



Alumnae Advisory Committee

JANUARY 24-26, 2025



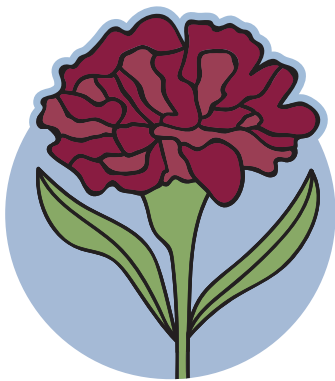
COLLEGE
WEEKEND



WELCOME TO COLLEGE WEEKEND!

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

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



Send Pi Phi Love

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

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



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



PI BETA PHI COLLEGE WEEKEND AGENDA

FRIDAY, JANUARY 24, 2025

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





SATURDAY, JANUARY 25, 2025

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



4:15–6:15 p.m.	Educational Colleges	
7–10 p.m.	Pink Party Dinner 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.	GRAND DEFGH, 4 TH FLOOR
8:30–10 p.m.	Alumnae Reception Network with Pi Phi alumnae and swap sisterhood stories over desserts.	RED PRIVATE DINING ROOM, 1 ST FLOOR
	LNC Meetings with AAC Members <i>Sign up required; visit the app for available times.</i>	STERLING STUDIO 2, 2 ND FLOOR

SUNDAY, JANUARY 26, 2025

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

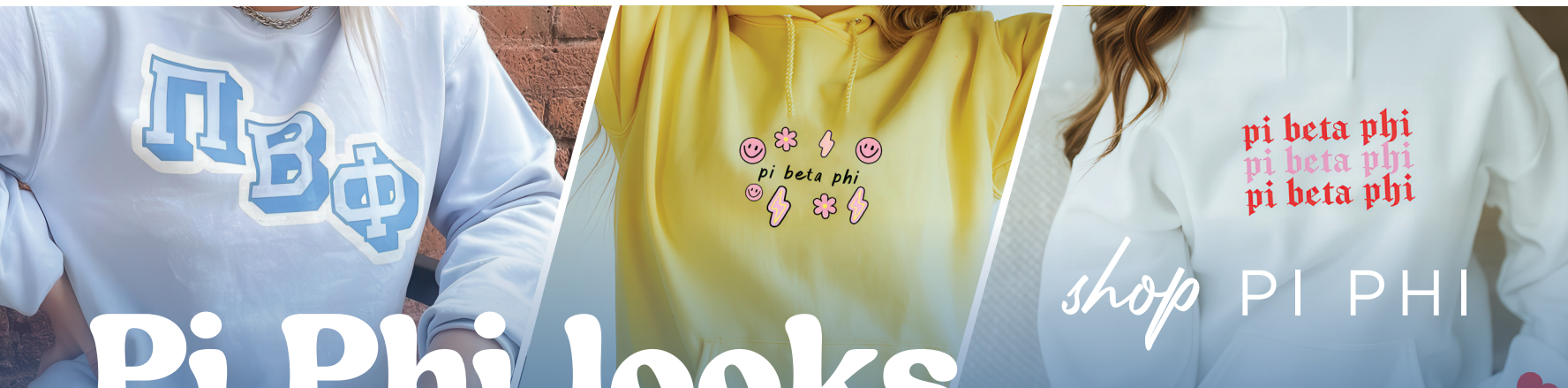
Scan the QR code and complete the form to share your story!



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.



Pi Phi looks good on you!

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

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





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

— WHITNEY STANTON, COLORADO ALPHA

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

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

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



LODGING AND MEALS

LODGING

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

MEALS

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

SPECIAL ACCOMMODATIONS

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

DIETARY RESTRICTIONS

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

EMERGENCY PROCEDURES

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

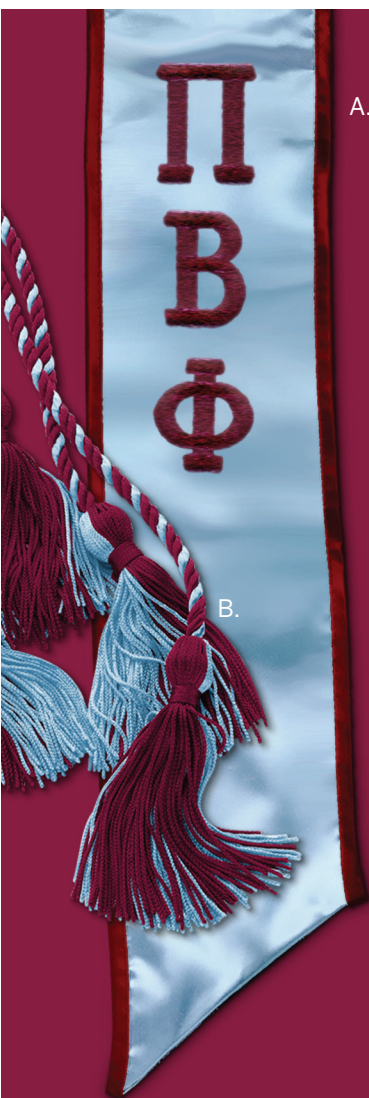
HOTEL PROCEDURE

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

PI BETA PHI PROCEDURE

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

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



A.

Step into your future

with Pi Beta Phi close to heart

B.



