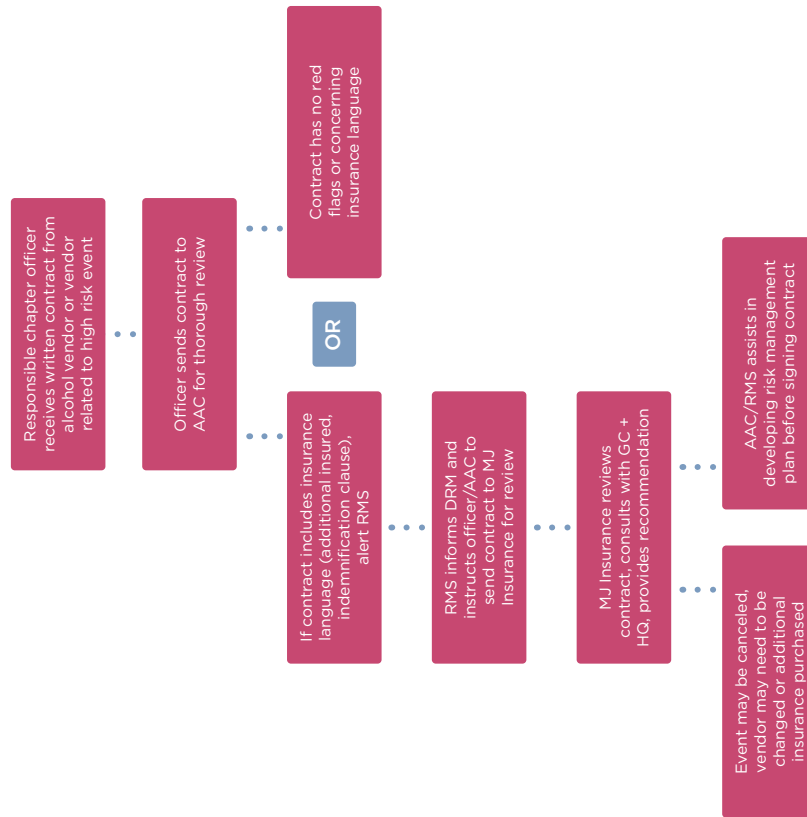
Notes on event monitors:

Areas of improvement for our event monitors:

