

Vice President Member Experience

JANUARY 24-26, 2025





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 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.





PI BETA PHI COLLEGE WEEKEND AGENDA

FRIDAY, JANUARY 24, 2025

11 a.m9 p.m.	Registration	
11 a.m6 p.m.	BetaBase Learning Lab	GRAND FOYER, 4 TH FLOOP
	Digital Pix	GRAND FOYER, 4 TH FLOOR
	Pi Beta Phi Foundation Wine Carnation Garden	GRAND FOYER, 4 TH FLOOI
	Shop Pi Phi	GRAND C, 4 TH FLOOI
1-3 p.m.	Headquarters Tour (pre-registration required)	LOBBY, 4 TH STREET ENTRANC
3-5 p.m.	Headquarters Tour (pre-registration required)	LOBBY, 4 TH STREET ENTRANC
3-6 p.m.	Leadership and Nominating Committee (LNC) Meetings with Alumnae Advisory Committee (AAC) Members	STERLING STUDIO 2, 2 ND FLOO
	Sign up required; visit the app for available times.	
6-7:45 p.m	Opening Dinner and Keynote	GRAND DEEGH 4TH ELOO
6-7:45 p.m.	Opening Dinner and Keynote	GRAND DEFGH, 4 [™] FLOO
6-7:45 p.m.	Opening Dinner and Keynote Tina Rae VanSteenbergen will kick off College Weeke	,
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6-7:45 p.m. 8-9 p.m.	Tina Rae VanSteenbergen will kick off College Weeke Confidence, where she'll share how confidence has lo Tina will explore confidence as a journey, a long and a	nd with her keynote, Creating ng been an expectation of women.
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SATURDAY, JANUARY 25, 2025

7:30-8:30 a.m.	LNC Meetings with AAC Members Sign up required; visit the app for available times.	STERLING STUDIO 2, 2 ND FLOC	
8 a.m7 p.m.	Registration	GRAND FOYER, 4 TH FLOC	
	BetaBase Learning Lab	GRAND FOYER, 4 TH FLOC	
	Digital Pix	GRAND FOYER, 4 TH FLOC	
	Pi Beta Phi Foundation Wine Carnation Garden	GRAND FOYER, 4 TH FLOC	
8 a.m10 p.m.	Shop Pi Phi	GRAND C, 4 TH FLOC	
8-8:45 a.m.	Breakfast A breakfast buffet is available for all registrants.	GRAND DEFGH, 4 [™] FLOC	
	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.		
	Members of Color Affinity Group Meet-up STERLING STUDIO 4, 2 ND FLO 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.		
	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.		
9-11:45 a.m.	Educational Colleges		
11:45 a.m 12:45 p.m.	LNC Meetings with AAC Members Sign up required; visit the app for available times.	STERLING STUDIO 2, 2 ND FLOO	
12-1 p.m.	Lunch GRAND DEFGH, 4 TH FLOC 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.		
1:15-3 p.m.	Educational Colleges		
3-4 p.m.	Mental Health Break GRAND FOYER, 4 TH FLOO Grab your sisters, get outside or decompress during our mental health break. A snack will be provided in the Grand Foyer.		
3-4 p.m.	Grab your sisters, get outside or decompress during ou		





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 siste disco and a Pi Beta Phi Cookie Shine.	rs for a buffet dinner alongside a silent		
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		
	Sign up required; visit the app for available times.			
SUNDAY, JANU	ARY 26, 2025			
7:30-8: a.m.	LNC Meetings with AAC Members	STERLING STUDIO 2, 2 ND FLOOR		
	Sign up required; visit the app for available times.			
8 a.m12 p.m.	Registration	GRAND FOYER, 4 [™] 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	Workshop Sessions 1 & 2			
10-10:45 a.m.	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.



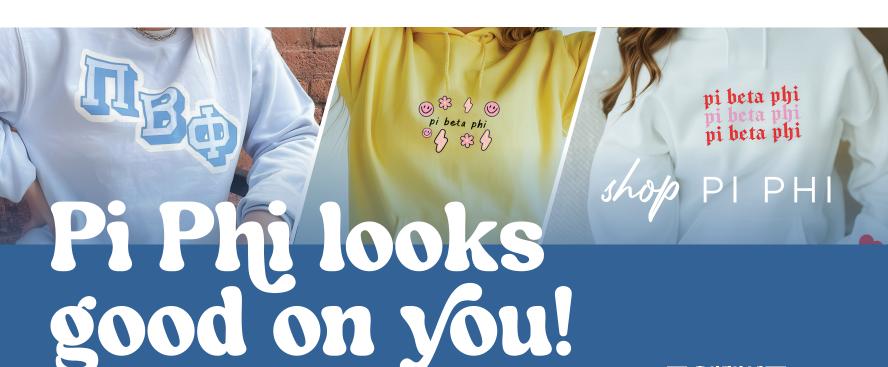
Scan the QR code and complete the form to share your story!

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.





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.



*US standard shipping.

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:

- 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.



ПВФ'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

Pi Phi Pages Meet-up

Committee College Regency Ballroom A-B

Alumnae Advisory

LGBTQIA+ **Affinity Group** Meet-up

Safe Sisterhood

Building Bridges Workshop Regency Ballroom B

Community Balancing **Relations College Act Workshop**

Sterling

Workshop

Facilitation Foundations

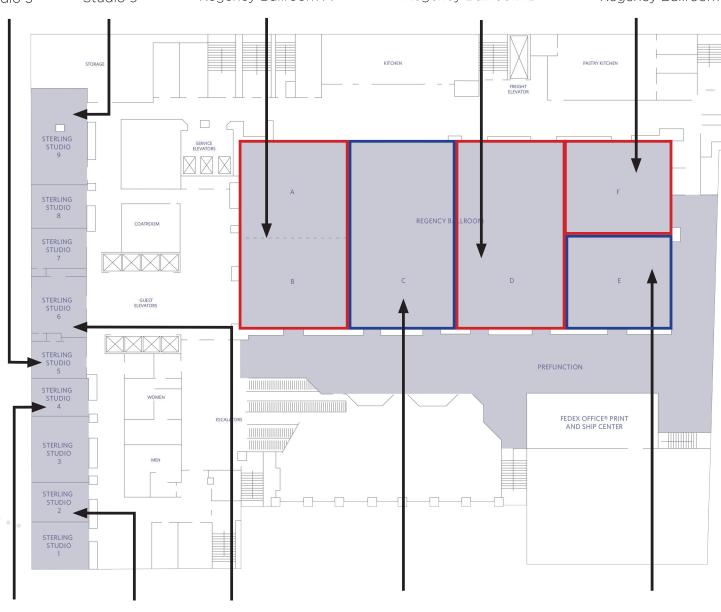
Member **Experience College** **Crafting Your Chapter Brand Workshop**