C.

D.



E.



F.



G.



H.



I.



J.



K.



L.



M.

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

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

We Are Pi Phi

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

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



NEARBY HOSPITAL AND PHARMACY

Barnes-Jewish Hospital

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

Distance from hotel: 4.8 miles

Approximate travel time: 15-minute drive

CVS Pharmacy (inside Culinaria, A Schnucks Market)

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

Distance from hotel: 0.5 miles

Approximate travel time: 10-minute walk

FIRE AND EVACUATION PROCEDURES

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

ACTIVE SHOOTER PROCEDURES

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

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

REPORTING SAFETY IN CASE OF EMERGENCY

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



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

JUNE 19-21, 2025

**THE GALT HOUSE HOTEL
LOUISVILLE, KENTUCKY**

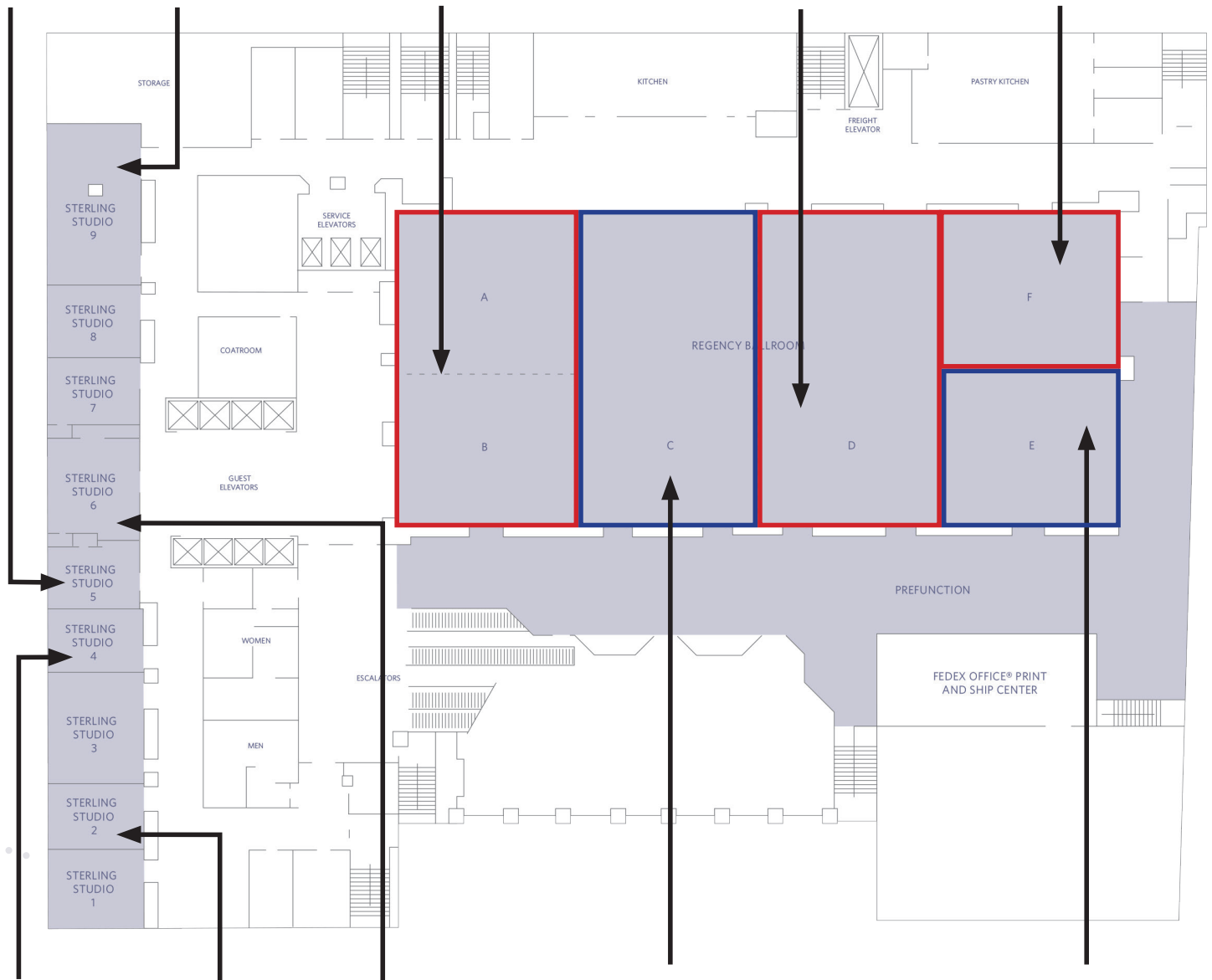
Pi Beta Phi's 75th Biennial Convention: A Celebration of Sisterhood honors our 158-year history and the values at the heart of Pi Beta Phi. Join your Pi Phi sisters in commemorating our shared heritage, celebrating our collective achievements, reaffirming our commitment to our values and envisioning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

Registration will open soon at pibetaphi.org/convention.