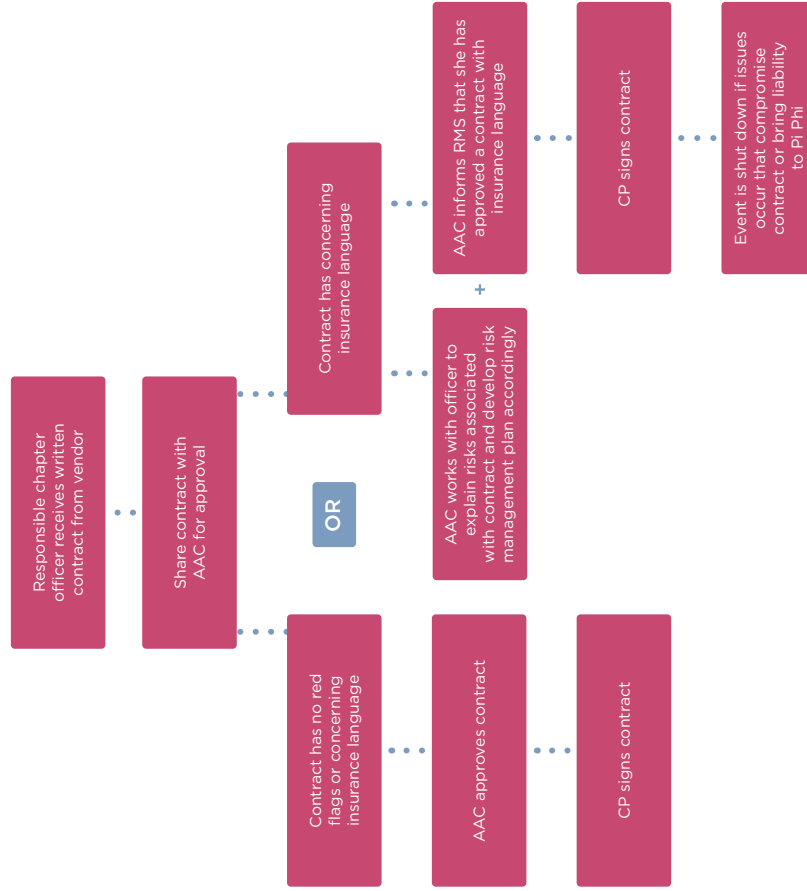


INSURANCE AND CONTRACTS

REVIEWING ALCOHOL VENDOR AND HIGH RISK ACTIVITY CONTRACTS



REVIEWING ALL OTHER VENDOR CONTRACTS



Submit contracts for review to MJ Insurance

CREATING A CULTURE OF ACCOUNTABILITY



THROUGH ACCOUNTABILITY WE:

- Keep each other safe
- Care enough about each other to point out mistakes so we can learn
- Protect the reputation and brand of our sisterhood
- Serve as good stewards of our chapter's assets
- Help our sisters become their best selves

Two obstacles to member accountability in my chapter:

1. _____
2. _____

How to overcome these obstacles:

1. _____
2. _____

Behaviors that warrant automatic consequences:

1. _____
2. _____
3. _____

Automatic consequence examples that might work for my chapter:

1. _____
2. _____
3. _____





MEMBER ACCOUNTABILITY PROCESS

AWARENESS APPROACH:

WARNING APPROACH:

REFERRAL APPROACH:





MEMBER CONDUCT COMMITTEE

THE ROLE OF THE MEMBER CONDUCT COMMITTEE IN THE CHAPTER IS TO PROMOTE AND ENFORCE THE EXPECTATIONS AND OBLIGATIONS OF MEMBERSHIP IN PI PHI

Member Conduct Committee Notes: _____

Member Accountability Documentation Reminders: _____

REFRAME THESE STATEMENTS

With your partner, reframe the commonly used language to ensure it embodies Honor and Respect and Sincere Friendship.

Do you know why you're here? → _____

This could get the chapter shut down. → _____

This is illegal, you could go to jail! → _____

Do your parents know you did this? → _____

Your behavior is one of the worst in this chapter. → _____

We've dismissed members for lesser violations. → _____

Your actions have caused us all a lot of time and inconvenience. → _____





MCC DOCUMENTATION

MEMBER CONDUCT COMMITTEE MEETING DOCUMENTATION

This form shall be used to document all Member Conduct Committee proceedings. Store this form with the chapter's locked member accountability files accessible only by the Chapter President, Vice President Risk Management, Director Member Conduct and AAC. Retain until the member graduates or has left the chapter and will not return.

New/Initiated Member Name: _____ Date: _____

Purpose for Meeting:

(Check the box and then specifically describe the violation or member's actions that warrant a Member Conduct Committee meeting. Continue writing on the next page, back of this page or add additional sheets and attach.)

<input type="checkbox"/> Violation of Alcohol and Drugs Policy and Position Statement <input type="checkbox"/> Other Policy and Position Statement Violation <input type="checkbox"/> Failure to uphold Member Obligations <input type="checkbox"/> Inappropriate member conduct <input type="checkbox"/> Attitude/cooperation <input type="checkbox"/> Lack of participation/poor attendance <input type="checkbox"/> Breach of confidentiality <input type="checkbox"/> Housing requirements violation <input type="checkbox"/> Not meeting financial obligations <input type="checkbox"/> Failure to comply with academic terms <input type="checkbox"/> Anything not in accordance with C&S or chapter bylaws, (describe specifically)	Describe in detail for Regional Team members not familiar with the situation:
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------

Meeting Notes: (include witness statements, describe questions asked, answers from member and conversation by all parties' present, continue on back or add additional sheets and attach to this form.)