Sterling Studio 5 Studio 9

Workshop Regency Ballroom A

Regency Ballroom D

Regency Ballroom F



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

Home Sweet Home Workshop

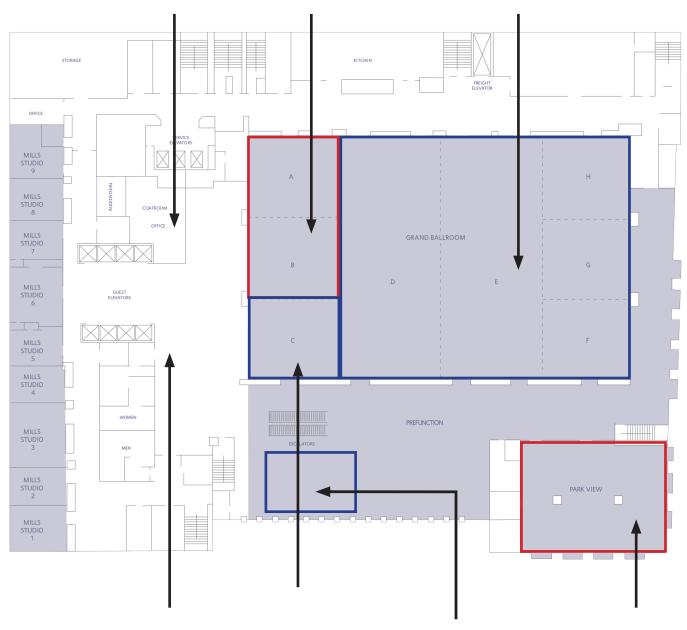
Operations College

Meals & General Session

Registration

Grand Ballroom A-B

Grand Ballroom D-H



BetaBase Learning Lab

Digital Pix Booth

Grand Ballroom C

Shop Pi Phi

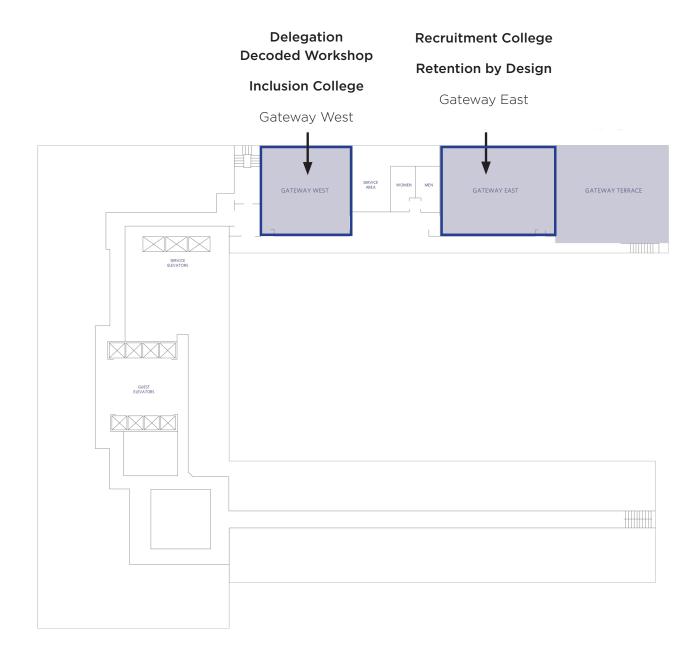
Pi Beta Phi Foundation Wine Carnation Garden The Power of YOU Workshop

Risk Management College

Park View



HOTEL MAP - 18TH FLOOR





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.

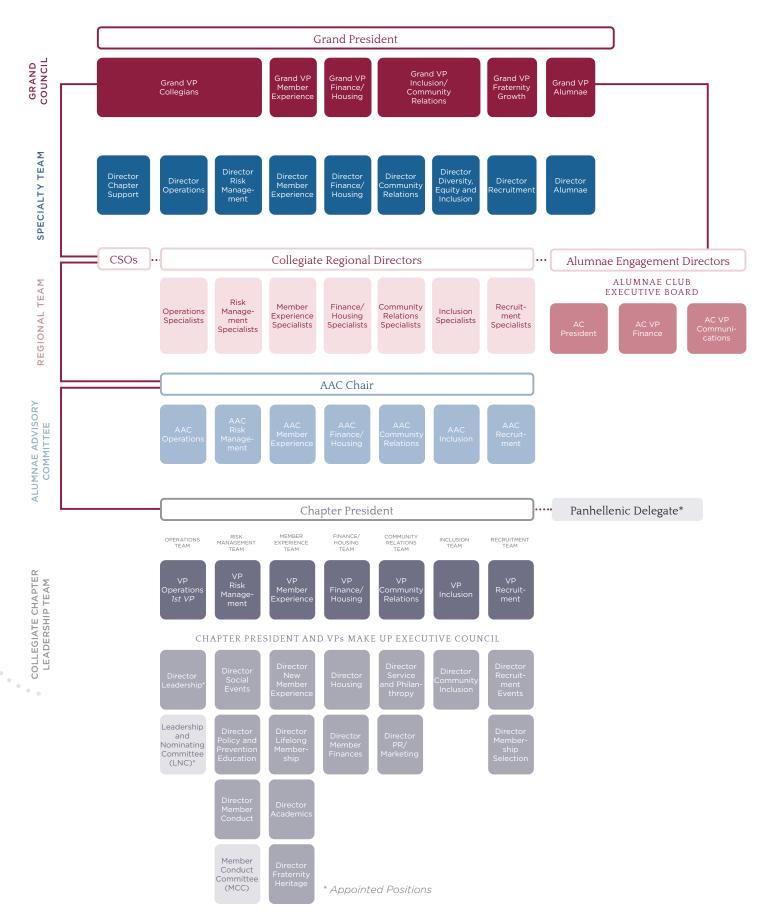


Scan the QR code to sign up, then stop by the Wine Carnation Garden in the 4th Floor Grand Foyer to pick up your Pi Phi Giving Day ambassador button!





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

GRAND COUNCIL



Lisa Gamel Scott
COLORADO ALPHA
Grand President
ani@nihetanhi.org



Melissa Malone Colvin VIRGINIA THETA Grand Vice President Collegians gvpc@pibetaphi.org



Ana Mancebo Miller
TEXAS BETA
Grand Vice President Alumnae
gvpa@pibetaphi.org



Emory McGinnis Eison
MISSISSIPPI BETA
Grand Vice President
Finance/Housing
gvpfh@pibetaphi.org



Jenn Plagman-Galvin
IOWA GAMMA
Grand Vice President
Fraternity Growth
gvpfg@pibetaphi.org



Amy Lorenzen Southerland SOUTH DAKOTA ALPHA Grand Vice President Inclusion/Community Relations gvpicr@pibetaphi.org



Greer Horne
VIRGINIA ZETA
Grand Vice President
Member Experience
gypme@pibetaphi.org

GRAND COUNCIL EMERITAE



Sarah (Sis) Ruth Mullis SOUTH CAROLINA ALPHA Grand President Emerita sarahrmullis@cs.com



Carol Inge Warren
NORTH CAROLINA BETA
Grand Vice President Emerita



SPECIALTY DIRECTORS



Marie Metke Westom
OREGON GAMMA
Director Operations
do@pibetaphi.org



Jennifer Mandeville VIRGINIA THETA Director Risk Management drm@pibetaphi.org



Stephanie ShadwickMISSOURI GAMMA
Director Member Experience
dme@pibetaphi.org



Amanda Reid Austin MICHIGAN ALPHA Director Finance/Housing dfh@pibetaphi.org



Beth Torres
ILLINOIS ZETA
Director Community Relations
dcr@pibetaphi.org



Monica Diaz-Greco
ONTARIO ALPHA
Director Recruitment
dr@pibetaphi.org



Michelle Drouse Woodhouse CALIFORNIA ETA Director Alumnae da@pibetaphi.org



Daphney Rose Bitanga CALIFORNIA ETA Director Diversity, Equity and Inclusion ddei@pibetaphi.org



Tina Rivard
PENNSYLVANIA THETA
Director Chapter Support
dcs@pibetaphi.org





REGIONAL TEAMS

REGION ONE



Laura Clough Redmond
OHIO ETA
Alumnae Engagement Director
aed(1@pibetaphi.org



Alison Pilgrim
SOUTH DAKOTA ALPHA
Collegiate Regional Director
crd1@pibetaphi.org



Katie Bills Gerrity
INDIANA ZETA
Operations Specialist
operationsl@pibetaphi.org



Jennifer Green Hall
PENNSYLVANIA THETA
Risk Management Specialist
riskmanagementl@pibetaphi.org



Deanne Trent
PENNSYLVANIA ZETA
Member Experience Specialist
memberexperiencel@pibetaphi.org



Debbie WangNEW YORK ZETA
Finance/Housing Specialist
financehousing1@pibetaphi.org



Katie Francis Moore WEST VIRGINIA ALPHA Recruitment Specialist recruitmentl@pibetaphi.org



Veronica Milliken Boggs WEST VIRGINIA ALPHA Community Relations Specialist communityrelations1@pibetaphi.org



Semrin Aleckson Gillespie VIRGINIA IOTA Inclusion Specialist inclusion1@pibetaphi.org





REGION TWO



Dana Reilly
FLORIDA ZETA
Alumnae Engagement Director
aed2@pibetaphi.org



Julia Furtaw MICHIGAN GAMMA Collegiate Regional Director crd2@pibetaphi.org



Alexis Baker Pickrell
OHIO EPSILON
Operations Specialist
operations2@pibetaphi.org



Jessica Kowalkowski
MICHIGAN GAMMA
Risk Management Specialist
riskmanagement?@pilpetanbi.org



Cindy Corday Pajak FLORIDA EPSILON Member Experience Specialist memberexperience2@pibetaphi.org



Lynda Breyer Miller
MICHIGAN ALPHA
Finance/Housing Specialist
financehousing2@pibetaphi.org



Elizabeth Rountree Zaebst MICHIGAN BETA Recruitment Specialist recruitment2@pibetaphi.org



Bianka Bargmann
ONTARIO ALPHA
Community Relations Specialist
communityrelations2@pibetaphi.org



Tessa Betz Ripka MICHIGAN ALPHA Inclusion Specialist inclusion2@pibetaphi.org





REGION THREE



Kimberly Sisk Crowe
KENTUCKY BETA
Alumnae Engagement Director
aed3@pibetaphi.org



Emily Beck Wood
PENNSYLVANIA THETA
Collegiate Regional Director
crd3@pibetaphi.org



Lacey Morrison Avioli
MISSISSIPPI GAMMA
Operations Specialist
operations3@pibetaphi.org



Katie Todd NEW YORK EPSILON Risk Management Specialist riskmanagement3@pibetaphi.org