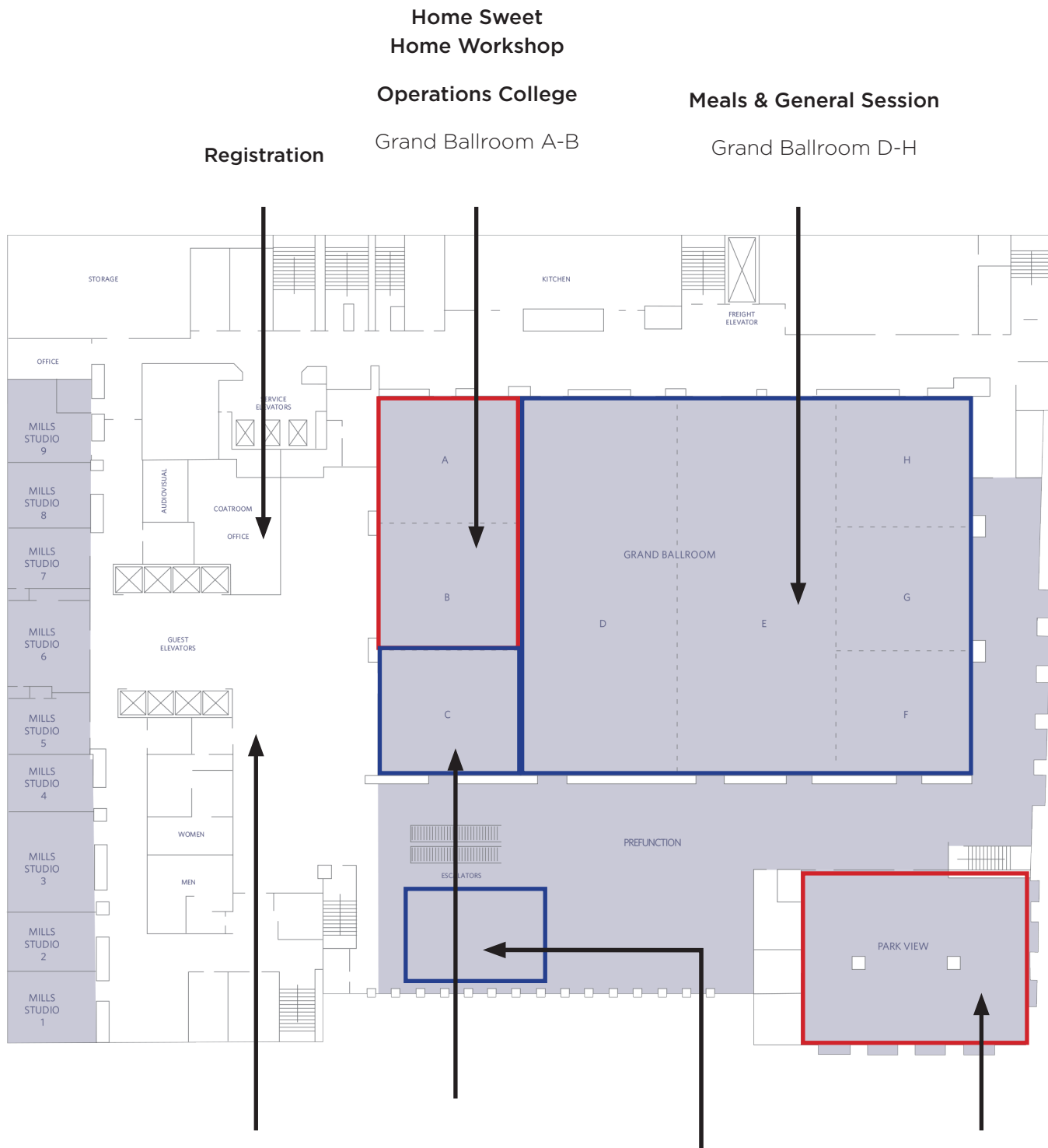
HOTEL MAP – 2ND FLOOR

		Alumnae Advisory Committee College Regency Ballroom A-B		
	Pi Phi Pages Meet-up			
		Building Bridges Workshop Regency Ballroom B		
LGBTQIA+ Affinity Group Meet-up	Safe Sisterhood Workshop	Facilitation Foundations Workshop Regency Ballroom A	Balancing Act Workshop Member Experience College Regency Ballroom D	Community Relations College Crafting Your Chapter Brand Workshop Regency Ballroom F
Sterling Studio 5	Sterling Studio 9			



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
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HOTEL MAP – 4TH FLOOR



