

Chapter President

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	GRAND FOYER, 4 [™] FLOO
11 a.m6 p.m.	BetaBase Learning Lab	GRAND FOYER, 4 [™] FLOO
	Digital Pix	GRAND FOYER, 4 [™] FLOO
	Pi Beta Phi Foundation Wine Carnation Garden	GRAND FOYER, 4 TH FLOO
	Shop Pi Phi	GRAND C, 4 TH FLOO
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 FLOC
	Sign up required; visit the app for available times.	
6-7:45 p.m.	Opening Dinner and Keynote Tina Rae VanSteenbergen will kick off College Weeker Confidence, where she'll share how confidence has lor	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	STERLING STUDIO 2, 2 ND FLOOR	
	Sign up required; visit the app for available times.		
8 a.m7 p.m.	Registration	GRAND FOYER, 4 TH FLOOR	
	BetaBase Learning Lab	GRAND FOYER, 4 [™] FLOOR	
	Digital Pix	GRAND FOYER, 4 [™] FLOOR	
	Pi Beta Phi Foundation Wine Carnation Garden	GRAND FOYER, 4 [™] FLOOR	
8 a.m10 p.m.	Shop Pi Phi	GRAND C, 4 [™] FLOOR	
8-8:45 a.m.	Breakfast	GRAND DEFGH, 4 TH FLOOR	
	A breakfast buffet is available for all registrants.		
	LGBTQIA+ Affinity Group Meet-up	STERLING STUDIO 5, 2 ND FLOOR	
	LGBTQIA+ Affinity Group members are invited to grab be		
	sisters for casual conversations. Feel free to come and g		
	meet-ups happening at the same time. To learn more or	to join, visit pibetapin.org/igbtqia .	
	Members of Color Affinity Group Meet-up	STERLING STUDIO 4, 2 ND FLOOR	
	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,	
		e. To learn more or to join,	
	and explore other meet-ups happening at the same time visit pibetaphi.org/membersofcolor .	e. To learn more or to join,	
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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, 1ST 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 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	
	2010 210001110 20	S	

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.

Closing General Session

11-11:30 a.m.



GRAND DEFGH, 4TH FLOOR

^{*}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.



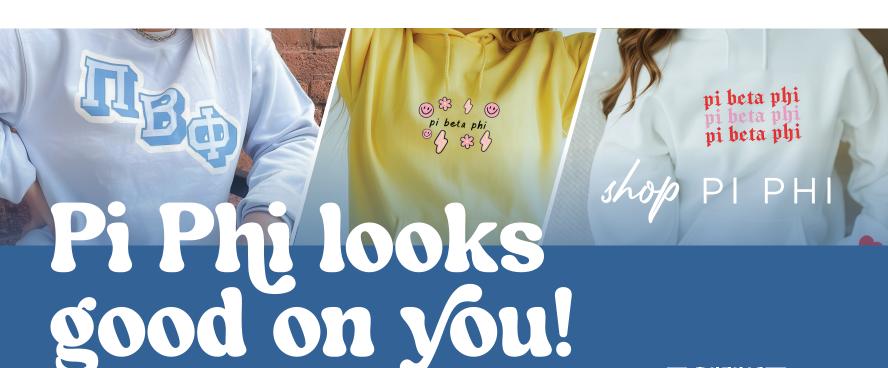
Scan the QR code and complete the form to share your story!

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:

- 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.



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 **Relations College**

Sterling Studio 5 Workshop Sterling

Facilitation Foundations

Member **Experience College**

Balancing

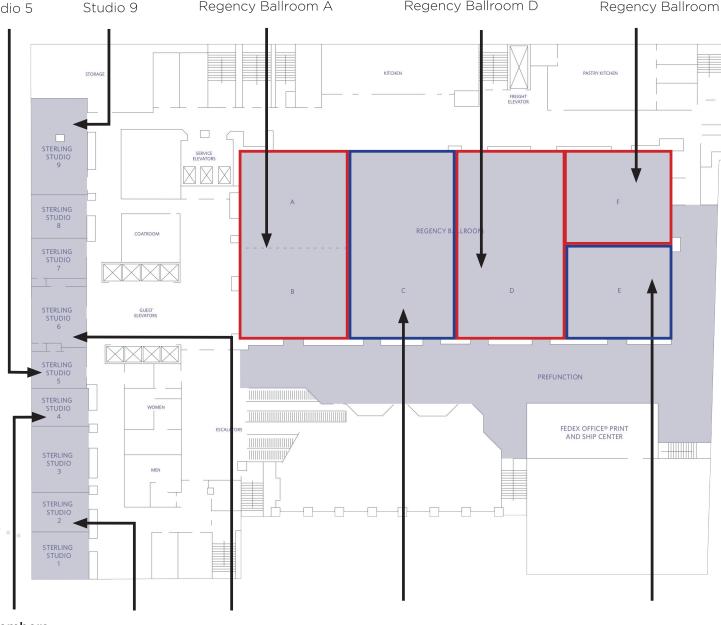
Act Workshop

Crafting Your Chapter Brand Workshop

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

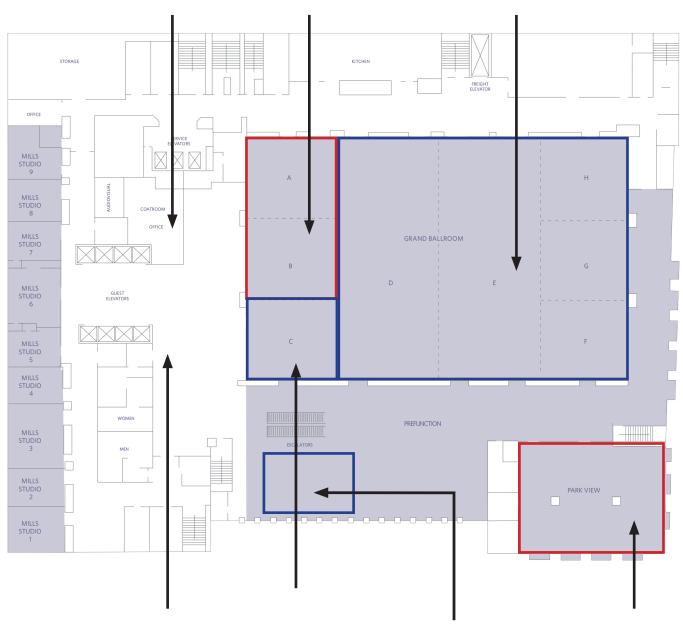
Operations College

Meals & General Session

Registration

Grand Ballroom A-B

Grand Ballroom D-H



BetaBase Learning Lab

Digital Pix Booth

Shop Pi PhiGrand Ballroom C

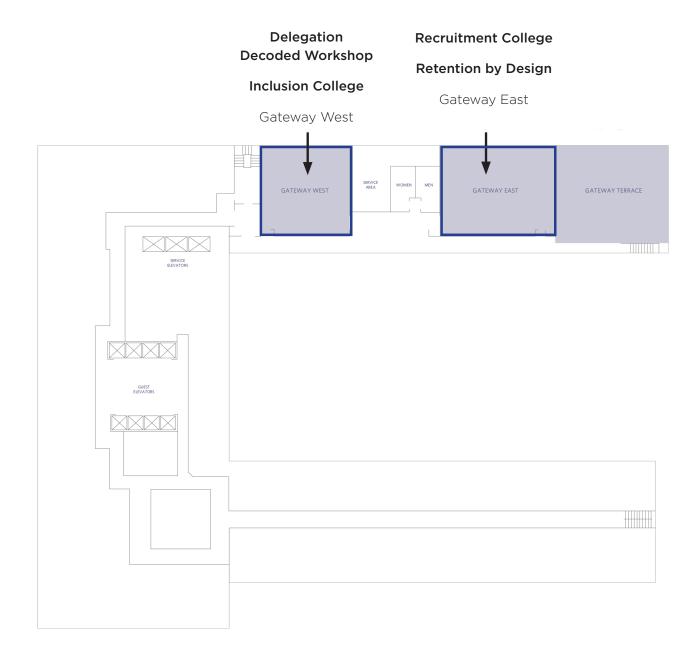
Pi Beta Phi Foundation Wine Carnation Garden The Power of YOU Workshop

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.