Krista Searle ALBERTA ALPHA Member Experience Specialist memberexperience3@pibetaphi.org



Jessi Bevan Nill
INDIANA GAMMA
Finance/Housing Specialist
financehousing3@pibetaphi.org



Kay Gray Forbes WEST VIRGINIA ALPHA Recruitment Specialist recruitment3@pibetaphi.org



Kelly Zudycki Perry
ILLINOIS ZETA
Community Relations Specialist
communityrelations3@pibetaphi.org



Amber Maiberger
ILLINOIS ETA
Inclusion Specialist
inclusion3@pibetaphi.org



REGION FOUR



Lori Poveromo Haight VIRGINIA ETA Alumnae Engagement Director aed4@pibetaphi.org



Rachael Tully
VIRGINIA ZETA
Collegiate Regional Director
crd4@pibetaphi.org



Kara Rex
IOWA GAMMA
Operations Specialist
operations4@pibetaphi.org



Jenn Waggoner Strickland WEST VIRGINIA ALPHA Risk Management Specialist riskmanagement4@pibetaphi.org



Cara Stombock
VIRGINIA ZETA
Member Experience Specialist
memberexperience4@pibetaphi.org



Sande Schweier

OREGON GAMMA
Finance/Housing Specialist
financehousing4@pibetaphi.org



Jennifer Bailey
MICHIGAN EPSILON
Recruitment Specialist
recruitment4@pibetaphi.org



Erin Davis MICHIGAN EPSILON Community Relations Specialist communityrelations4@pibetaphi.org



Rachael Holman
MISSISSIPPI ALPHA
Inclusion Specialist
inclusion4@pibetaphi.org





REGION FIVE



Suzanne Gill Kriz ILLINOIS ETA Alumnae Engagement Director aed5@pibetaphi.org



Brooke Avila IOWA BETA Collegiate Regional Director crd5@pibetaphi.org



Ann Wear Wiley IOWA GAMMA Operations Specialist operations5@pibetaphi.org



Emily Carney Harriott ARIZONA BETA Risk Management Specialist riskmanagement5@pibetaphi.org



Staci Moss Wekenborg OKLAHOMA BETA Member Experience Specialist memberexperience5@pibetaphi.org



Andrea Hefty Lindquist IOWA GAMMA Finance/Housing Specialist financehousing5@pibetaphi.org



Katie Knoll Mott IOWA GAMMA Recruitment Specialist recruitment5@pibetaphi.org



Catherine O'Dea Pallardy ILLINOIS ETA Community Relations Specialist communityrelations5@pibetaphi.org



Tessa Kohler WISCONSIN DELTA Inclusion Specialist inclusion5@pibetaphi.org



REGION SIX



Alicia Middleton Stephens NORTH CAROLINA ALPHA Alumnae Engagement Director aed6@pibetaph.org



Molly Harris-Stevens
MISSISSIPPI BETA
Collegiate Regional Director
crd6@pibetaphi.org



Tracy Gilbreath Fenter
TEXAS GAMMA
Operations Specialist
operations6@pibetaphi.org



Carmen Felder
OKLAHOMA ALPHA
Risk Management Specialist



Dorothy Ruoff
MONTANA ALPHA
Member Experience Specialist
memberexperience6@pibetaphi.org



Callie Rutherford
MISSISSIPPI BETA
Finance/Housing Specialist
financehousing6@pibetaphi.org



Phoenix Pope Johnston
MISSISSIPPI ALPHA
Recruitment Specialist
recruitment6@pibetaphi.org



Brittany White
MISSISSIPPI GAMMA
Community Relations Specialist
communityrelations@pibetaphi.org



Lise Byars-George
MISSOURI BETA
Inclusion Specialist
inclusion6@pibetaphi.org





REGION SEVEN



Carolyn Much Reil OREGON GAMMA Alumnae Engagement Director aed7@pibetaphi.org



Marisa Strauss Stribling OREGON ALPHA Collegiate Regional Director crd7@pibetaphi.org



Lidia Salvaggio MICHIGAN EPSILON Operations Specialist



Elisabeth Mayer Garcia NEVADA ALPHA Risk Management Specialist riskmanagement7@pibetaphi.org



Kyra Flatow MONTANA ALPHA Member Experience Specialist memberexperience7@pibetaphi.org



Jean Nees Tulin ILLINOIS ETA Finance/Housing Specialist financehousing7@pibetaphi.org



Haley Burns-Hodges UTAH ALPHA Recruitment Specialist recruitment7@pibetaphi.org



Terre McFillen Hall OHIO ALPHA Community Relations Specialist communityrelations7@pibetaphi.org



Aubri Tuero UTAH ALPHA Inclusion Specialist



REGION EIGHT



Marnie Lee ALBERTA ALPHA Alumnae Engagement Director aed8@pibetaphi.org



Marie Baldazo Andreasen CALIFORNIA ETA Collegiate Regional Director crd8@pibetaphi.org



Heather Wilson Miller
NEW MEXICO BETA
Operations Specialist
operations8@pibetaphi.org



Lindsay Thomson
ALBERTA ALPHA
Risk Management Specialist
riskmanagement8@pibetaphi.org



Vacant Position
Member Experience Specialist
memberexperience8@pibetaphi.org



Tiffany Flint Caron
COLORADO EPSILON
Finance/Housing Specialist
financehousing8@pibetaphi.org



Steph Uchino-Beach
CALIFORNIA ETA
Recruitment Specialist
recruitment8@pibetaphi.org



Melissa Clark Stevenson
OREGON GAMMA
Community Relations Specialist
communityrelations8@pibetaphi.org



Stacey Akahoshi CALIFORNIA LAMBDA Inclusion Specialist inclusion8@pibetaphi.org





REGION NINE



Jody Morse Al-Saigh NEW YORK ALPHA Alumnae Engagement Director aed9@pibetaphi.org



Kris Semenza Murphy MONTANA ALPHA Collegiate Regional Director crd9@pibetaphi.org



Megan Marie Israelitt
OHIO KAPPA
Operations Specialist
operations9@pibetaphi.org



Tara Abbott Davis
ARIZONA ALPHA
Risk Management Specialist
riskmanagement9@pibetaphi.org



Shannon Fredericks
DELAWARE ALPHA
Member Experience Specialist
memberexperience@pibetaphi.org



Ashley Boarts
OHIO THETA
Finance/Housing Specialist
financehousing9@pibetaphi.org



Karli Pep Hansen
COLORADO GAMMA
Recruitment Specialist
recruitment9@pibetaphi.org



Kristin Zemke
NEW YORK ETA
Community Relations Specialist
communityrelations9@pibetaphi.org



Monica Watt Elms
MICHIGAN GAMMA
Inclusion Specialist
inclusion9@pibetaphi.org



FRATERNITY STAFF



Shawn Eagleburger Executive Director seagleburger@pibetaphi.org



Caroline Majers Backer
INDIANA EPSILON
Assistant Executive Director
cbacker@pibetaphi.org



Ashley Hallowell Karth
ILLINOIS ETA
Associate Executive Director
akarth@pibetaphi.org

ALUMNAE ENGAGEMENT AND EVENTS



Libby Gilkison CannonMISSOURI ALPHA
Senior Director of Engagement
Icannon@pibetaphi.org



Allison Kimball
Alumnae Services Director
akimball@pibetaphi.org



Jules Jordan Alumnae Club Services Coordinator



Annika Meyer Events Coordinator ameyer@pibetaphi.org





CHAPTER SERVICES



Mackenzie Gatti
Senior Director of
Chapter Services
mgatti@pibetaphi.org



Samantha Eldridge LOUISIANA BETA Chapter Services Director seldridge@pibetaphi.org



Emilia DeMarco
Assistant Director of
Chapter Services
edemarco@pibetaphi.org



Angela Ging
Assistant Director of
Chapter Services
aging@pibetaphi.org



Hannah Meador IOWA GAMMA Assistant Director of Chapter Services hmeador@pibetaphi.org



Bailey Fairfax Chapter Services Coordinator bfairfax@pibetaphi.org

EDUCATION AND INCLUSION



Teresia WilliamsEducation and Inclusion Director twilliams@pibetaphi.org



Olivia Kennedy
MICHIGAN GAMMA
Assistant Director of Education
and Programs
okennedy@pibetaphi.org



Adam Bantz
Assistant Director of Literacy
and Programs
abantz@pibetaphi.org



FINANCE



Micah Richardson Senior Director of Finance mrichardson@pibetaphi.org



Dawn Sonntag
KANSAS ALPHA
Finance Director
dsonntag@pibetaphi.org



Jessica Seitz Controller jseitz@pibetaphi.org



Brandon Drum Senior Analyst bdrum@pibetaphi.org



Hannah Stanfield Account Payable Manager hstanfield@pibetaphi.org



Albert Weiss Staff Accountant aweiss@pibetaphi.org



Tionne Wurtz Staff Accountant twurtz@pibetaphi.org



Breon JonesStaff Accountant
bjones@pibetaphi.org



Ruth Argent
MISSOURI ALPHA
Accounts Payable Specialist
rargent@pibetaphi.org





HUMAN RESOURCES AND OPERATIONS



Melissa Nagus
MISSOURI ALPHA
Senior Director of Human
Resources
mnagus@pibetaphi.org