BetaBase Learning Lab
Digital Pix Booth

Shop Pi Phi
Grand Ballroom C

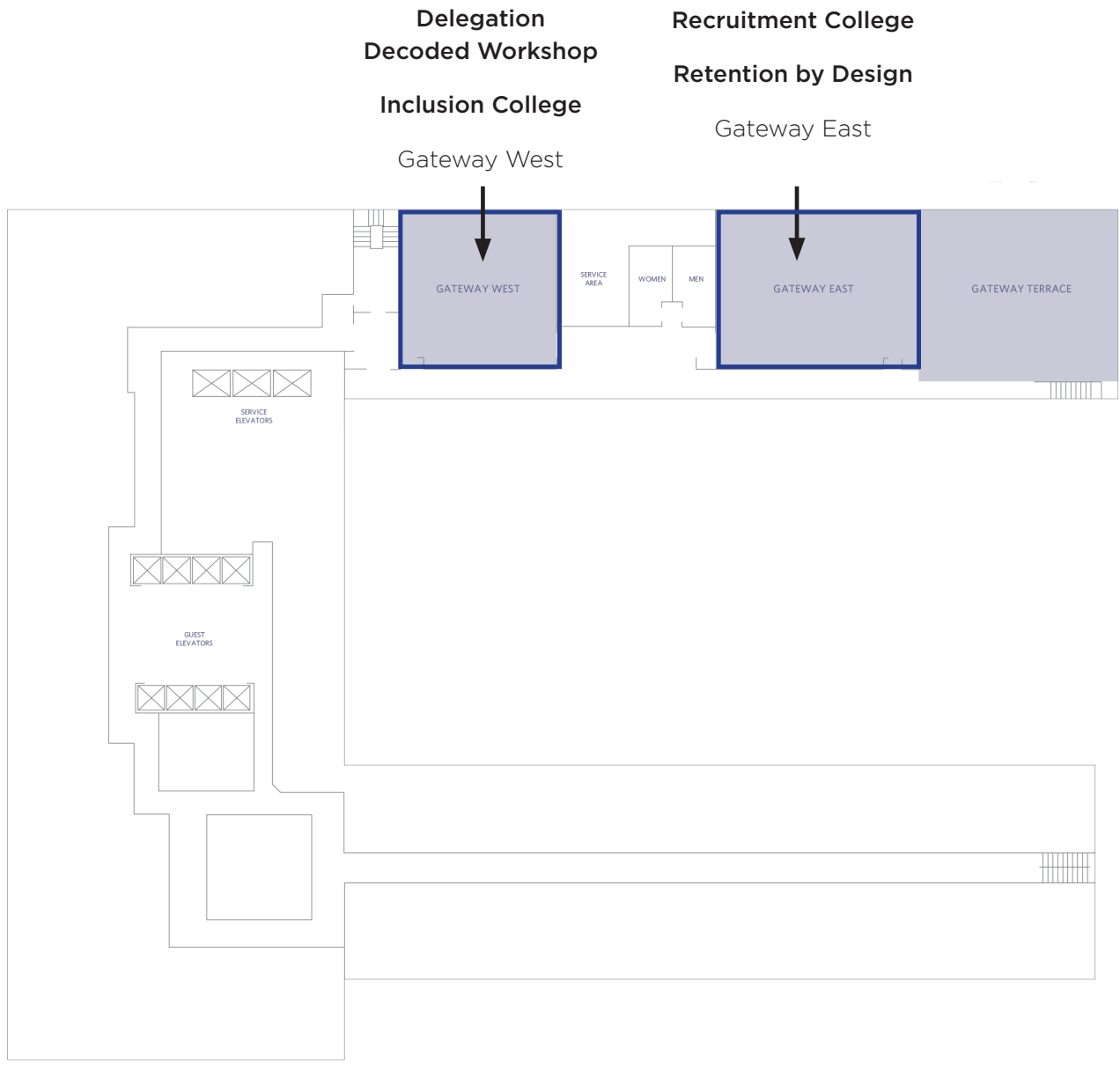
Pi Beta Phi Foundation Wine Carnation Garden

The Power of YOU Workshop
Risk Management College
Park View





HOTEL MAP — 18TH FLOOR



*Pi Phi
giving
day*

3.14.25

Join our Pi Phi Giving Day ambassador team!