Steps taken by the Member Conduct Committee to address the issue:

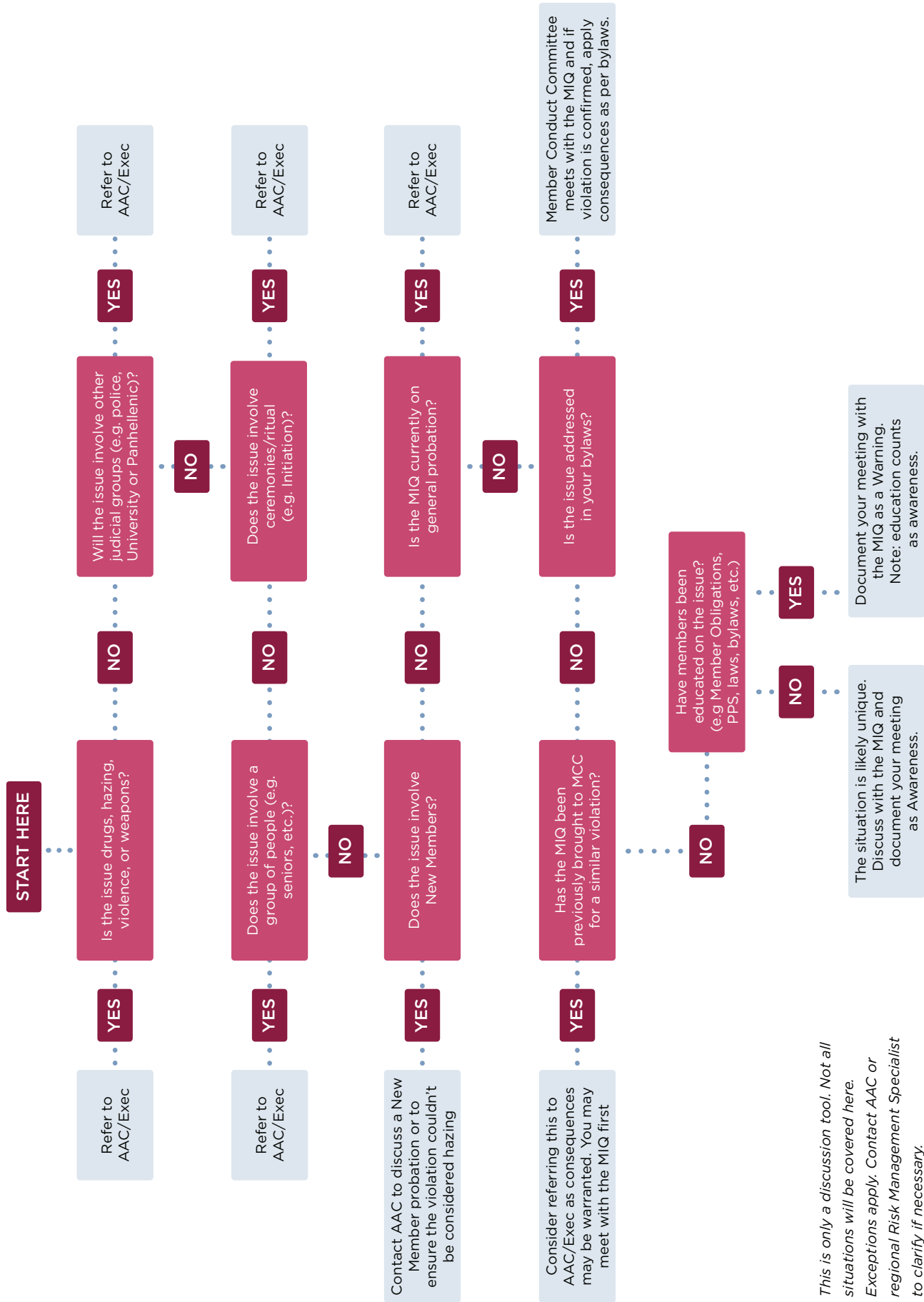
<input type="checkbox"/> Awareness handled by the Member Conduct Committee. <input type="checkbox"/> Awareness handled on behalf of the Member Conduct Committee by CP, big sister, AAC, etc. List name and position:	<input type="checkbox"/> Member warned if behavior continues there may be consequences.
<input type="checkbox"/> Member warned and automatic consequence issued. List automatic consequence issued:	<input type="checkbox"/> Refer matter to Exec/AAC for consideration of potential accountability action: dismissal, probation, breaking of pledge.