Alex Gaskin NEW MEXICO ALPHA Talent Management Director agaskin@pibetaphi.org



Megan Paule Human Resources Generalist mpaule@pibetaphi.org



BreAnna Menendez-Phillips Operations Support Manager bphillips@pibetaphi.org



Linda Aiken Administrative Support Specialist laiken@pibetaphi.org

INFORMATION TECHNOLOGY



Frank Goldsmith
IT Director
fgoldsmith@pibetaphi.org



Mel Hower
IOWA BETA
IT Specialist
mhower@pibetaphi.org



MARKETING AND COMMUNICATIONS



TG Livak
ARIZONA ALPHA
Senior Director of Marketing
and Communications
tlivak@oibetaphi.org



Cassidy Nieves
MICHIGAN GAMMA
Marketing Director
cnieves@pibetaphi.org



Annie Bradshaw
OKLAHOMA ALPHA
Growth Marketing Strategist
abradshaw@pibetaphi.org



Chloe Price
TENNESSEE DELTA
Digital Marketing Specialist
cprice@pibetaphi.org



Heather AllenCommunications Director hallen@pibetaphi.org



Kim Gooch Communications Strategist kgooch@pibetaphi.org



Abby McCord
Content Writer



Grace Wood
CALIFORNIA MU
Content Writer
gwood@pibetaphi.org



Maddie Mitchell Graphic Designer mmitchell@pibetaphi.org







Julie Jackson Molitor MISSOURI ALPHA Senior Director of Strategy

FRATERNITY HOUSING CORPORATION STAFF



Shawn Eagleburger Executive Director seagleburger@pibetaphi.org



Caroline Majers
Backer
INDIANA EPSILON
Assistant Executive Director
cbacker@pibetaphi.org



Megan Fahrmeier Kelley
MISSISSIPPI BETA
Projects Director
mkelley@pibetaphi.org



Kayle Gavin
Housing Director
kgavin@pibetaphi.org



Liza HallstenAssistant Director of Housing
Ihallsten@pibetaphi.org



Arianna RodriguezAssistant Director of Housing arodriguez@pibetaphi.org



Denise Pierce Turnbull
ILLINOIS ALPHA
Holt House Curator
holthquee@nihetaphi.org



FOUNDATION STAFF



Jill Mackey Carrel INDIANA GAMMA Pi Beta Phi Foundation Executive Director jcarrel@pibetaphi.org



Vacant Position
Director of Development
and Engagement



Emily Karcher
MARYLAND GAMMA
Assistant Director of
Development, Annual Giving
ekarcher@pibetaphi.org



Nicole Bustamante
Assistant Director of
Foundation Operations
nbustamante@pibetaphi.org



Megan Schwedtmann Donor Experience and Events Manager mschwedtmann@pibetaphi.org



Scheetz MISSISSIPPI GAMMA Donor and Volunteer Engagement Manager Ischeetz@pibetaphi.org

Lindsey Martie



Betsy West McCune MISSOURI ALPHA Program Manager bmccune@pibetaphi.org



Kim Sherman
Director of Finance
ksherman@pibetaphi.org



Tyronnica Johnson Finance Coordinator tjohnson@pibetaphi.org







WELCOME TO THE MEMBER EXPERIENCE COLLEGE!

Is your chapter struggling with participation? How about attendance at carefully planned ceremonies or sisterhood events? Or maybe, you're looking for ways to reignite junior and senior members' passion for Pi Phi. The Member Experience College will equip you with the tools to delegate so you can focus on promoting a premier member experience from pledging to graduation. Through reflection, collaboration and action planning, this track will take your chapter's satisfaction to the next level!

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

- Develop practices that effectively contribute to a premier and inclusive member experience.
- Discover opportunities for meaningful, values-based program implementation through sisterhood events and *Leading with Values*® seminars.
- Learn how to assess member satisfaction through the Annual Member Evaluation and adapt chapter practices and programming based on the results.
- Deepen their understanding of the Member Experience Team's responsibilities and the tools needed to manage a team and delegate effectively.

MEMBER EXPERIENCE COLLEGE FACILITATORS



Cara Stombock
VIRGINIA ZETA
Region 4 Member
Experience Specialist
memberexperience4@
pibetaphi.org



Olivia Kennedy
MICHIGAN GAMMA
Assistant Director
of Education
and Programs
okennedy@pibetaphi.org



Fran DeSimone Becque NEW YORK ALPHA Archivist/Historian archivist@pibetaphi.org



Tina Rivard
PENNSYLVANIA THETA
Director Chapter Support
dcs@pibetaphi.org





7.



TRACK AGENDA

PART I - FRIDAY 8 - 9 P.M.

Welcome

Benefits of Membership

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

The Future of Pi Phi: New Member Education

Connecting Past to Present: Fraternity Heritage

Intentional Programming: Leading With Values Seminars

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

Promoting Sincere Friendship: Sisterhood Events

Developing Women of Intellect: Academic Programming

Providing Lifelong Enrichment: Pi Phi for Life

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

Ensuring a Positive Member Experience: Assessment

Putting Thoughts Into Actions



VICE PRESIDENT MEMBER EXPERIENCE POSITION DESCRIPTION

OVERVIEW

The Vice President Member Experience (VPME) is responsible for the implementation of programming that promotes a premier member experience, Fraternity heritage and Fraternity values from pledging through graduation. They assess member satisfaction to make membership meaningful through the implementation of the *Leading with Values*® program.

RESPONSIBILITIES

- · Ensures membership satisfaction through sisterhood events and meaningful chapter programming.
- Oversees the implementation of the *Leading with Values* program to ensure programming is successfully promoting life skills and core values alignment.
- Continually monitors member retention and develops ways to deliver on the benefits of membership.
- Administers the Annual Member Evaluation by the due date specified by Headquarters and utilizes results to support a positive member experience.
- Supports Directors in implementing the New Member Education Program, Pi Phi for Life, academic programming, Fraternity heritage programming and maintaining chapter archives.

KEY DATES AND DEADLINES

JANUARY	Plan Leading with Values seminars for the term Collaborate with the Director Fraternity Heritage to facilitate this term's Fraternity Heritage Activity Facilitate the completion of the Annual Member Evaluation and return to Headquarters by the specified due date		
MARCH/APRIL	Review Annual Member Evaluation results with Executive Council and AAC		
AUGUST/ SEPTEMBER	Plan Leading with Values seminars for the term Collaborate with the Director Fraternity Heritage to facilitate this term's Fraternity Heritage Activity		

KEY DATES AND DEADLINES (CONTINUED)

	Work with the Director New Member Experience to assist with the New Member Education Program and timeline
	Assist the Director Academics with academic support
ONGOING	Support the Director Fraternity Heritage to execute all ceremonies appropriately
	Support the Director Lifelong Membership to execute an engaging Pi Phi for Life plan for juniors and seniors
	Meet weekly with all Directors on the Member Experience Team

MANUALS, GUIDES AND RESOURCES

- Chapter Officer Report Calendar
- Constitution and Statutes
- Executive Council Officer Manual
- Leading with Values Implementation Guide
- Leading with Values seminars
- Leading with Values Seminars Facilitator Training Guide
- Member Experience and Satisfaction Guide
- Monthly Chapter Evaluation



DIRECTOR NEW MEMBER EXPERIENCE POSITION DESCRIPTION

OVERVIEW

The Director New Member Experience (DNME) is the primary guide, mentor and advocate for the New Member class in their orientation and preparation to assume the responsibilities and privileges of initiated membership in Pi Beta Phi. The DNME coordinates all aspects of Pi Beta Phi's New Member Education Program (NMEP) and supports any continuing New Members.