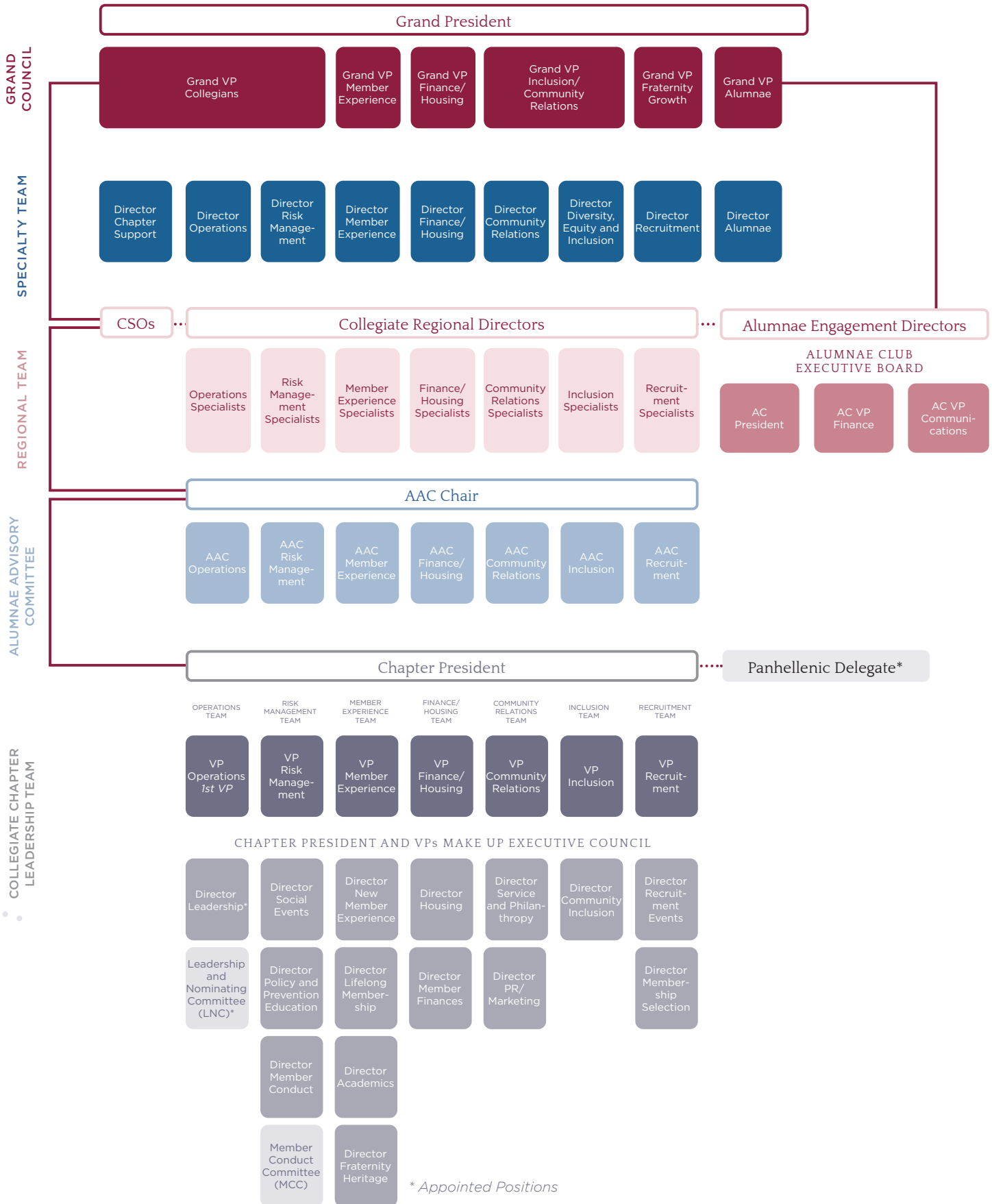
Do you have a passion for Pi Phi and want to make a difference? As an ambassador, you can win exclusive Pi Phi prizes while helping to promote this special day of giving.



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



PI BETA PHI ORGANIZATIONAL STRUCTURE



PI BETA PHI REGIONAL MAP



Smile Big

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

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





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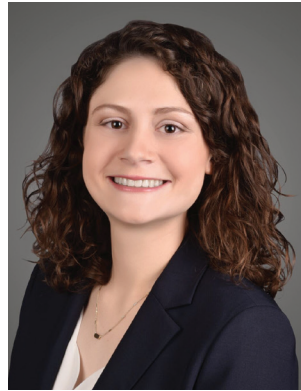
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WELCOME TO THE ALUMNAE ADVISORY COMMITTEE COLLEGE!

Ideal for Advisors within their first few years on an AAC, the Alumnae Advisory Committee College will equip participants with the knowledge, context and resources to best support today’s collegiate members and chapters. Participants will have the opportunity to network with Advisors across Pi Beta Phi and explore tools for confidently advising and mentoring collegians through the lenses of belonging, collaboration and friendship.

By participating in the Alumnae Advisory Committee College, Advisors will be able to:

- Utilize Pi Beta Phi’s Leadership Model to guide their actions and increase their awareness of AAC’s role in representing the Fraternity with the chapter they advise.
- Apply techniques to be a collaborator, listener and coach when addressing common issues facing Pi Beta Phi chapters.
- Increase their confidence in and knowledge of Fraternity resources and support structures.

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TRACK AGENDA

PART I - WELCOME AND NETWORKING | FRIDAY 8 - 9 P.M.

Welcome and Overview of Track

Table Introductions and Relationship Building

Strengthening your Pi Beta Phi Network

PART II - CONTEXT FOR PI PHI LEADERS | SATURDAY 9 - 11:45 A.M.

Pi Phi and Collegians Today

Follow up Discussion with Grand President Lisa Scott and Executive Director Shawn Eagleburger

LNC Introduction

Leading with Values® and Inclusive Leadership

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

Specialty Area Review and Deep Dive

Recruiting and Retaining a Strong AAC

PART IV - APPLICATION IN THE AAC ROLE | SATURDAY 4:15 - 6:15 P.M.

Partnerships for Success

Partnership Highlights: FHC & Foundation Visit

Organizational Update on Meeting Ritual

AAC Track Wrap-up

AAC CHAIR

POSITION DESCRIPTION

OVERVIEW

The Alumnae Advisory Committee Chair (AAC Chair) is responsible for guiding the overall efforts of the chapter's AAC while supporting the maintenance of high standards and the well-being of the chapter. They support AAC members in mentoring chapter officers to fulfill responsibilities and follow up on position-specific issues as needed. The AAC Chair is responsible for building a consistent, cohesive committee of advisors to ensure the chapter has a foundation for long-term success.