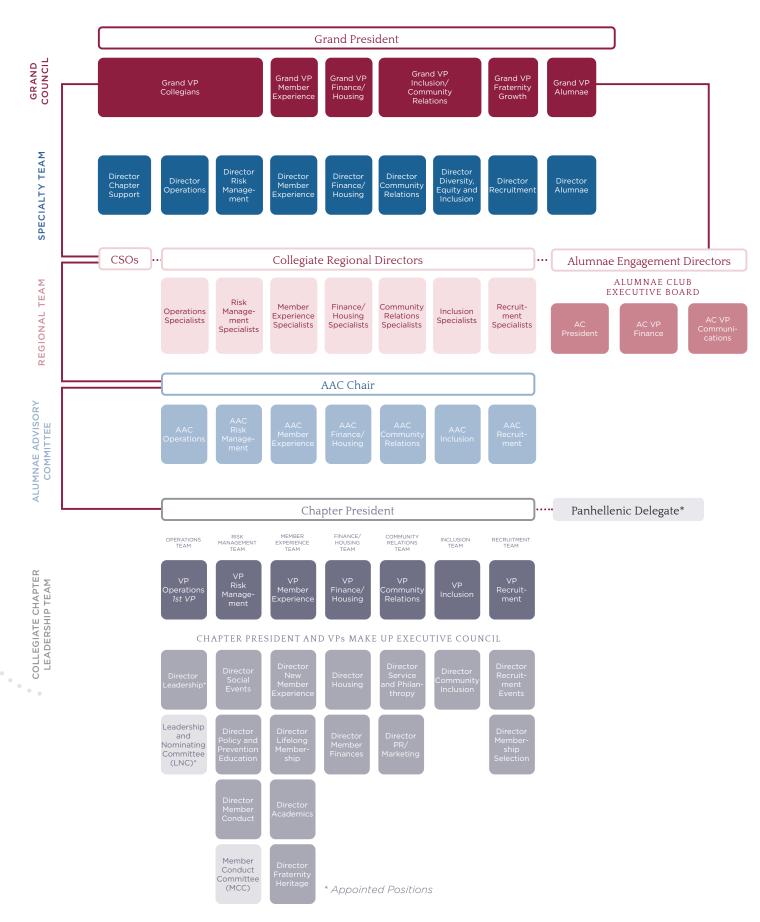


Scan the QR code to sign up, then stop by the Wine Carnation Garden in the 4th Floor Grand Foyer to pick up your Pi Phi Giving Day ambassador button!





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
ant@pibetanbi.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
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WELCOME TO THE CHAPTER PRESIDENT COLLEGE!

Are you ready to go beyond duties and deadlines to put servant leadership into action? The Chapter President's College will equip participants with procedures, best practices and resources to confidently take their chapter to the next level. From effective, inclusive communication to managing chapter business, we'll teach you how to serve in the best interest of your chapter and Pi Beta Phi.

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

- Practice servant leadership, active listening, and collaborative communication strategies to use with their Executive Council, Alumnae Advisory Committee, chapter and Panhellenic community.
- Identify opportunities for delegation and develop time management practices to assist in prioritizing and accomplishing Chapter President responsibilities.
- Understand their personal responsibility to uphold expectations of the Fraternity and lead their chapter through crisis and effective change management.

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TRACK AGENDA

FRIDAY, JANUARY 24

Welcome

How to Prioritize When Everything Feels Important

How Do You Lead?

SATURDAY, JANUARY 25

MORNING

Welcome Back

Chapter President Roles and Responsibilities

Executive Council Roles and Responsibilities

Supporting the Panhellenic Delegate

Roundtables

AFTERNOON

Organizational Priorities

Being a President for All

Member Accountability

Roundtables

EVENING

Roundtables

Leading Through Crisis

Leading Through Change

Building Your 2025 Roadmap

Wrap-Up

CHAPTER PRESIDENT POSITION DESCRIPTION

OVERVIEW

The Chapter President (CP) is responsible for supervising chapter life to ensure the maintenance of high standards and the well-being of the chapter. The Chapter President presides at all chapter meetings and conducts all ceremonies including Pledging and Initiation. They are the spokesperson for the chapter, representing Pi Beta Phi to the host institution and the chapter to the Fraternity. The Chapter President is the chapter's delegate to convention and other Fraternity meetings as specified.

RESPONSIBILITIES

- Supervises all areas of chapter life and ensures adherence to high standards.
- Presides at chapter meetings, Executive Council and Chapter Leadership Team meetings and membership selection.
- Directs and oversees all Vice Presidents.
- Signs all contracts on behalf of the chapter after review by AAC.
- Serves as the spokesperson for the chapter and represents Pi Phi and the chapter to external audiences, including the media.
- Presides over all ceremonies, including Pledging, Initiation, Installation of New Officers, etc.
- Coordinates the chapter's weekly communication with AAC.
- · Builds the chapter's relationship with the campus Fraternity/Sorority Advisor and other institution staff.
- Ensures the completion of the Monthly Chapter Evaluation by Executive Council.
- Collaborates with other officers to coordinate all visits to the chapter from Leadership Development Consultants, Fraternity officers or Headquarters staff.
- Executes the Emergency Procedures and contacts the Pi Beta Phi Emergency Hotline in the event of a chapter or member emergency.
- · Checks chapter's pibetaphi.org email address daily and responds to correspondence within 48 hours.
- Oversees the process for Constitution and Statutes and chapter bylaws dispensation requests to the Regional Team.
- Becomes involved in the member accountability process when General Probation, Dismissal or Breaking a Pledge are under consideration.
- Supports the Panhellenic Delegate in representing Pi Beta Phi to the Panhellenic community.

KEY DATES AND DEADLINES

	Review the Emergency Procedures with chapter
	Read the Clery Act disclosure if AAC/CHC members are employed by institution
JANUARY	Coordinate with Vice President Member Experience and Director Academics to ensure all officers have maintained academic eligibility to hold office Attend College Weekend with other chapter officers and AAC

KEY DATES AND DEADLINES (CONTINUED)

MARCH	Inform Regional Team of chapter's alternate delegate to convention by March 15 in convention years
JUNE	Attend convention with the chapter's alternate delegate in convention years
AUGUST	Present convention recap to chapter in convention years Review the Emergency Procedures with chapter Read the Clery Act disclosure if AAC/CHC members are employed by institution Coordinate with Vice President Member Experience and Director Academics to ensure all officers have maintained academic eligibility to hold office Review prior year's Monthly Chapter Evaluation results with Chapter Leadership Team and AAC
OCTOBER	Participate on the Chapter Budget Committee to prepare the budget
NOVEMBER	Prepare to install newly elected officers and give Chapter President badge to new Chapter President
ONGOING	Conduct required initiation review with all new initiates immediately after Initiation Requests dispensations to the Regional Team in BetaBase as needed Ensures the completion of the Monthly Chapter Evaluation by the 1st of each month during the school year Collaborate with Vice President Operations to update Chapter/Campus Calendar Report in BetaBase

- Chapter Officer Report Calendar
- Constitution and Statutes
- Dispensations Governing Document Request Form
- Emergency Procedures
- Executive Council Officer Manual
- Meetings and Voting Guide
- Member Accountability Guide