Signatures of All Participants at Meeting (ANYONE who is present at the meeting MUST sign their name)

New/Initiated Member Name: _____ Date: _____
 VPRM: _____ Date: _____
 Director Member Conduct: _____ Date: _____
 MCC Member: _____ Date: _____
 AAC Member, Title: _____ Date: _____



MEMBER ACCOUNTABILITY DISCUSSIONS GUIDING FLOW CHART



This is only a discussion tool. Not all situations will be covered here. Exceptions apply. Contact AAC or regional Risk Management Specialist to clarify if necessary.



MEMBER ACCOUNTABILITY AND CHAPTER VOTES

STEPS TO HANDLING ELEVATED REFERRALS TO AAC/EXEC:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____





POLICY AND PREVENTION EDUCATION

EDUCATION INVENTORY

REQUIREMENTS THROUGH PI PHI AND/OR YOUR UNIVERSITY	WHAT YOUR CHAPTER CURRENTLY EDUCATES ON	GAPS BETWEEN WHAT YOUR CHAPTER CURRENTLY DOES AND WHAT IT IS <u>REQUIRED TO DO</u>

SETTING EDUCATION PRIORITIES

PRIORITY	EDUCATIONAL OPPORTUNITY
<p>PRIORITY 1 (NEXT 4 WEEKS):</p> <p>Includes any education that both your university and Pi Phi require, time sensitive education for your members, education around upcoming due dates</p>	
<p>PRIORITY 2 (NEXT 6-8 WEEKS):</p> <p>Education either your university or Pi Phi requires or educational opportunities driven by specific member behavior.</p>	
<p>PRIORITY 3 (NEXT 4-6 MONTHS):</p> <p>Any other education required by either your university or Pi Phi that's not been completed and educational opportunities that encourage member development (wellness, informed decision-making, etc.)</p>	

PLANNING A SUCCESSFUL CRITICAL CONVERSATIONS SPEAKER SERIES VISIT TIPS:

-
-
-



ACTION PLANNING



GOAL #1		
Identify potential roadblocks to achieving your goal.		
Who are your key partners? How can you utilize your Exec team? Your Directors? Chapter members?		
Identify tasks that will help you achieve your goal in a timely manner.	Task:	Due Date:
	Task:	Due Date:
	Task:	Due Date:
GOAL #2		
Identify potential roadblocks to achieving your goal.		
Who are your key partners? How can you utilize your Exec team? Your Directors? Chapter members?		
Identify tasks that will help you achieve your goal in a timely manner.	Task:	Due Date:
	Task:	Due Date:
	Task:	Due Date:
GOAL #3		
Identify potential roadblocks to achieving your goal.		
Who are your key partners? How can you utilize your Exec team? Your Directors? Chapter members?		
Identify tasks that will help you achieve your goal in a timely manner.	Task:	Due Date:
	Task:	Due Date:
	Task:	Due Date:





COLLEGE WEEKEND REFLECTION

WHAT DO I NEED TO DO TO ENSURE I CAN RELAY THIS INFORMATION TO THE REST OF MY TEAM AND THE REST OF THE CHAPTER?

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

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

WHAT WAS AN “AHA” MOMENT FOR ME, OR SOMETHING THAT REALLY CLICKED?

HOW CAN I UTILIZE MY AAC RISK MANAGEMENT ADVISOR AS A RESOURCE AND SUPPORT SYSTEM?



1867

ΠΒΦ

HONOR
and
RESPECT

lifelong
COMMITMENT

INTEGRIT

Sincere
friendship

Pi
Beta
Phi

PERSONAL AND
INTELLECTUAL
growth

LEADERS
life

ΠΒΦ

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