RESPONSIBILITIES

- Plans and executes all in-person New Member lessons, with New Member Ritual, in accordance with Pi Beta Phi's NMEP.
- Plans Bid Day in consultation with the Vice President Recruitment.
- Schedules the participation of officers and members in New Member lessons.
- Ensures all New Members have met Pi Beta Phi's Initiation requirements, including the completion of all online courses in Pi Beta Phi's Online Learning Center.
- Coordinates with the Vice President Finance/Housing to ensure all financial obligations are understood and fulfilled by New Members.
- Coordinates with the Vice President Operations to complete the annual signing of the Member Obligations for all New Members.
- Assesses the progress of New Members during weeks 3 and 6 of the NMEP through the outlined appraisal process.
- Prepares a New Member Handbook for New Members.
- Manages the mentor and New Member process with Bid Day buddies and big sisters.
- Facilitates the "What is Mentoring?" and "How to be a Mentor" workshops for New Members and potential mentors/big sisters.
- Collaborates with the Vice President Risk Management and Director Policy and Prevention Education to provide required and additional education, including anti-hazing programming.
- Sends a letter to the families of New Members.
- Supports the Director Fraternity Heritage with Pledging and Initiation ceremonies.
- Collaborates with the Director Academics to implement a New Member academic program

KEY DATES AND DEADLINES

JANUARY	If applicable, work with the Chapter President to request dispensation from the Regional Team in BetaBase for NMEPs shorter than eight weeks
	Submit New Member Education Program Plan to the AAC Member Experience Advisor and regional Member Experience Specialist
	Ensure Bid Day plans are approved by AAC Member Experience and Risk Management Advisors
	Submit a drafted family letter to the AAC Member Experience Advisor for approval at least two weeks before distribution date
	Ensure the Formal Pledging Ceremony happens within 72 hours of Bid Day and enter all New Members into BetaBase
	Send a letter to the families of New Members
FEBRUARY	Conduct required mentorship workshops
	Conduct three-week New Member appraisal process
MARCH	Conduct six-week New Member appraisal process
	Ensure Executive Council and AAC vote to initiate New Members; create a plan for any continuing New Members
	Support the Director Fraternity Heritage in preparing and executing Initiation
	If applicable, work with the Chapter President to request dispensation from the Regional Team in BetaBase for NMEPs shorter than eight weeks
	Submit New Member Education Program Plan to the AAC Member Experience Advisor and regional Member Experience Specialist
JULY	Ensure Bid Day plans are approved by AAC Member Experience and Risk Management Advisors
	Submit a drafted family letter to the AAC Member Experience Advisor for approval at least two weeks before distribution date
AUGUST	Ensure the Formal Pledging Ceremony happens within 72 hours of Bid Day and enter all New Members into BetaBase
	Send a letter to the families of New Members
SEPTEMBER	Conduct required mentorship workshops
	Conduct three-week New Member appraisal process
	Conduct three-week New Member appraisal process



KEY DATES AND DEADLINES (CONTINUED)

OCTOBER	Conduct six-week New Member appraisal process Ensure Executive Council and AAC vote to initiate New Members; create a plan for any continuing New Members Support the Director Fraternity Heritage in preparing and executing Initiation
ONGOING	Monitor completions of Pi Phi New Member courses in the Online Learning Center Meet weekly with the Vice President Member Experience

MANUALS, GUIDES AND RESOURCES

- Ceremonies and Ritual Guide
- Chapter Officer Report Calendar
- Constitution and Statutes
- Emergency Procedures
- Event Information Form
- Event Planning and Management Guide
- How to be a Mentor Facilitation and Participant Guides
- Membership Status Guide and Visual
- Member Obligations Instructions
- Mentor/Big Sis Guide
- Monthly Chapter Evaluation
- New Member Education Program Guide
- New Member Education Program Activity and Lessons Guide
- New Member Education Program Plan
- Policy and Position Statements
- What is Mentoring? Facilitation and Participant Guides

DIRECTOR FRATERNITY HERITAGE POSITION DESCRIPTION

OVERVIEW

The Director Fraternity Heritage (DFH) is responsible for ensuring the history, traditions, ceremonies and Rituals of Pi Beta Phi are a present force in the chapter. They provide the perspective of the international Fraternity through both initial and ongoing education to build an appreciation for the history and values of the organization. The DFH strives to incorporate Pi Beta Phi's core values into the daily operations of the chapter.

RESPONSIBILITIES

- · Increases member understanding and appreciation of the international Fraternity
- Coordinates and prepares all Fraternity traditions and ceremonies
- Conducts Fraternity heritage programming
- Facilitates the Values Refresher workshop annually
- · Serves as the chapter's historian and archivist, maintaining the chapter history, archives and music
- Teaches members the music of Pi Beta Phi and oversees a Music Chair, if applicable
- Collaborates with the Vice President Community Relations to develop a positive partnership with local alumnae and alumnae clubs and identifies ways to incorporate them into Fraternity heritage efforts
- Oversees, trains and directs chapter censors after they are recommended by the Leadership and Nominating Committee
- Seeks dispensation from the regional Member Experience Specialist for necessary adjustments to the timing or execution of Fraternity Ritual

KEY DATES AND DEADLINES

JANUARY	Confirm inventory of materials necessary for the Pledging Ceremony at least 30 days prior to Bid Day If applicable, work with the Chapter President (CP) to request dispensation from the Regional Team in BetaBase for adjustments to the timing of the Pledging Ceremony Submit the fall chapter history to AAC Member Experience by Jan. 31 Ensure the Formal Pledging Ceremony happens within 72 hours of Bid Day
FEBRUARY	Contact local alumnae and alumnae clubs to collaborate on Founders' Day celebrations



KEY DATES AND DEADLINES (CONTINUED)

MARCH	If applicable, work with the CP to request dispensation from the Regional Team in BetaBase for adjustments to the execution of Initiation Prepare and execute Initiation			
APRIL	Plan and host the chapter's Founders' Day celebration on April 28 Prepare and execute the Senior Ceremony			
JULY	Submit the winter/spring chapter history to AAC Member Experience by July 1 Confirm inventory of materials necessary for the Pledging Ceremony 30 days prior to Bid Day			
AUGUST/ SEPTEMBER	If applicable, work with the CP to request dispensation from the Regional Team in BetaBase for adjustments to the timing of the Pledging Ceremony Ensure the Formal Pledging Ceremony happens within 72 hours of Bid Day			
OCTOBER/ NOVEMBER	If applicable, work with the CP to request dispensation from the Regional Team in BetaBase for adjustments to the execution of Initiation Prepare and execute Initiation			
ONGOING	Facilitate the assigned Fraternity Heritage Activity each term Review the Ceremonies and Ritual Guide timeline to schedule all events and ceremonies throughout the year Facilitate the Values Refresher workshop once annually Meet weekly with the Vice President Member Experience			





MANUALS, GUIDES AND RESOURCES

- Alumna Initiate Procedures Checklist
- Anniversary Celebrations and Reunions Guide
- Celebrating 150 Years Song Book
- Ceremonies and Ritual Guide
- Chapter Archives Guide
- Chapter History Guide
- Chapter Officer Report Calendar
- Cipher and Key Request Form
- Constitution and Statutes
- Dispensation Governing Document Request Form
- Fraternity Heritage Module and Activity Guide
- Initiation Invitation for Alumnae
- Monthly Chapter Evaluation
- Music Guide
- Music of Pi Beta Phi in MP3 format
- Policy and Position Statements
- Pi Phi Histories: Holt House, Songs, Cookie Shine, Arrow Badge
- The Music of Pi Beta Phi
- Values Refresher Workshop





DIRECTOR ACADEMICS POSITION DESCRIPTION

OVERVIEW

The Director Academics oversees chapter academic support and mentoring including the development and monitoring of academic plans for members on Academic Support and Academic Supervision.

RESPONSIBILITIES

- Oversees all aspects of chapter academics including mentoring, assistance and support as well as individual and chapter-wide excellence.
- Enforces Pi Beta Phi, College Panhellenic and institutional policies regarding academics.
- Develops academic improvement plans for members on academic support.
- Monitors and supports members on academic supervision.
- Develops plans to increase overall chapter GPA and provides ongoing opportunities for academic improvement to all members.
- Implements a New Member academic program with support from the Director New Member Experience.
- Promotes scholarships and fellowships available through Pi Beta Phi Foundation and other external opportunities for intellectual growth.
- Seeks a positive partnership with the chapter's campus Faculty Advisor and identifies ways to appreciate campus faculty.
- Completes all required academic reports to Pi Beta Phi and the campus.
- Supports the Vice President Operations (VPO) in assessing chapter academic requirements during the annual bylaws and bylaws addendum review process.