- Membership Status Guide and Visual
- Monthly Chapter Evaluation Standards
- Notice of Resignation Form
- Notice of Transfer and Affiliation
- Officers Leadership Retreat
- Panhellenic Manual
- Policy and Position Statements
- Undergraduate Alumnae
 Status Application



VICE PRESIDENT OPERATIONS POSITION DESCRIPTION

OVERVIEW

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

RESPONSIBILITIES

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

KEY DATES AND DEADLINES

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



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

- Ballot for Major Chapter Elections
- Bylaws Guide
- Bylaws Template
- Bylaws Addendum Template
- Chapter Officer Report Calendar
- Constitution and Statutes
- Executive Council Officer Manual
- Leadership and Nominating Committee
 Elections Guide
- Leadership Model and Outline

- Meetings and Voting Guide
- Member Obligations and Instructions
- Membership Status Guide and Visual
- Monthly Chapter Evaluation
- Notice of Resignation Form
- Notice of Transfer and Affiliation
- Points Systems Guide
- Undergraduate Alumna Status Application
- University Evaluation Guide





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				

- 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



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

	Plan Leading with Values seminars for the term				
JANUARY	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

- 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



VICE PRESIDENT FINANCE/HOUSING POSITION DESCRIPTION

OVERVIEW

The Vice President Finance and Housing (VPFH) is responsible for the overall management of chapter financial and housing affairs. They review and maintain accurate financial records, create and monitor the chapter budget, review and approve finance tasks as performed by the Director Member Finances (DMF) and facility management tasks as performed by the Director Housing (DH).

RESPONSIBILITIES

- Adheres to local and Fraternity financial policies.
- Maintains complete and organized financial records for the chapter.
- · Creates and monitors a chapter budget, serving as the chair of the Budget Committee.
- Coordinates the direct preparation of tax returns and other regulatory filing requirements at the instruction of the Fraternity.
- Approves and signs all chapter checks in accordance with Fraternity financial policies.
- Supports the Automatic Financial Probation (AFP) and Automatic Financial Dismissal (AFD) processes by notifying members of their standing with the Fraternity.
- Approves payment plans in conjunction with the Alumnae Advisory Committee (AAC) Finance/Housing Advisor as requested by the DMF.
- Collaborates with the DH to be a liaison between the chapter and the Chapter House Corporation (CHC) or Fraternity Housing Corporation (FHC) and local employees (e.g. House Director and chef/food service).
- Assigns housing contracts in greekbill and monitors the signing of those contracts.
- Collects the Member Housing Residency Request form with support from the DH.
- Partners with AAC on forming the operational housing list for room selection.
- Educates on and enforces all Pi Beta Phi and campus housing policies, obligations and benefits of facility occupancy
- Reviews and updates the House Rules annually in coordination with the Vice President Operations (VPO).
- Oversees Directors in the areas of daily operational tasks for housing/facility management and finances.
- Contributes to the Monthly Chapter Evaluation.

KEY DATES AND DEADLINES

JANUARY	Review and amend budget as needed for upcoming term Review and update the House Rules, if required Ensure all housing contracts for the following academic year have been signed in greekbill						
FEBRUARY	Review Fraternity dues invoiced from Headquarters						
MARCH	Work with Chapter President to request dispensation from the Regional Team if there will be no House Director for upcoming year by March 31						
JUNE	Reconcile fundraising events to greekbill and coordinate approval for donations from winter/spring fundraising Unload remaining funds from purchase cards						
JULY	Close out all financial records for fiscal year end						
AUGUST	Begin collecting information for next fiscal year budget						
SEPTEMBER	Submit chapter financial records to Fraternity by Sept. 1 Review Chapter/CHC or FHC Agreement and coordinate the signing of the agreement by Sept. 15 Meet with the Chapter Budget Committee to prepare the budget						
OCTOBER	Review Fraternity dues, master liability insurance and fees for tax preparation invoiced from Headquarters Draft proposed House Rules to be considered with chapter bylaws revisions Collect Member Housing Residency Request forms and follow-up with the DH						
NOVEMBER	Sign and submit all necessary tax forms as required Send budget to regional Finance/Housing Specialist (FHS) for approval by Nov. 1 Present budget to chapter for voting approval Email proposed House Rules to regional Finance/Housing Specialist for approval by Nov. 1 Propose House Rules to chapter for vote by Nov. 15						
DECEMBER	Enter chapter approved budget into greekbill for final regional FHS approval Reconcile fundraising events to greekbill and coordinate approval for donations from fall fundraising						





KEY DATES AND DEADLINES (CONTINUED)

Approve	and	cian	chacks	nranarad	h	tha	DME
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Approve payment plans for members

Verify invoicing prepared by the DMF for dues, purchase cards and vendor payments

Review monthly chapter Financial Statement for accuracy

Ensure all monthly bank and purchase card reconciliations are prepared by the AAC

Finance/Housing Advisor no later than the 10th of each month

Work with Chapter President to request dispensation from the Regional Team if House Director is not able to stay in the house overnight

Meet weekly with all Directors on Finance/Housing Team

Complete the Monthly Chapter Evaluation on behalf of the Finance/Housing Team each month

MANUALS, GUIDES AND RESOURCES

Budget & Expenses Guide

ONGOING

- Chapter/CHC Agreements
- Chapter Finance Fundraising Guide
- Chapter Officer Report Calendar
- Chapter Taxes & Record Keeping Guide
- Constitution and Statutes
- Electronic Fundraising Platform Request Form
- Emergency Procedures
- Executive Council Officer Manual
- Facility Management Guide
- Housing Contract Guide
- House Rules Template
- Immediate Financial Dismissal Form
- Member Dues & Invoicing Guide
- Member Finance Guide
- Member Housing Residency Request form
- Membership Status Guide and Visual
- Monthly Chapter Evaluation
- Notice of Resignation Form
- Policy and Position Statements



VICE PRESIDENT COMMUNITY RELATIONS POSITION DESCRIPTION

OVERVIEW

The Vice President Community Relations (VPCR) plays a critical role shaping the chapter's brand and promoting its presence on campus and in the local community. They do this by guiding efforts to integrate philanthropic initiatives and connect Pi Beta Phi members with the surrounding communities, while monitoring the external image of the chapter.

RESPONSIBILITIES

- Shapes the chapter's overall brand with the campus and local communities.
- Promotes positive relationships with the host institution and encourages campus involvement.
- Develops and promotes alumnae and parent relations.
- Keeps stakeholders such as alumnae, parents, the campus, the Fraternity, surrounding community and local media up to date on the chapter's positive efforts, with support from the Director PR/Marketing.
- Prepares the chapter's submissions to *The Arrow* and other Fraternity promotional opportunities.
- Collaborates bi-weekly with the Inclusion Team to ensure Community Relations efforts are done though a lens of diversity, equity and inclusion.

KEY DATES AND DEADLINES

FEBRUARY	Complete chapter submission for <i>The Arrow</i> by Feb. 1 Support Fraternity Day of Service efforts (March 2)
MARCH	Support Pi Phi Giving Day efforts (March 14)
JUNE	Complete chapter submission for <i>The Arrow</i> by June 1
AUGUST	Support Read > Lead > Achieve® Month planning
OCTOBER	Complete chapter submission for <i>The Arrow</i> by Oct. 1
ONGOING	Coordinate with the Director PR/Marketing to update the chapter website once per academic term Ensure positive chapter promotions, as campus mediums allow Meet weekly with all Directors on the Community Relations Team Complete the Monthly Chapter Evaluation on behalf of the Community Relations Team each month

- Brand Guidelines
- Brand Sponsorship Guidelines
- Chapter Officer Report Calendar
- Website Guide
- Constitution and Statutes
- Event Planning and Management Guide

- Executive Council Officer Manual
- Monthly Chapter Evaluation
- Philanthropy and Service Planning Tool
- Social Media Guide
- *The Arrow* Guide
- Read > Lead > Achieve® Guide





VICE PRESIDENT RECRUITMENT POSITION DESCRIPTION

OVERVIEW

The Vice President Recruitment (VPR) is responsible for all aspects of primary recruitment and Continuous Open Bidding (COB) efforts and the selection of New Members. The VPR prepares the chapter through recruitment conversation and recruitment presentation workshops to present themselves in a manner that reflects positively on Pi Beta Phi during primary recruitment and COB. The VPR also educates members on recruitment policies.