RESPONSIBILITIES

- Monitors and adapts AAC structure in partnership with the Alumnae Engagement Director (AED) to provide the most effective support for the chapter, including the incorporation of remote advisors and creation of transition plans among the committee, when needed.
- Acts as the advisor to the Chapter President and the Panhellenic Delegate.
- Engages in weekly communication with the chapter, through the Chapter President.
- Helps to coordinate and oversee communication for varying chapter stakeholders, which may include AAC, chapter officers and members, Chapter Housing Corporation and/or Fraternity Housing Corporation, Regional Team members, Fraternity officers, chapter or local alumnae, campus staff and Headquarters staff.
- Plans regular meetings of the AAC and serves as lead for training and ongoing education and professional development.
- Partners with the AED to recruit new AAC members and support onboarding as needed.
- Provides ongoing feedback to AAC members.
- Reviews all contracts prior to signing by the Chapter President.
- Serves as a point of contact for chapter officers during emergencies.
- Builds a relationship with the campus Fraternity/Sorority Advisor and other institution staff on behalf of the chapter and the Fraternity.
- Coordinates with officers and AAC counterparts to complete all reports as requested by Regional Team, Headquarters and campus staff.
- Ensures AAC attendance at Fraternity events, as the chapter budget allows.



KEY DATES AND DEADLINES

SPRING/ WINTER	<p>Co-facilitate the execution of Officer Leadership Retreat.</p> <p>Ensure the Clery Act disclosure is read to chapter if AAC/CHC members are employed by institution.</p> <p>Review AAC members for future partnerships with the AED.</p> <p>Ensure all housing contracts for the following academic year have been signed in greekbill.</p> <p>Support and guide the chapter’s awards submissions.</p>
FALL	<p>Ensure the Clery Act disclosure is read to chapter if AAC/CHC members are employed by institution.</p> <p>Support chapter officer elections and transitions process.</p> <p>Participate on the Chapter Budget Committee to prepare the budget.</p>
ONGOING	<p>Communicate weekly with the Chapter President.</p> <p>Review chapter goals and leadership needs.</p> <p>Review and approve applicable member status changes in accordance with Fraternity processes.</p> <p>Review and endorse dispensation requests.</p> <p>Partner with Finance/Housing Advisor to oversee chapter finances.</p> <p>Support (fall or spring) recruitment and ongoing Continuous Open Bidding efforts, as necessary in partnership with Recruitment Advisor.</p> <p>Support the execution of the New Member Education Program in partnership with the Member Experience Advisor.</p> <p>Review chapter’s submissions for campus reports and award recognition.</p> <p>Support and guide the chapter’s completion of the Monthly Chapter Evaluation</p>

MANUALS, GUIDES AND RESOURCES

- Alumnae Advisory Committee Manual
- AAC Chair Procedure Notebook
- Constitution and Statutes
- Emergency Procedures
- Event Planning and Management Guide
- Handling Standards Issues Guide
- Membership Status Guide
- Monthly Chapter Evaluation
- 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)

AAC OPERATIONS

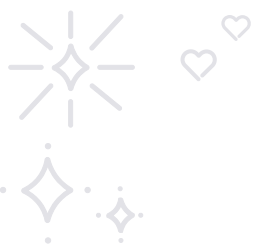
POSITION DESCRIPTION

OVERVIEW

The Alumnae Advisory Committee Operations (AACO) serves as a member of the chapter's AAC by supporting the Vice President Operations (VPO) and Director Leadership within the Operations Team. The AACO provides guidance and support to ensure the administrative functions of the chapter, such as roster management, reporting, scheduling, and contracts, are well-organized and executed. They also assist the Leadership and Nominating Committee with elections and ongoing leadership development. They support the collegiate officers by coaching them on how to accomplish their responsibilities and holding them accountable to position-specific tasks.

RESPONSIBILITIES

- Acts as a resource for the VPO, Director Leadership and the Leadership and Nominating Committee (LNC).
- Mentors the Operations Team to develop their leadership skills.
- Works with the VPO and LNC to oversee the chapter election process and implement successful officer transitions within the chapter. When possible, sits in on LNC interviews or coordinates another AAC member to observe.
- Monitors reporting, chapter documentation, correspondence, member contracts, member files and chapter procedures. This includes the annual review of chapter bylaws to ensure consistency with applicable policies and procedures and alignment to help ensure effective chapter operations.
- Routinely and carefully reviews chapter reports to identify areas of concern that involve challenges within her area of expertise; acts promptly to resolve identified concerns.
- Supports membership status change efforts with chapters. May need to advise in unclear situations and provide suggestions on status options.



KEY DATES AND DEADLINES

<p>ANNUALLY</p>	<p>Confirm the annual signing of Member Obligations has been coordinated.</p> <p>Support the annual bylaws review process as directed by the Regional Team.</p> <p>Review individual award nominees selected by LNC by March 1.</p> <p>Ensure LNC coordinates chapter elections between Oct. 15 - Feb. 1 and be present for interviews, if possible.</p> <p>Review and approve the presented slate with Exec and AAC.</p> <p>Participate in the appointment of LNC members with Exec and AAC after elections.</p>
<p>EACH TERM</p>	<p>Confirm chapter roster is accurate by monitoring the VPO's input of member status changes.</p> <p>Coordinate the Undergraduate Alumna Status application process and upload approved applications to BetaBase.</p>
<p>ONGOING</p>	<p>Identify any mid-term vacancies to be filled and support LNC to slate/elect these positions.</p> <p>Communicate weekly with the Vice President Operations.</p> <p>Ensure the Operations team contributes to the Monthly Chapter Evaluation.</p>