KEY DATES AND DEADLINES

	Complete Fall Chapter Scholarship Report in BetaBase by Jan. 15 Generate Scholarship Achievement Certificate for members achieving 4.0 GPA last academic term
	Work with VPO to enter members on academic support into BetaBase immediately after receiving grade reports
JANUARY	Schedule individual meetings with members on academic support to assign academic improvement plans immediately after receiving grade reports
	Coordinate with Chapter President and Vice President Member Experience to ensure all officers have maintained academic eligibility to hold office
	Educate members on scholarships and fellowships available through Pi Beta Phi Foundation, due by Feb. 15

KEY DATES AND DEADLINES (CONTINUED)

FEBRUARY	Submit Scholarship Improvement Plan to regional Member Experience Specialist if chapter average GPA is below 2.75 by Feb. 15			
MAY	Complete Winter quarter Chapter Scholarship Report in BetaBase by May 1 (quarter system schools only)			
AUGUST/ SEPTEMBER	Complete Spring Chapter Scholarship Report in BetaBase by Aug. 15 Work with VPO to enter members on academic support into BetaBase immediately after receiving grade reports Schedule individual meetings with members on academic support to assign academic improvement plans immediately after receiving grade reports Coordinate with Chapter President and Vice President Member Experience to ensure all officers have maintained academic eligibility to hold office Submit Scholarship Improvement Plan to regional Member Experience Specialist if chapter average GPA is below 2.75 by Oct. 15 Generate Scholarship Achievement Certificate for members achieving 4.0 GPA last academic term			
ONGOING	Monitor member progress of academic improvement plans through grade checks each term Meet weekly with the Vice President Member Experience			

MANUALS, GUIDES AND RESOURCES

- Academics Guide
- Bylaws and Bylaws Addendum Template
- Chapter Officer Report Calendar
- Constitution and Statutes
- Monthly Chapter Evaluation
- Notice of Terms of Academic Support
- Scholarship Achievement Certificate



DIRECTOR LIFELONG MEMBERSHIP POSITION DESCRIPTION

OVERVIEW

The Director Lifelong Membership (DLM) is responsible for preparing Pi Beta Phi members to be engaged throughout their life. They directly serve as the primary guide, mentor and advocate for the senior member class as they transition to alumnae life and support the junior class to leave a positive legacy during their senior year. The DLM is responsible for overseeing the Pi Phi for Life senior program and planning safe and meaningful sisterhood events relevant to senior members.

RESPONSIBILITIES

- Plans and facilitates required Pi Phi for Life Signature workshops during the junior and senior years of membership.
- Offers additional enrichment resources to enhance the experience of junior and senior members.
- Assists senior members in staying connected to Pi Beta Phi and finding ways to be engaged as an alumna post-graduation.
- Plans relevant sisterhood events for seniors that follow Pi Beta Phi's Policy and Position Statements and event planning policies and procedures.
- Supports the Director Fraternity Heritage in preparing the Senior Ceremony.
- Collaborates with the Vice President Operations to ensure members update their expected graduation dates in BetaBase.

KEY DATES AND DEADLINES

FEBRUARY	acilitate the Pi Phi for Life Junior Workshop			
MARCH	Facilitate the Pi Phi for Life Senior II Workshop			
SEPTEMBER	Facilitate the Pi Phi for Life Senior I Workshop			
ONGOING	Meet weekly with the Vice President Member Experience Ensure members keep their expected graduation up to date in BetaBase			

MANUALS, GUIDES AND RESOURCES

- Ceremonies and Ritual Guide
- Constitution and Statutes
- Event Planning and Management Guide
- Monthly Chapter Evaluation
- Pi Phi for Life Enrichment and Workshop Resource Videos (available on Vimeo)
- Pi Phi for Life Junior and Senior Workshops Facilitation and Participant Guides
- Policy and Position Statements
- Senior Engagement Guide





MONTHLY CHAPTER EVALUATION FOR VICE PRESIDENT MEMBER EXPERIENCE AND MEMBER EXPERIENCE TEAM

MEETING EXPECTATIONS STANDARDS

- Meets or exceeds 75% participation in the Annual Member Evaluation (AME) by the Fraternity's deadline and utilizes the data to plan chapter programming
- Implements Pi Phi for Life programming for junior and senior members according to Fraternity guidelines
- Leads the New Member Education Program (NMEP) according to Pi Beta Phi's procedures
- Executes Ritual and ceremonies according to Fraternity guidelines

EXCEEDING EXPECTATIONS STANDARDS

- Facilitates *Leading with Values* seminars that are relevant to chapter needs
- Utilizes members or a formal committee, such as Arrowboard, to foster chapter morale and provide encouragement throughout the year
- Creates opportunities for senior members to model the way and contribute to chapter life
- Provides a level of academic programming and support resulting in the chapter maintaining or improving its grade point average





REFLECT

WHAT IS MY CHAPTER ALREADY REALLY GREAT AT WHEN IT COMES TO PROGRAMMING AND ENHANCING THE MEMBER EXPERIENCE?
WHAT DO I NEED TO DO THIS WEEKEND TO MAKE SURE I CAN TAKE THIS BACK TO MY CHAPTER?
HOW WILL I WORK WITH MY DIRECTORS TO RELAY THE INFORMATION I LEARN THIS WEEKEND?
• •
HOW DO I ANTICIPATE THIS INFORMATION WILL HELP ME IN MY CURRENT OR FUTURE ROLE AS A LEADER WITHIN PI BETA PHI?



REFLECT

WHAT CONTRIBUTED TO A LACKLUSTER OR POOR MEMBER EXPERIENCE IN THE PAST?
WHAT FEARS DO I HAVE ABOUT BRINGING INFORMATION BACK TO THE CHAPTER?
WHAT ARE SOME WAYS OF COMMUNICATING THAT DID NOT WORK IN THE PAST TO GET MEMBERS ON BOARD?

WHY			
LIST THREE REASON	S WHY YOU BELIEVE MEMBE	ERS REMAIN IN THE CHAPTER	TODAY.
IST THREE REASON REMAIN A PI PHI.	S WHY YOU COULD SEE MEN	MBERS QUESTIONING IF THEY	SHOULD
WHY ARE YOU IN TH	IS POSITION?		

TIPS FOR MOTIVATING MEMBERS TO CARE ABOUT THEIR MEMBER EXPERIENCE

1. BEFORE ALL ELSE, IDENTIFY WHAT MOTIVATES YOUR AUDIENCE TO ENGAGE.
2. LIGHTEN UP!
3. COMMUNICATE A LITTLE DIFFERENTLY THIS TIME.
4. BE CLEAR ABOUT WHAT IS HAPPENING AND WHY IT'S HAPPENING.
5. WHAT PROBLEM ARE YOU GOING TO SOLVE FOR THEM?
6. INVOLVE MEMBERS IN THE PROCESS.
7. PROVIDE MEANINGFUL, ENJOYABLE PROGRAMS THAT ARE WORTH YOUR MEMBERS' TIME.



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FRIDAY NIGHT TAKEAWAYS

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YOUR ROLE IN THE NEW MEMBER EXPERIENCE

HOW CAN WE UTILIZE NEW MEMBER APPRAISALS TO BE PROACTIVE ABOUT NEW MEMBERS' PROGRESS TOWARD INITIATION?
WHAT ARE SOME WAYS I CAN CONTRIBUTE TO A SUCCESSFUL NMEP AND HOW WILL THAT
ALLOW MEMBERS TO BE MORE SUCCESSFUL PARTICIPANTS IN MY PROGRAMMING LATER ON?
HOW CAN I HELP THE DIRECTOR NEW MEMBER EXPERIENCE MAKE THE NEW MEMBER PROGRAM AS INCLUSIVE AS POSSIBLE?
HOW CAN I SUPPORT THE DIRECTOR NEW MEMBER EXPERIENCE THROUGHOUT THE YEAR?