RESPONSIBILITIES

- Plans and executes primary recruitment and COB efforts to reach quota/total.
- Prepares the chapter for recruitment efforts through the planning and execution of recruitment workshops.
- Serves as the chair of the Chapter Membership Selection Committee (CMSC).
- Collects sponsorship for Potential New Members (PNMs) via Recruitment Information Forms (RIFs) or the CMSC.
- Prepares for membership selection in accordance with the Fraternity's process and assists the Chapter President in the facilitation of membership selection.
- Provides education on recruitment policies including the Alumnae and Parent Involvement in the Collegiate Recruitment Process Policy and Position Statement.
- Sets and communicates member expectations before, during and after recruitment.
- Submits the Primary Recruitment Evaluation in BetaBase within two weeks of primary recruitment.
- Develops a recruitment evaluation for initiated members. Analyzes recruitment events and evaluations to recommend future improvements.

KEY DATES AND DEADLINES

FEBRUARY	SPRING PRIMARY RECRUITING CHAPTERS Submit Primary Recruitment Evaluation in BetaBase within two weeks of primary recruitment Conduct a recruitment evaluation with initiated members
MARCH	FALL PRIMARY RECRUITING CHAPTERS Conduct off-semester recruitment preparation workshops
JULY	FALL PRIMARY RECRUITING CHAPTERS Submit recruitment videos to AAC Recruitment Advisor and regional Community Relations Specialist to approve in collaboration with regional Recruitment Specialist



KEY DATES AND DEADLINES (CONTINUED)

SEPTEMBER	FALL PRIMARY RECRUITING CHAPTERS Submit Primary Recruitment Evaluation in BetaBase within two weeks of primary recruitment Conduct a recruitment evaluation with initiated members
OCTOBER	SPRING PRIMARY RECRUITING CHAPTERS Conduct off-semester recruitment preparation workshops
NOVEMBER	SPRING PRIMARY RECRUITING CHAPTERS Submit recruitment videos to AAC Recruitment Advisor and regional Community Relations Specialist to approve in collaboration with regional Recruitment Specialist
ONGOING	Conduct COB preparation and events as necessary Meet weekly with all Directors on Recruitment Team Complete the Monthly Chapter Evaluation on behalf of the Recruitment Team each month

- Chapter Officer Report Calendar
- COB Guide
- Constitution and Statutes
- Event Planning and Management Guide
- Executive Council Officer Manual
- Membership Selection 101
- Monthly Chapter Evaluation
- National Panhellenic Conference Manual of Information
- Policy and Position Statements
- Read > Lead > Achieve® PowerPoint Recruitment Template
- Recruitment Events Guide
- Recruitment Prep Guide
- Recruitment Process Guide
- Sample Dues and Fees for Recruitment or Panhellenic
- Vote to Rank Workbook





VICE PRESIDENT INCLUSION POSITION DESCRIPTION

OVERVIEW

The Vice President Inclusion (VPI) cultivates an inclusive environment where every Pi Phi member feels welcome, is supported and knows they belong. This is accomplished by honoring the uniqueness of each member and advocating for an inclusive and equitable experience by influencing all aspects of chapter operations. The VPI works across the chapter to strategically and programmatically align diversity, equity and inclusion (DEI) efforts with the Fraternity's Commitment to DEI.

The VPI connects the greater campus, community and global dialogue to chapter efforts with intentionality. This leader embraces the opportunity to continuously build their personal knowledge, awareness and skills related to DEI and navigates all situations with empathy.

RESPONSIBILITIES

- Works with other Chapter Leadership Team members to critically review and adopt accessible and inclusive
 practices within chapter procedures such as member expectations, recruitment, PR/Marketing, operations,
 finances and budgeting, housing, events and activities, etc.
- Evaluates chapter and member needs and identifies relevant and productive education and programming for the chapter and/or community each academic term to promote inclusivity
- Educates the chapter on policies, procedures, concepts and resources relevant to maintaining a diverse, equitable and inclusive environment within the chapter and assists members in understanding these policies as a peer advocate
- · Coaches chapter leaders and members to address reports of discriminatory or bias conduct
- Seeks opportunities to celebrate a wide range of identities, backgrounds and accomplishments internally and externally
- Communicates Fraternity, campus and community DEI updates to chapter members
- Partners with the Director Community Inclusion to develop strong relationships with community partners such as other DEI leaders in the community, culturally based fraternities/sororities, student organizations, campus staff and community organizations

KEY DATES AND DEADLINES

SEPTEMBER	Contribute to the annual bylaws/bylaws addendum review process led by the Vice President Operations Contribute to the annual budget review process led by the Vice President Finance/Housing
ONGOING	Meets weekly with the Director Community Inclusion Complete the Monthly Chapter Evaluation on behalf of the Inclusion Team each month

- Chapter Officer Report Calendar
- Constitution and Statutes
- Executive Council Officer Manual
- Inclusive Language Guide
- Member Accountability Guide

- Member Obligations
- Monthly Chapter Evaluation
- Policy and Position Statements





PANHELLENIC DELEGATE POSITION DESCRIPTION

OVERVIEW

The Panhellenic Delegate represents Pi Beta Phi to the College Panhellenic Council in the role of Panhellenic Delegate for the chapter. They take great care to establish Pi Beta Phi as a leader in the community and advocate for the sorority experience on campus. They promote Panhellenic spirit and enthusiasm in the chapter.

RESPONSIBILITIES

- Attends all College Panhellenic meetings and activities or secures a qualified representative to attend in their absence.
- Notifies the chapter of all regular and special Panhellenic meetings and encourages chapter participation in all Panhellenic activities.
- Votes on behalf of the chapter on matters governed by the College Panhellenic Council, with the input of the chapter and Fraternity.
- Contacts the appropriate Fraternity Officers regarding chapter or Panhellenic concerns.
- Informs the appropriate Fraternity Officers regarding any chapter recruitment violations and/or infractions or other matters of judicial proceedings.
- Updates chapter membership on the progress made within the Panhellenic community and educates the chapter on the impact of Panhellenic matters.
- Ensures the chapter's awareness and compliance with all local Panhellenic policies and procedures and the National Panhellenic Conference (NPC) Unanimous Agreements and other policies within the NPC Manual of Information.
- Seeks to promote positive relationships with the campus Fraternity/Sorority Advisor.

KEY DATES AND DEADLINES

ONGOING DEADLINES	Immediately report any chapter recruitment violations and/or infractions or other matters of judicial proceedings to the appropriate Fraternity officers Consult with the appropriate Fraternity officers when considering Panhellenic votes Notify the appropriate Fraternity officers when a Pi Beta Phi member is elected Campus Panhellenic President Meet weekly with Chapter President
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- Constitution and Statutes
- Monthly Chapter Evaluation
- National Panhellenic Conference Manual of Information
- Panhellenic Manual
- Policy and Position Statements



MONTHLY CHAPTER EVALUATION FOR CHAPTER PRESIDENT AND PANHELLENIC DELEGATE

MEETING EXPECTATIONS STANDARDS

- Demonstrates engagement within the Panhellenic community.
- Retains a full Executive Council (Exec).
- Officers recognize the importance and value of Alumnae Advisory Committee (AAC) mentorship by communicating regularly with counterparts and holding routine monthly AAC/Exec meetings.