MANUALS, GUIDES AND RESOURCES

- Alumnae Advisory Committee Manual
- AAC Operations Procedure Notebook
- Bylaws Guide and Templates
- Chapter Officer Report Calendar
- Constitution and Statutes
- Leadership and Nominating Committee Elections Guide
- Leadership Model and Outline
- Member Obligations
- Membership Status Guide and Visual
- Monthly Chapter Evaluation
- Notice of Resignation Form
- Notice of Transfer and Affiliation Form
- Point Systems Guide
- Undergraduate Alumna Status Application





MONTHLY CHAPTER EVALUATION FOR VICE PRESIDENT OPERATIONS AND OPERATIONS TEAM

MEETING EXPECTATIONS STANDARDS

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

EXCEEDING EXPECTATIONS STANDARDS

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



AAC RISK MANAGEMENT POSITION DESCRIPTION

OVERVIEW

The Alumnae Advisory Committee Risk Management (AACRM) serves as a member of the chapter's AAC by supporting the Vice President Risk Management (VPRM) and Directors within the Risk Management Team. The AAC Risk Management provides guidance and support that helps the chapter implement policies, accountability, contracts and procedures that ensure member safety. They support the collegiate officers by coaching them on how to accomplish their responsibilities and by holding them accountable on position-specific tasks.

RESPONSIBILITIES

- Acts as a resource for the Vice President Risk Management (VPRM) and their team.
- Mentors the Risk Management Team to help them build skills within the areas of accountability, event planning and prevention education.
- Monitors the education of members on Fraternity and campus/community policies and local, state, provincial and federal laws.
- Ensures the chapter's compliance with any campus, council or community risk management requirements.
- Coaches officers on member confidentiality and addresses any issues in a timely manner.
- Ensures compliance with internal chapter investigation procedures if the chapter is placed under Investigative Status.
- Supports the Member Conduct Committee (MCC) as needed.
- Collaborates with other AAC members to ensure all chapter events are congruent with event planning policies and other safety policies and procedures.

KEY DATES AND DEADLINES

ONGOING	Review and approve all contracts and certificates of insurance before being signed by the Chapter President. Support the completion of the Risk Audit Report by Nov. 1 and review chapter's submission after due date. Collaborate with regional Risk Management Specialist to review chapter requests for policy or procedure exceptions. Approve event themes and apparel/merchandise designs. Communicate weekly with the Vice President Risk Management. Provide feedback on the Risk Management section of the Monthly Chapter Evaluation when necessary.
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MANUALS, GUIDES AND RESOURCES

- Alumnae Advisory Committee Manual
- AAC Risk Management Procedure Notebook
- Bylaws Guide and Template
- Chapter Officer Report Calendar
- Constitution and Statutes
- Critical Conversations® Program Guide
- Critical Conversations Advisor Topic Briefs
- Event Planning and Management Guide
- Member Accountability Guide
- Monthly Chapter Evaluation
- MJ Insurance Summary
- Member Accountability Guide
- Policy and Position Statement Education Guide
- Policy and Position Statements Education Workshop
- Prevention Education Guide



MONTHLY CHAPTER EVALUATION FOR VICE PRESIDENT RISK MANAGEMENT AND RISK MANAGEMENT TEAM

MEETING EXPECTATIONS STANDARDS

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

EXCEEDING EXPECTATIONS STANDARDS

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

AAC MEMBER EXPERIENCE POSITION DESCRIPTION

OVERVIEW

The Alumnae Advisory Committee Member Experience (AACME) serves as a member of the chapter’s AAC by supporting the Vice President Member Experience (VPME) and Directors within the Member Experience Team. She provides guidance and support that helps the chapter implement programs for the benefit of the member experience, preservation of Fraternity heritage and promotion of Fraternity values. They support the collegiate officers by coaching them on how to accomplish their responsibilities and by holding them accountable on position-specific tasks

RESPONSIBILITIES

- Acts as a resource for the Vice President Member Experience (VPME) and their team.
- Continually monitors member retention and satisfaction to provide strategic direction for programming.
- Guides the Member Experience Team on implementation of *Leading with Values*® programming, academic programming and member experience programming. Ensures the chapter completes surveys for *Leading with Values* programming.
- Ensures chapter has an appreciation for and honors Fraternity heritage and rituals; oversees pledging, initiation and other ceremonies to ensure adherence to procedure and Ritual.
- Review each term’s chapter history once submitted by the Director Fraternity Heritage.

KEY DATES AND DEADLINES

EACH TERM	<p>Ensure the chapter plans <i>Leading with Values</i> and Fraternity heritage activities.</p> <p>Oversee the planning of pledging, initiation and other ceremonies.</p> <p>Review the chapter history once submitted by the Director Fraternity Heritage.</p>
SPRING	<p>Confirm the completion of the Annual Member Evaluations by the specified due date.</p>
ONGOING	<p>Communicate weekly with the Vice President Member Experience.</p> <p>Provide feedback on the Member Experience section of the Monthly Chapter Evaluation when necessary.</p>

MANUALS, GUIDES AND RESOURCES

- Alumnae Advisory Committee Manual
- AAC Member Experience Procedure Notebook
- Chapter Officer Report Calendar
- Constitution and Statutes
- Executive Council Officer Manual
- *Leading with Values* seminars
- Monthly Chapter Evaluation



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





AAC FINANCE/HOUSING POSITION DESCRIPTION

OVERVIEW

The Alumnae Advisory Committee Finance/Housing Advisor (AAC F/HA) is responsible for the overall review and supervision of chapter financial and housing affairs. They reviews and approve financial transactions subject to chapter budget thresholds, comply with segregation of duties for financial oversight, oversee payment plan requests, review and approve member residency requirement requests, and assist with overall supervision of Vice President Finance and Housing activities.