YOUR DIRECTOR NEW MEMBER EXPERIENCE'S ROLE IN THE NEW MEMBER EDUCATION PROGRAM

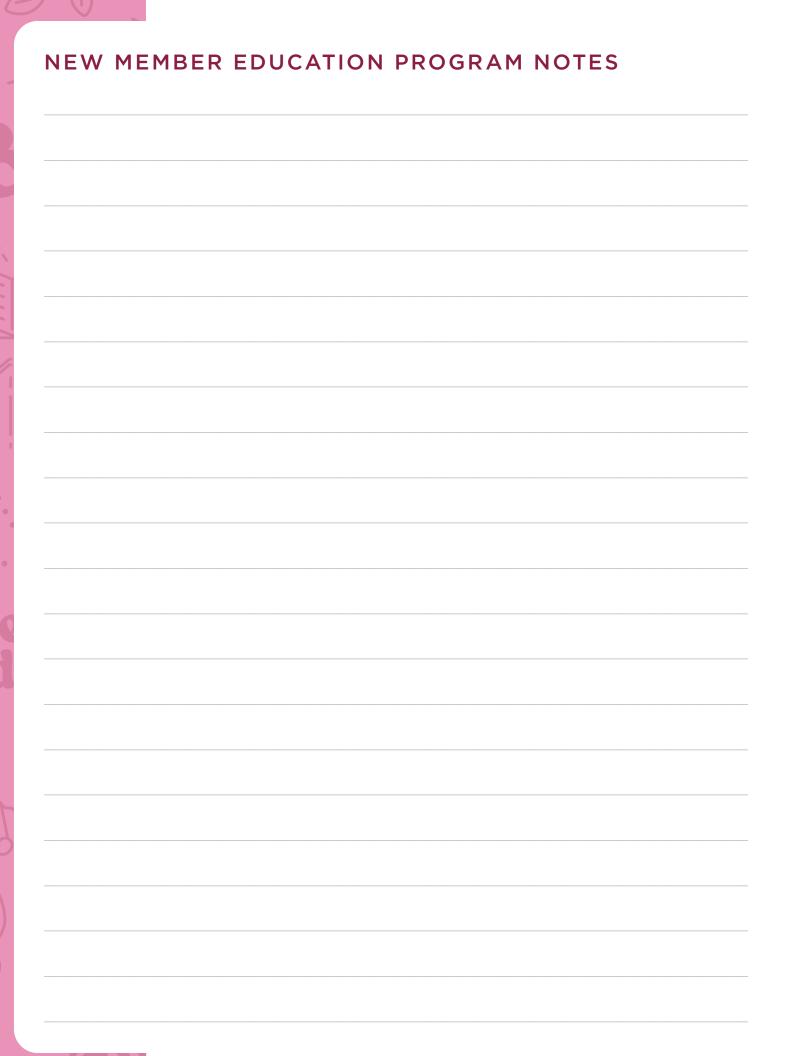
- How can I prepare New Members for the membership experience after Initiation?
- How will I ensure our New Member class follows the lesson plans/online courses week by week and does not wait until the last minute to watch all at once?
- What are some ideas for facilitation and participation that can apply to the NMEP that I will be implementing over my term? Can I come to each meeting prepared and ready to lead them in that week's lesson?
- How can I ensure our next class of New Members will be treated with respect?
- How can we educate the chapter on the importance of Bigs being mentors and guides for the New Members? • How do I encourage New Member retention as well as retention after they're initiated?





FIVE THINGS YOU NEED TO BRING BACK TO YOUR DIRECTOR NEW MEMBER EXPERIENCE

1.		
2.		
3.		
4		
4.		
5.		



FRATERNITY HERITAGE

Select an activity surrounding Fraternity heritage (ex: Initiation, Fraternity Heritage Modules, Founders' Day, etc.) and think of how your chapter currently executes that activity. Now, write down a way that your Director Fraternity Heritage can approach it differently for better engagement and connection to our members.			



FRATERNITY HERITAGE NOTES



FIVE THINGS YOU NEED TO BRING BACK TO YOUR DIRECTOR FRATERNITY HERITAGE

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LEADING WITH VALUES

Leading with Values seminars offer purposeful programming to help participants create authentic connections by engaging in open and honest conversations, grow their interpersonal skills through intentional dialogue and reflection and acquire tangible skills that aid in the advancement of confident, women leaders.

Leading with Values seminars can be conducted in place of a chapter meeting. Programs range anywhere from 20 to 30 minutes and are facilitated by a chapter member.

NAME OF LEADING WITH VALUES SEMINAR:
HOW CAN I EXPLAIN WHY I'VE PICKED THIS SEMINAR FOR MY CHAPTER?
WHAT MODIFICATIONS WOULD I NEED TO MAKE TO THIS SEMINAR TO BETTER FIT MY CHAPTER?
WHO SHOULD FACILITATE THIS SEMINAR, AND HOW CAN I PREPARE THEM?
WHAT CHALLENGES MIGHT I FACE WITH THIS SEMINAR, AND HOW CAN I PREPARE TO ADDRESS THEM?





SISTERHOOD EVENTS

WHAT MAKES A SUCCESSFUL SISTERHOOD EVENT?
3-2-1 SISTERHOOD EVENTS
WHAT IS YOUR SISTERHOOD EVENT? DON'T FORGET TO INCLUDE LOGISTICS LIKE WHO, WHAT, WHEN AND WHERE!
3. IDEAS
2. THINGS TO LOOK UP
1. CHALLENGE



SISTERHOOD EVENT IDEAS





LEARNING STYLES

Your members likely learn best in different ways. Possible learning styles include:

Kinesthetic: Learners who learn by doing.

Visual: Learners who find it easier to learn when information is presented visually, with colors and graphics.

Auditory: Learners who absorb information best by listening to it.

Reading and Writing: Learners who learn best by reading and writing down what they've learned.

Logical: Learners who learn by analyzing and understanding the parts of a concept, then putting them together.

Solitary: Learners who prefer to learn through self-study methods.

NOTES		





MANAGING ACADEMIC SUPPORT

- Visit the academic resource center
- Meet with Academic Support members at least three times per term
- Identify academic scholars who can assist with different majors

THINKING BEYOND STUDY HOUR	TH	IINK	ING E	BEYON	ID STU	JDY F	IOUR9
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- Help members find tutors
- Use study hour tracker apps so members can study anywhere
- Hold office hours for the Director Academics or designated tutors
- Ask what works best for the member

ENGAGING ACADEMIC PROGRAMS FOR THE ENTIRE CHAPTER

- Hold study nights in the chapter facility
- Plan pizza or pie parties for the class that has the best GPA at the end of a term
- Coordinate "Senior Scoops"- an ice cream social where the seniors help others in the chapter identify great professors, classes, etc.

ACADEMIC PROGRAMMING FOR SENIOR ENGAGEMENT

•	Career-specific mentoring with AAC
•	Post-grad panel with local alumnae
•	Mock graduate school interviews

FIVE THINGS YOU NEED TO BRING BACK TO YOUR DIRECTOR ACADEMICS

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SENIOR ENGAGEMENT

WHAT DO SENIOR MEMBERS NEED THE MOST?
WHAT ARE THE OBSTACLES WE OFTEN FACE WITH SENIOR MEMBERS?

ENGAGEMENT IDEAS					





FIVE THINGS YOU NEED TO BRING BACK TO YOUR DIRECTOR LIFELONG MEMBERSHIP

1.	
2.	
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4.	
5.	





ANNUAL MEMBER EVALUATION

FRATERNITY GOALS:

- Collect demographic information for collegiate initiated members.
- Assess collegiate initiated member satisfaction with local and international activities, programming and support.
- Understand the realities and opportunities of the collegiate housing experience.

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ANNUAL MEMBER EVALUATION

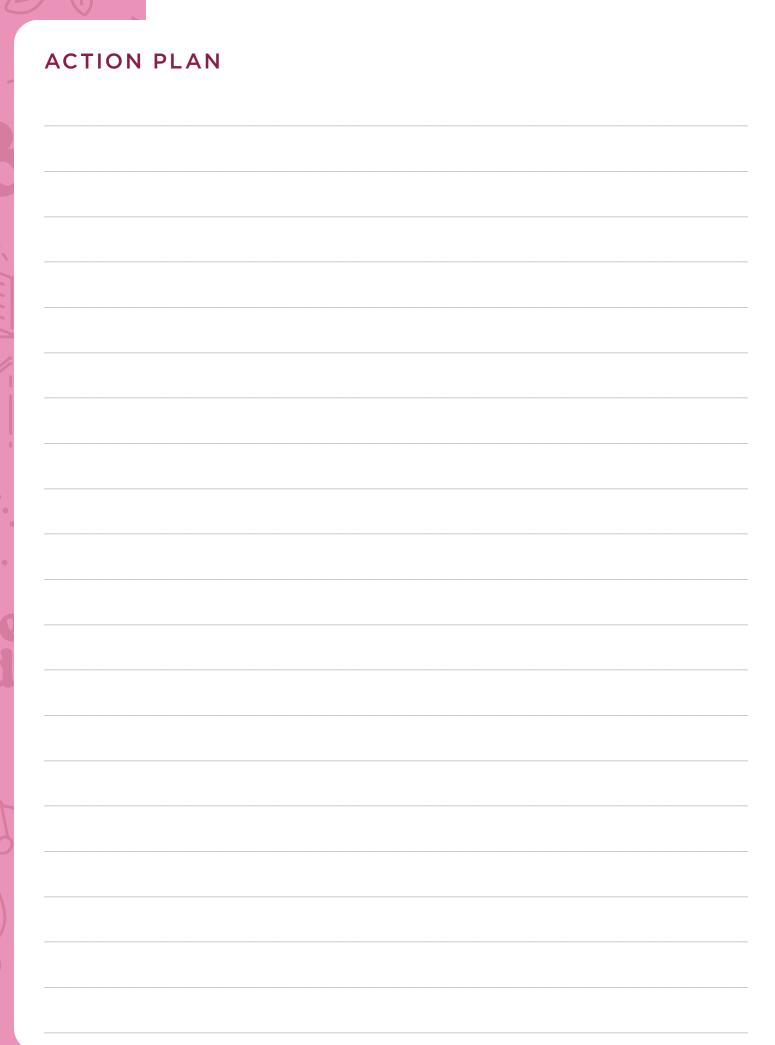
WHY SHOULD I CARE ABOUT THE AME?