EXCEEDING EXPECTATIONS STANDARDS

- Reports and communicates updates and issues to the AAC Chair and Collegiate Regional Director in a timely fashion, as applicable.
- Represent Pi Phi positively as the chapter's spokesperson through partnerships with campus staff, Fraternity volunteers and Headquarters.
- Retains a full Chapter Leadership Team (complete or approved modified structure)





WHY PI PHI

WHY DO YOU SAY YES TO PI PHI?		
WHO INSPIRES YOU TO SAY YES TO PI PHI?		
HOW DO YOU INSPIRE OTHERS TO SAY YES TO PI PHI?		





	URGENT	NOT URGENT
IMPORTANT		
NOT IMPORTANT		



EISENHOWER MATRIX EXAMPLE

CHAPTER PRESIDENT TO-DO LIST:

- 1. Share key takeaways from College Weekend with AAC Chair
- 2. Brainstorm new ways to incentivize attendance at chapter events
- 3. Sign re-imbursement checks
- 4. Notify CRD of upcoming Pi Phi judicial hearing for a policy violation
- 5. Memorize Initiation Ceremony
- 6. Re-design chapter calendar in Canva with new fonts and colors
- 7. Plan an activity to boost chapter morale
- 8. Meet with Chapter Leadership Team to establish new point system for the semester/term
- 9. Review Monthly Chapter Evaluation standards and set goals for the upcoming year
- 10. Review Emergency Procedures with the chapter
- 11. Update chapter announcements bulletin board in the chapter suite
- 12. Make new PowerPoint slides for Chapter Meeting

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HOW DO YOU LEAD?

TRUE COLORS LEADERSHIP ACTIVITY

In the rows of boxes below are groups of words. Score each row of words giving yourself (4) for the set most similar to your leadership personality, (3) for the second most similar, (2) for the third, and (1) for the least like you.

ROW ONE:			
Α	В	C	D
Active	Parental	Authentic	Versatile
Opportunistic	Traditional	Harmonious	Inventive
Spontaneous	pontaneous Responsible		Competent
ROW TWO:			
E	F	G	H
Curious	Unique	Practical	Competitive
Conceptual	Empathetic	Sensible	Impassioned
Knowledgeable	Communicative	Dependable	Impactful
ROW THREE:			
I	J	K	L
Loyal	Devoted	Realistic	Theoretical
Restrained	Warm	Open-minded	Seeking
Organized	Poetic	Adventuresome	Impactful
ROW FOUR:			
M	N	O	P
Concerned	Daring	Tender	Determined
Procedural	Impulsive	Inspirational	Complex
Cooperative	Fun	Dramatic	Composed
ROW FIVE:			
Q	R	S	Т
Philosophical	Vivacious	Exciting	Orderly
Principled	Affectionate	Courageous	Conventional
Rational	Sympathetic	Skillful	Caring

TOTAL THE SCORES FOR EACH OF THE FOLLOWING LETTERS:

- 1. A + H + K + N + S =
- 2. C + F + J + O + R =
- 3. B + G + I + M + T =
- 4. D + E + L + P + Q =

The highest total is your primary color and the second highest total is your secondary color.

Line 1 = Orange

Line 2 = Blue

Line 3 = Gold

Line 4 = Green

MY PRIMARY COLOR IS _____

AND MY SECONDARY COLOR IS __





ORANGE: ACTIVE AND STRAIGHTFORWARD

OVERVIEW

When communicating, Oranges tend to be **direct, yet playful**. They like to get to the point quickly and keep moving from there. They have a propensity for taking risks, troubleshooting, and seizing opportunities. Oranges tend to make swift decisions. They sum up a situation in an instant, identify an expedient solution and want to implement it immediately. However, Oranges are likely to abandon their earlier decision if a greater opportunity or more thrilling option appears.

Attracted by variety, new experiences and fun, they tend to talk about adventures, tell jokes and share (or brag about) their accomplishments along the way. Most Oranges rather enjoy the **spotlight** and the attention they attract when expressing themselves. Oranges are also notorious for moving around during conversation. They may play with a fidget toy or other object, doodle or even text on their phone while "listening" to others.

MOTIVATIONS

Oranges feel good about a conversation when it's entertaining, fun, and interactive. Oranges can rarely sit on the sidelines of a discussion without getting bored. They either need to be amused and captivated by the person speaking or get involved themselves. When communicating with Oranges, they want people to appreciate their flair. Oranges can be boisterous, intense and prone to exaggerate. Whether they are familiar with the topic being discussed or not, they often come across **confidently and persuasively**. It is a relief to Oranges when others can understand their gusto and value their enthusiasm.

In an ideal world, Oranges would like others to move with them from subject to subject, room to room, decision to decision. Oranges enjoy options, excitement, and physical activity. Put it all together and you have a **natural multitasker**. Most individuals have become accustomed to having "good eye contact" during communication and can find it rude when they don't have it; however, you may just accomplish more by having a conversation with an Orange during another activity, than if you demanded that they sit still and give you their full attention.

FRUSTRATIONS

Oranges can find protocol and etiquette cumbersome and want others to just **lighten up**. They get frustrated when their playful approach is interpreted as careless and wish others could understand that their intent is to have everyone enjoy the process, no matter how tough the task.

In communication, Oranges dislike hesitation. They want **action**, and they want it now! If someone pauses during conversation, Oranges may perceive it as an opportunity to switch subjects, add their comments or spice things up a bit. Even a slow paced interaction can be frustrating to an Orange who wants to get the show on the road.

AS A PI BETA PHI LEADER

Oranges know a sorority is meant to be fun! In Pi Phi, Oranges are delighted to be the face of the chapter and organization internally and externally and want others to feel the excitement they feel about being a member. They always speak up in Chapter Leadership Team meetings and compel others to follow them. Oranges will be ready for the fall philanthropy event before the spring one has been planned. They'll need to rely on their Golds to ensure follow through on the tasks that need to happen for the successful events they are hoping to see.

IN A WORD: IMPACTFUL

Oranges like to communicate to have fun and make an **impact**. Whether this impact is to accomplish a goal or to entertain, Oranges like to punctuate their communication and engage others. From the shock of using colorful language to springing a surprise ending to a story, Oranges often use large gestures and animated facial expressions to get their point across.



BLUE: PERSONAL AND INTERACTIVE

OVERVIEW

When communicating, Blues like to take time to relate. Often thought of as "good listeners", Blues will try to offer good eye contact and establish themselves for others as a confidant, friend, and supporter. Blues feel most comfortable in conversation if they feel they have made a **personal connection** that allows them to share personal aspects of their life. They feel extra special or connected if the other person in turn shares something of a similar personal nature with them.

They generally communicate for the purpose of connecting with others. It is in the nature of Blues to speak from the heart, trying to find a common ground to relate to the other person. They tend to be subjective, paying attention to what their emotions are telling them and are most comfortable making decisions and responding to others based on their own intuition. They will try to communicate in a way that fosters cooperation, harmony and togetherness.

MOTIVATIONS

Blues feel good about a conversation when it's enhancing and nurturing for people. Personal growth and self-development are of great interest to Blues who can be an inspirational mentor to others, helping to make a difference in their lives. Generally **optimistic and positive**, Blues enjoy interactions that feel good for everyone involved. They find conversations that bolster self esteem or confidence in others especially rewarding.

Blues tend to talk about relationships and people. They are intrigued by human behavior and interaction, often wondering about a person's intention for acting a certain way or what the other person is truly trying to communicate. Blues will try to read between the lines for **deeper meaning**. Their conversations are often focused on understanding values and beliefs as well as discovering one's path or purpose in life.

FRUSTRATIONS

Blues dislike negativity and will try to avoid conflict. They like to be **inclusive** and considerate of the feelings of others. They'll gauge the mood of their listener and can be sensitive to body language that might indicate openness or resistance.

Blues can get upset when they feel someone is barking orders, talking down to them or trying to manipulate them. Blues prefer others to pause, hear them out, and take into consideration their thoughts and feelings before responding. When it comes to criticism and critique, Blues really need to hear that you **value them as a person** before you share feedback that suggests areas for improvement.

AS A PI BETA PHI LEADER

Blues know people stay in a sorority for the friendships! In Pi Phi, Blues see every situation as an opportunity to demonstrate Sincere Friendship. They lead with their hearts and think about the impact to each individual member in the chapter. Blues are seen as a true Servant Leader by placing their members first in decision-making. Sometimes, Blues can be hesitant to prioritize member accountability and need to be reminded that caring enough to hold a sister accountable allows for Personal and Intellectual Growth.

IN A WORD: FRIENDLY

Blues are commonly approachable and welcome conversation with others. Even when a Blue may be feeling down, they may try to keep an inviting smile on their face as to not drag others down. When people watch Blues in communication, they would notice that Blues often show **empathy and appreciation** for others.

When communicating with them, Blues like people to be kind. Blues try to think about how to phrase something so it lands softly with the other person and appreciate it when others do the same for them.





GOLD: PURPOSEFUL AND PROCEDURAL

OVERVIEW

When communicating, Golds tend to be **goal oriented**. Generally, they initiate a conversation with the purpose of obtaining information to aid them in fulfilling a responsibility or accomplishing a task. They like to communicate things in chronological order, step-by-step. If you interrupt a Gold while they are explaining something, they are likely to start over from the beginning to make sure they haven't missed a step. In turn, Golds like others to finish their complete thoughts before switching subjects.

Golds tend to talk about the "right way" of doing things. There isn't often much room for "in between" with Golds; there is a right way and a wrong way. This can translate to communication that includes "all or nothing" terminology, using words like "always" or "never", "must", "should" or "shouldn't". When people watch Golds in communication, they would say that they tend to refer to rules, procedures and protocols.

MOTIVATIONS

Golds feel good about a conversation when it's practical, realistic and concrete. When communicating with them, Golds like people to be specific about expectations. They prefer others to state their reason for communicating up front and be clear about what particular actions are to be taken. Golds love to make to-do lists. They especially appreciate receiving instructions in writing so they can use them as a guideline, refer to them and, of course, cross them off their list. Golds have the **tenacity** to see a project or task to completion.

Respectful of lessons learned from history, Golds commonly rely on the past to help them make decisions about the future. They will examine what has worked before and discuss how it applies to the current situation.

FRUSTRATIONS

In communication, Golds dislike nonconformity and those that disregard authority, try to beat the system or go around others. They can be strongly opinionated and firm supporters of the organizations for which they serve and the communities where they live. If someone opposes the norms of these groups, Golds can be **steadfast and determined** to assist others by pointing out the errors of their ways and redirecting them to established customs.

Golds get frustrated if they feel they are wasting time chatting or brainstorming instead of getting things done. If their secondary color is Blue, they may join conversations for the pure pleasure of connecting, but more often they are **on a mission** to get something completed and may find long conversations burdensome because they delay them from finishing the task at hand.

AS A PI BETA PHI LEADER

Golds know that staying organized and on track is key to all successful sororities! In Pi Phi, Golds are the first to pull out the Constitution & Statutes, position descriptions, procedure notebooks, manuals and guides to help drive decision-making in the group. Their favorite website is the Pi Beta Phi Resource Library. They will organize task lists, meetings and project teams to help the chapter accomplish an important task. Golds are ready to jump in where there are gaps or vacancies to help get the entire team across the finish line. They will rely on their team, especially the Blues, to pause and think about the members they serve on their path to complete their task list.

IN A WORD: APPROPRIATE

Golds try to keep all things on track. They prefer expectations to be stated at the beginning of a conversation and wish everyone involved would be respectful throughout the process. They strive to use the right language and survey a situation before making a statement or joke. Golds endeavor to **follow the rules** of etiquette and demonstrate good manners.



GREEN: OBJECTIVE AND STRATEGIC

OVERVIEW

When communicating, Greens tend to **reflect** upon a conversation before responding. They like to analyze what they have just heard, explore the many ways they could respond and choose the reply that most accurately and pertinently expresses their thoughts on the matter. Their goal is to obtain information so they can figure out, fix, improve or invent something as a result.

They tend to bypass emotional bonding with others and go straight for the data or outcome. This **objective information-gathering** approach can come across as an interrogation to others and get Greens into communication hot water with those seeking to receive an emotional connection first. When people watch Greens in communication they would notice that Greens seem to go into auto-analyze mode: Were the words used accurately? Is the statement true? Can I find exceptions? How could I improve upon what was said? Are there important ideas to explore here? What is the logic behind this idea and where is the data? Can I solve this problem?

MOTIVATIONS

Greens feel good about a conversation when it involves talking about theories, new ideas and future plans. Their conversation can be expansive and global, envisioning new frontiers and possibilities. Other times they can get excited describing every aspect and **detail** of a theory or project they are working on. They may debate with the other person if they think the data does not support the statement, and they think it is a point worth arguing. Greens feel good about a conversation when it can be expanded and lead to new ideas.

In group conversation, Greens appreciate having time to think before they speak. They might be viewed as silent, but rest assured in their heads is a very active internal world of **new ideas, possibilities and thoughts**.

FRUSTRATIONS

In communication, Greens dislike looking incorrect or foolish. They strive to be **competent** in their endeavors and will gather data, examine the possible objections and pitfalls, perhaps make prototypes, test theories, and choose precise wording before presenting their ideas. They'd rather say nothing than say something wrong.

When communicating with them, Greens like people to skip the small talk. If the Green has known the other person for a while or works with them daily, they usually prefer simple greetings such as a quick hello before getting to the purpose for the communication. Greens wish others would not get insulted if they are not fascinated by their interests.

AS A PI BETA PHI LEADER

Greens know that sororities can be a once in a lifetime experience when we do things in thoughtful and rational ways! In Pi Phi, Greens want to talk about how to do things different and analyze past examples to drive change. They observe the member experience and see the opportunity to improve it for current and future members. A good effort that results in a poor outcome is not good enough for a Green Pi Phi leader. Greens may need the assistance of Oranges to persuasively communicate their opinions and ideas.

IN A WORD: OBJECTIVE

The communicative style of Greens could be described as objective. They use wording such as "I think" much more often than "I feel". They are most comfortable when **in control** of their emotions and do not usually show their feelings readily. Unless extremely extroverted, Greens usually have rather contained body language that may be difficult to read. They typically talk more about ideas, information and strategies than relationships and personal matters.