TAKEAWAYS

WHAT DO I NEED TO MY CHAPTER?	O DO TO MAKE SURE I CAN TAKE THIS INFORMATION BACK
HOW WILL I WORK THIS WEEKEND?	WITH MY DIRECTORS TO RELAY THE INFORMATION I LEARNED
HOW DO I ANTICIPA A LEADER WITHIN	ATE THIS INFORMATION WILL HELP ME IN MY CURRENT OR FUTURE ROLE AS PI BETA PHI?
WHAT ARE THREE	THINGS I HOPE TO IMPLEMENT THIS TERM?



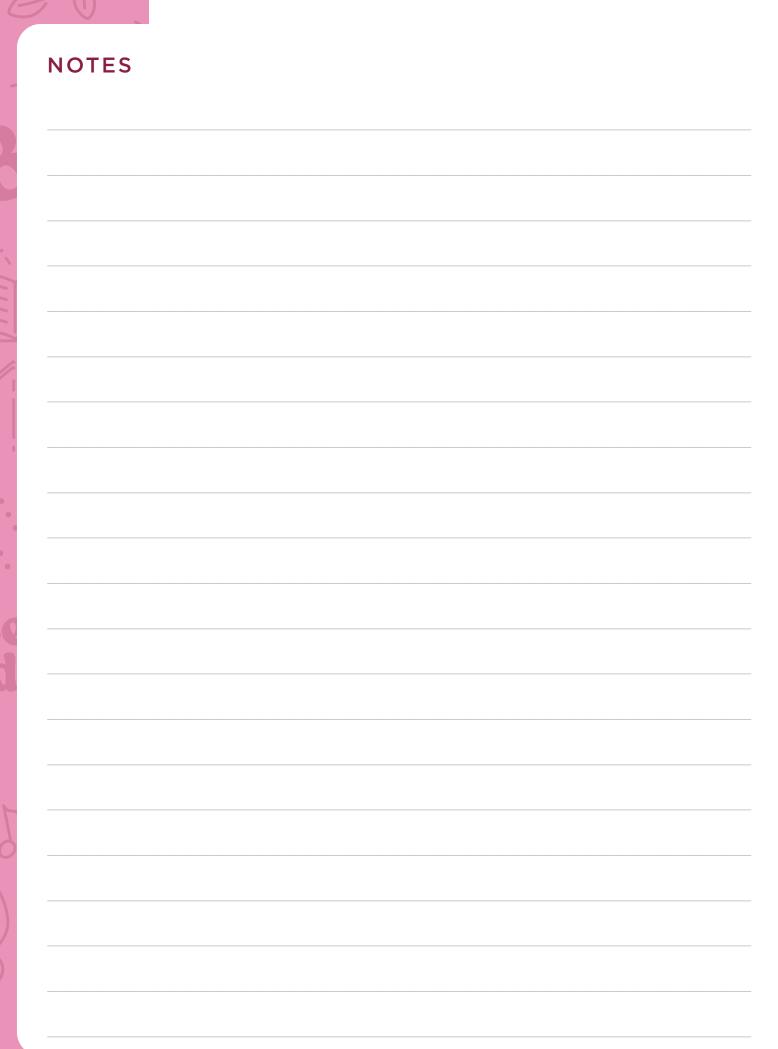




TAKEAWAYS WHAT FEELINGS DO I HAVE ABOUT BEING IN THIS ROLE OVER THE NEXT YEAR?
WHAT I EEEINGS DO I HAVE ABOUT BEING IN THIS ROLE OVER THE NEXT TEAR:
WHAT WAS AN "AHA" MOMENT FOR ME WHEN SOMETHING REALLY CLICKED?
WHAT IS MY BIGGEST TAKEAWAY?

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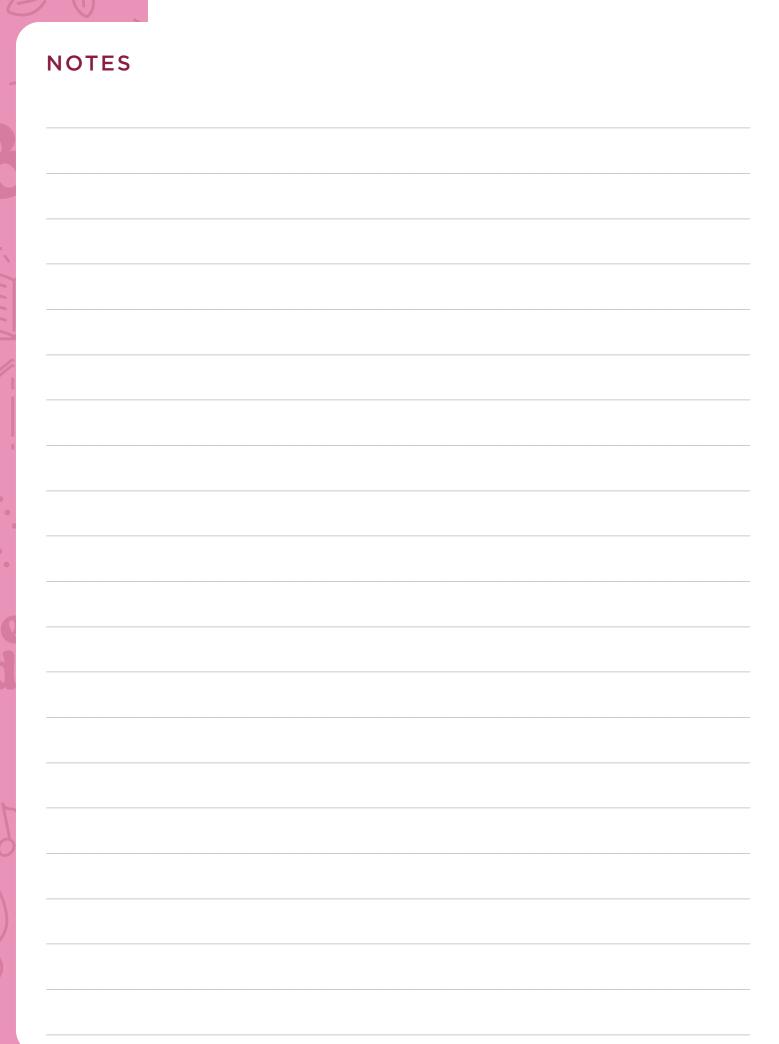


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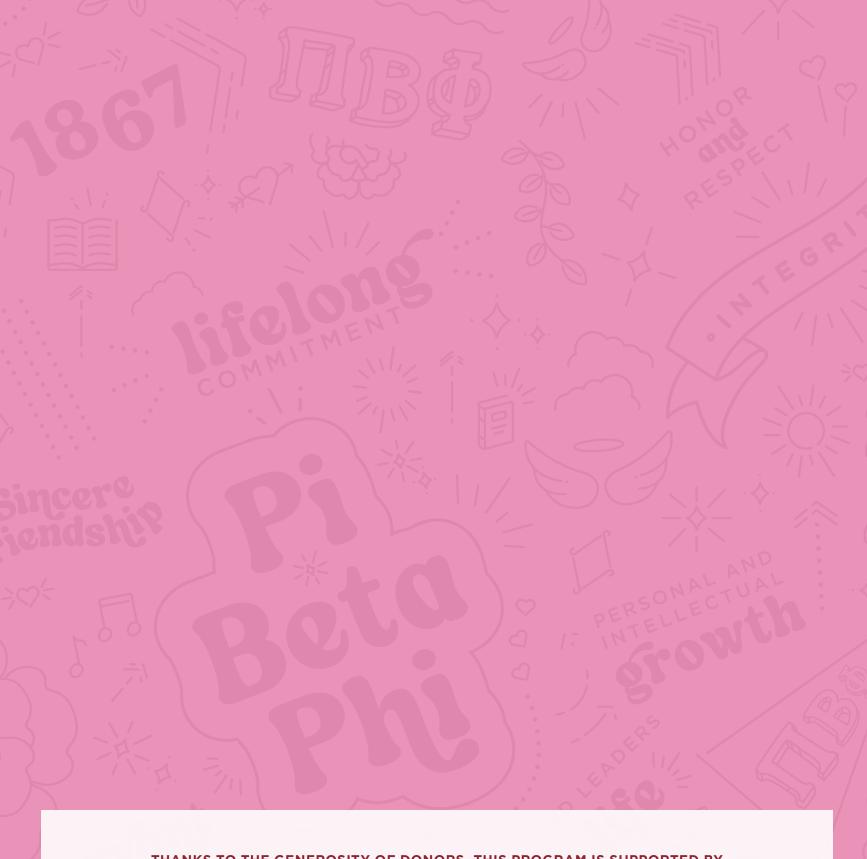
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THANKS TO THE GENEROSITY OF DONORS, THIS PROGRAM IS SUPPORTED BY