TRUE COLORS CHARACTERISTICS

	ORANGE	BLUE	GOLD	GREEN
ROLES IN ORGANIZATIONS AND GROUPS	Inspires others to be on board with the vision, but doesn't always do the work or model the way.	Encourages the heart but does not always challenge or align to processes.	Aligns to processes and is conscious of their role in the group but does not always encourage or inspire.	Models the way and can see the vision but may struggle to inspire others through communication.
VALUES	Charisma, finesse, adventure	Compassion, sympathy, rapport	Dependability, accountability	Resolutions, explanations, answers
DREAMS OF	Spontaneity, impetus results, being free, adventure	Love, affection, authenticity	Influence, status, order, assets	Truth, perfection, accuracy
SEARCHES FOR	Risk, stimulation, energy	Meaning, significance, identity	Security, assurance, belonging, safety	Knowledge, wisdom, effectiveness
DISLIKES	Rigidity, authority, weakness	Hypocrisy, deception, insincerity	Non-conformity, disobedience	Injustice, unfairness
PROMOTES	Opportunities, options, competition	Personal growth	Associations, group bonding	Efficiency, increased output
IHd Id NI	Compels others to love Pi Phi by persuasively sharing personal stories. Values fun and friendship.	Is a true servant leader and always thinks about the wellbeing of other members.	Focuses on compliance with policies and procedures to get tasks accomplished.	Analyzes current ways of doing things to make the experience better for all.
IN RELATIONSHIPS	Seeks relationships with shared activities and interests. Explores new ways to energize relationships. Gives extravagant gifts that bring happiness.	Seeks harmonious relationships and is a true romantic. Brings warmth, empathy and drama to relationships. Enjoys symbols of love such as flowers or small gestures.	Serious and values traditional aspects of relationships. Seeks security in a relationship. Demonstrates love through practical acts.	Loves with their head over heart and does not allow emotions to control relationships. Seeks low maintenance relationships.

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MEETING	FREQUENCY	ATTENDEES	AGENDA ITEMS		
AAC/Exec Meetings	Monthly	Executive Council (CP + VPs only) Alumnae Advisory Committee Members	 Award nominations Appointed officers Approval of the slate of officers Dispensations Membership issues and member accountability Voting on NMs for Initiation Housing issues Officer reports MCE progress Other updates and connections with Exec and their AAC counterparts 		
Chapter Leadership Team	Monthly	Entire Chapter Leadership Team AAC is optional	 Upcoming events and deadlines Officer reports as applicable Areas for improvement Brainstorming opportunities; need a lot of people behind an idea? Bring it up at CLT meetings! Progress on goals and MCE 		
Executive Council Meeting	Weekly	Executive Council (CP + VPs only)	 Team reports delivered by VPs Upcoming dates, budget management, etc. Overall health of chapter 		
Specialty Team Meeting	Weekly	CP or VP and Directors on their team	 Director reports to VP in advance of Exec/ Chapter Meeting Review of Wine and Silver Blue News and other team deadlines Task/project plans and updates 		
Chapter Meeting	Weekly	All initiated members	 Ritual Team reports delivered by VPs Chapter business such as elections, budget votes, accountability votes, etc. Morale boosting activities 		
Committee Meeting	As Needed	All members of a committee	Task/project plans and updates		
In-house Meeting	As Needed	Chapter President, VPFH, DH, other officers as needed, all live-ins	 Updates and reminders pertaining to living in the chapter facility 		





· 💠 · 💠	MEETING NOTES Monthly AAC/Exec Meetings
	Monthly Chapter Leadership Team Meetings
	Weekly Executive Council Meetings
	Weekly Specialty Team Meetings
	Weekly Chapter Meetings
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3-2-1 AGENDA

POSITION				
DATE OF MEETING				
THREE TIPS/REMINDERS:	1.			
	2.			
	3.			
TWO PRAISES/COMPLIMENTS:	1.			
	2.			
ONE FEEDBACK OPPORTUNITY:	1.			





TIPS FOR SHARING FEEDBACK

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NATIONAL PANHELLENIC CONFERENCE

The National Panhellenic Conference (NPC) is an organization composed of 26 inter/national Greek-letter women's-only sororities. Each member organization is an autonomous social group consisting of women who are college and university undergraduates and alumnae.

The goal and purpose of NPC is to promote and advance the common interest of women's-only sororities. The two priorities for NPC are:

- 1. Grow Panhellenic Communities
- 2. Champion the Sorority Experience

OTES:	





NATIONAL PANHELLENIC CONFERENCE SUPPORT

PI BETA PHI AND PANHELLENIC SUPPORT

Pi Beta Phi appoints their Delegate and Chief Panhellenic Officer for the National Panhellenic Conference, and also appoints Panhellenic Officers to support regional teams and chapters with Panhellenic questions and needs. Collegiate Regional Directors (CRDs) provide support directly to chapters on Panhellenic related matters and liaison between the chapter and the international Panhellenic team.

PLEASE CONSULT WITH YOUR CRD IMMEDIATELY WHEN THE FOLLOWING ISSUES ARISE:

- An infraction is filed by or against Pi Beta Phi
- A peer accountability meeting is to take place where a member of Pi Beta Phi is involved
- The College Panhellenic is considering extension (inviting another sorority to join on campus)
- The College Panhellenic or university is considering delayed, deferred or sophomore recruitment
- The College Panhellenic disregards any one of the National Panhellenic Conference Unanimous Agreements:
 - Requiring sorority chapters to maintain a specific scholastic grade point average
 - Requiring a scholastic grade point average as a condition for a chapter's participation in membership recruitment
 - Requiring a scholastic grade point average as a condition for a PNM's participation in the membership recruitment process
 - Requiring a scholastic grade point average as a qualification for pledging or initiation
 - Requiring sorority chapters to maintain a minimum number of members
 - Surveying to collect data that reflects a chapter's internal information or requiring documents that are considered confidential material regarding the chapter's internal operations
 - Lowering a chapter's quota as a sanction
 - Requiring a chapter's Panhellenic delegate to be a specific chapter officer
 - Enacting a College Panhellenic governing document provision or sanction that infringes on the sovereignty, rights or privileges of the individual NPC sororities
 - Voting to contradict an NPC Unanimous Agreement

- The College Panhellenic Constitution, bylaws and/or governing documents (including recruitment rules) are being revised, reviewed or changed
- Relationship/assessment/standards-type document is being developed, implemented or changed
- If such documents infringe upon rights of private organizations, including:
 - Prohibition on membership in a single sex organization
 - Required non-discrimination language
 - Organizational due process
 - Punitive measures on time, place and manner restrictions on recruitment
 - Naming volunteers as Campus Security Authorities (CSAs) or mandated reporters
 - Requests for internal chapter documents
 - Insurance concerns



SUPPORTING YOUR PANHELLENIC DELEGATE





ROUNDTABLE NOTES

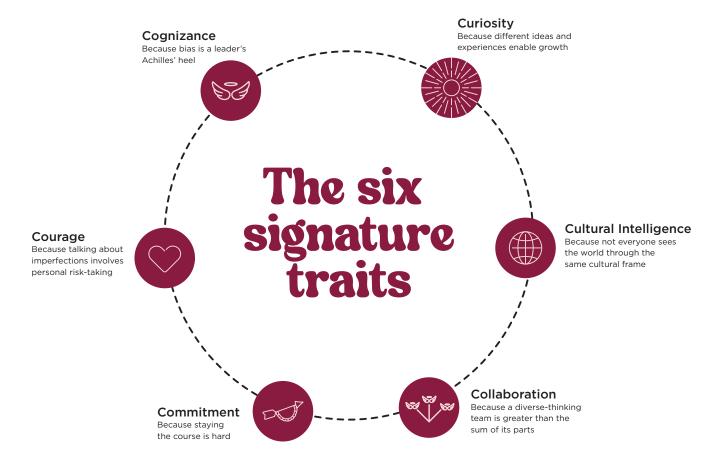
Roundtable 1:	
Roundtable 2:	
Roundtable 3:	





TRAITS OF INCLUSIVE LEADERSHIP

DELOITTE'S SIX TRAITS OF INCLUSIVE LEADERSHIP



TRAIT I AM MOST PRACTICED IN:

RAIT I WOULD LIKE	E TO STRENGTHEN	I TO BE A MOR	E INCLUSIVE	ELEADER:	
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Source: https://www2.deloitte.com/us/en/insights/topics/talent/six-signature-traits-of-inclusive-leadership.html



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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

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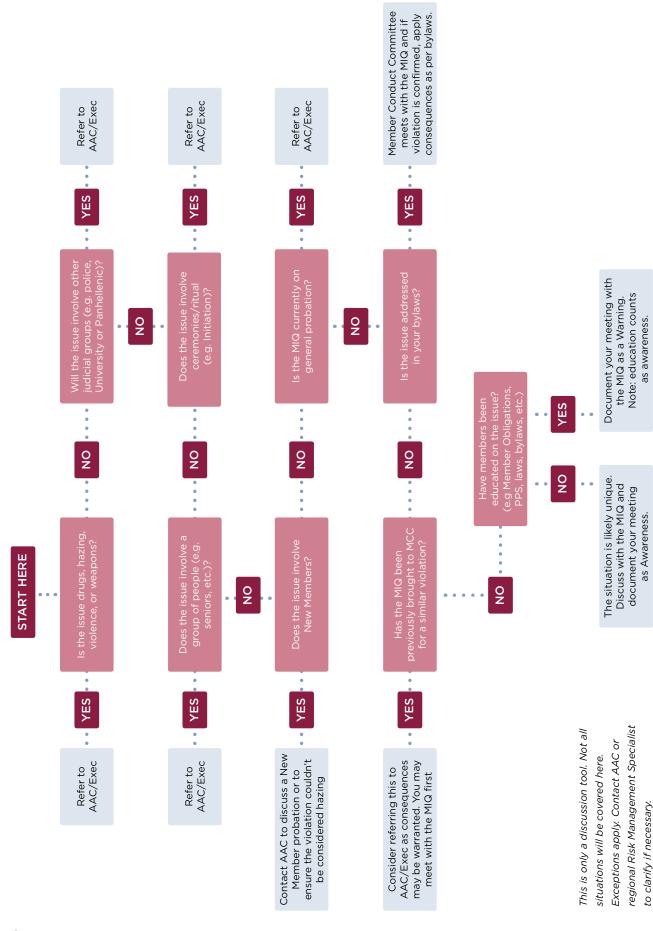
MEMBER ACCOUNTABILITY PROCESS

AWARENESS APPROACH:	
WARNING APPROACH:	
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REFERRAL APPROACH:	
REFERRAL AFFROACH.	
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MEMBER ACCOUNTABILITY DISCUSSION GUIDING FLOW CHART





MEMBER ACCOUNTABILITY CHAPTER VOTES

STEPS TO HANDLING ELEVATED REFERRALS TO AAC/EXEC:

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LEADING THROUGH CRISIS

DEFINING AN EMERGENCY:

EMERGENCY PROCEDURES KEY HIGHLIGHTS:	



LEADING THROUGH CHANGE

MY CHAPTER TRADITIONS:

HARMFUL TRADITIONS WOULD BE DEFINED AS THE FOLLOWING:

- The tradition is not inclusive, and excludes a group or groups
- The tradition could make someone feel uncomfortable
- The tradition could be perceived negatively
- The tradition is dangerous or illegal
- The tradition does not embody Pi Phi's core values
- The tradition does not contribute to the mission or vision of Pi Beta Phi





LEADIN	IG THROUGH	CHANGE	
WHAT ARE S		MAY ENCOUNTER W	HEN TRYING TO CHANGE SO
STEPS TO CE	REATING CHANGE:		
STEP 2:			

STEP 3:	
STEP 4:	
STEP 5:	
STEP 6:	





	GOAL #1	
If you could only accomplish one thing as Chapter President, what would that be?		
Why is this important to you? To your chapter?		
What is the immediate reward for achieving this?		
What is the long term impact of this achievement?		

If you could accomplish a second thing as Chapter President, what would that be?
Why is this important to you? To your chapter?
What is the immediate reward for achieving this?
What is the long term impact of this achievement?
Write a SMART goal for this accomplishment:

GOAL #3		
If you could accomplish a third thing as Chapter President, what would that be?		
Why is this important to you? To your chapter?		
What is the immediate reward for achieving this?		
What is the long term impact of this achievement?		
Write a SMART goal for this accomplishment:		



SMART GOALS - STEP 2: CREATE AN ACTION PLAN

	GOAL #1	
GOAL:		
Identify potential roadblocks to achieving your goal.		
Who are your key partners? How can you utilize your Executive Council? Your Directors? Chapter members?		
Identify tasks that will help you		Due Date:
achieve your goal in a timely manner.		Due Date:
		Due Date:
	GOAL #2	
GOAL:		
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		Due Date:
achieve your goal in a timely manner.		Due Date:
		Due Date:
	GOAL #4	
COAL	GOAL #4	
GOAL:		
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		Due Date:
achieve your goal in a timely manner.		Due Date:
		Due Date:



COLLEGE WEEKEND REFLECTION

How can I share the information I learned this weekend with my chapter?
What do I need to share with my AAC Advisor about what I've learned this weekend?
Who do I need to connect with who might benefit from this information?
How do I anticipate this information will help me in my current or future role as a leader within Pi Beta Phi?





COLLEGE WEEKEND REFLECTION

What feelings do I have about serving in this role over the next year?
What was an "aha" moment for me when something really clicked?
What is my biggest takeaway?





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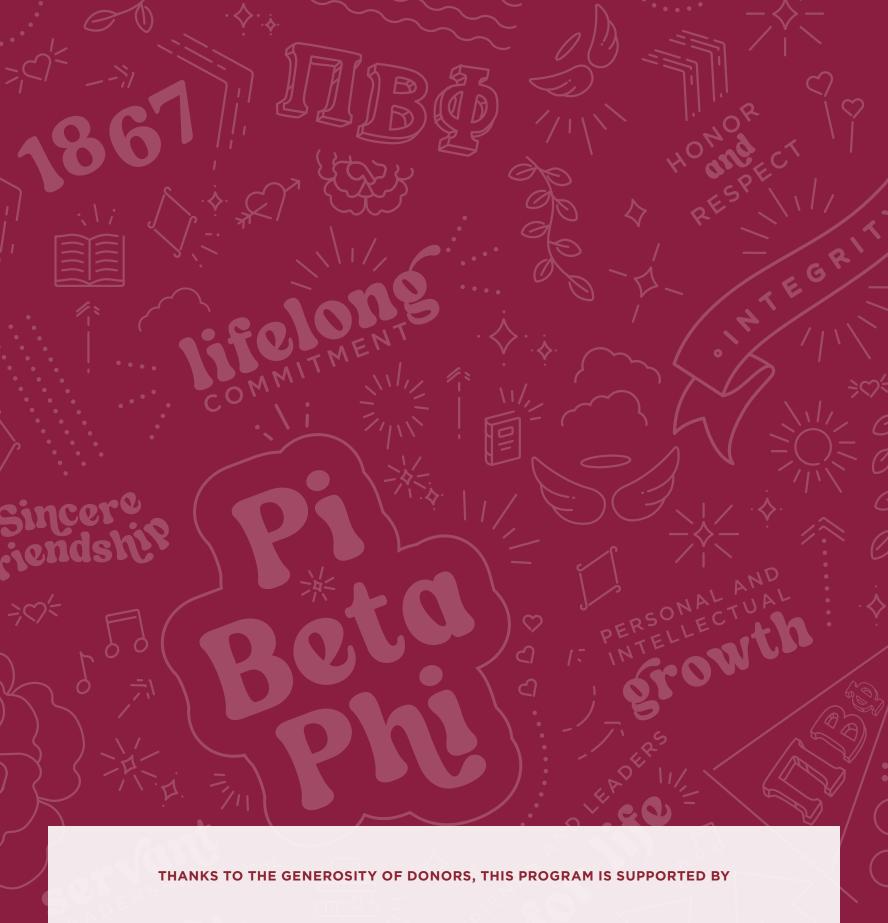




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