RESPONSIBILITIES

- Completes bank and purchase card reconciliations monthly no later than the 10th of the month or as soon as the statement(s) are received.
- Signs chapter checks as an authorized second signer on all chapter bank accounts and Certificates of Deposit.
- Approves purchase card transactions including new card orders and adding funds to individual cards.
- Approves chapter purchases per threshold requires as noted in chapter bylaws.
- Reviews and approves chapter budget prior to submission to regional Finance/Housing Specialist for final approval.
- Reviews and approves payment plan requests submitted by the Vice President Finance and Housing.
- Manages delinquent member accounts and takes appropriate action as necessary.
- Reviews member invoices entered by the Director Member Finances
- Reviews and signs the “Member Request Regarding Chapter Housing Residency Requirement” document for all housing requests.
- Manages and maintains a communicative and working relationship with Chapter House Corporation (CHC) or Fraternity House Corporation (FHC).

KEY DATES AND DEADLINES

SPRING/ WINTER	Verify housing contracts in greekbill are signed Approve payment plans for members
SUMMER	Review delinquent member accounts and take appropriate actions as necessary. Review member invoices for fall term.
FALL	Review and approve chapter budget for submission to the regional Finance/Housing Specialist. Review member invoices for spring/winter term. Approve payment plans for members
ONGOING	Reconcile all bank accounts and purchase cards no later than the 10 th of each month. Approve and sign chapter checks and purchase card transactions as authorized second signer, subject to thresholds per bylaws. Provide feedback on the Finance/Housing section of the Monthly Chapter Evaluation when necessary.





MANUALS, GUIDES AND RESOURCES

- Alumnae Advisory Committee Manual
- AAC Finance/Housing Procedure Notebook
- Constitution and Statutes
- Finance and Housing Specific Manuals in the Resource Library
- Membership Status Guide
- Monthly Chapter Evaluation
- Policy and Position Statements



MONTHLY CHAPTER EVALUATION FOR VICE PRESIDENT FINANCE/HOUSING AND FINANCE/HOUSING TEAM

MEETING EXPECTATIONS STANDARDS

- Reviews officer budget to actuals for each term and works with officers who are close to or over their budget to ensure overspending does not happen
- Submits required documents to Headquarters and/or the Regional Team by the set deadlines including chapter financial records and annual budget
- Housing contracts are signed in greekbill prior to the start of the term and invoiced accurately according to Pi Beta Phi procedure (if applicable)
- Chapter Budget Committee meets more than once to review the Budget to Actual Report and recommend adjustments as necessary
- Reviews members who have been placed on Automatic Financial Probation (AFP) and sends the notice of AFP to member via certified mail
- The chapter facility is filled to capacity (for chapters with residential chapter facilities)

EXCEEDING EXPECTATIONS STANDARDS

- Presents a financial education program focused on topics outside the scope of Pi Beta Phi financial policies
- Ensures consistent monthly communication or meetings are conducted with the Chapter House Corporation/Fraternity Housing Corporation

AAC COMMUNITY RELATIONS POSITION DESCRIPTION

OVERVIEW

The Alumnae Advisory Committee Community Relations (AACCR) serves as a member of the chapter’s AAC by overseeing the Vice President Community Relations and their team. They provide guidance that helps shape the chapter’s public relations strategy, communication efforts and philanthropic programming. They support the collegiate officers by coaching them on how to accomplish their responsibilities and by holding them accountable on position-specific tasks.

RESPONSIBILITIES

- Acts as a resource for the Vice President Community Relations (VPCR) and their team.
- Mentors the Community Relations Team to develop their leadership skills.
- Ensures the Pi Beta Phi brand is effectively represented on campus.
- Coaches officers and members on strategic use of social media and public relations initiatives to boost chapter image.
- Directs, monitors and educates chapter on planning and implementing comprehensive Read > Lead > Achieve® initiatives.
- Aids leadership in setting goals and creating action plans for successful philanthropic initiatives including following financial, marketing and fundraising procedures.
- Guides efforts to develop and promote relationships with all constituents, including chapter members, parents, alumnae, campus professionals and community entities.

KEY DATES AND DEADLINES

ONGOING	<p>Ensure chapter submits news to <i>The Arrow</i> and Pi Phi’s social media channels.</p> <p>Ensure donations are made to Pi Beta Phi or other charitable partners in a timely manner.</p> <p>Monitor social media channels, chapter websites and chapter e-communications to ensure appropriateness and brand consistency.</p> <p>Ensure positive chapter promotions, as campus mediums allow.</p> <p>Review all alumnae communications before distribution.</p> <p>Communicate weekly with the Vice President Community, Director Service and Philanthropy and Director PR/Marketing.</p> <p>Provides feedback on the Community Relations section of the Monthly Chapter Evaluation when necessary.</p>
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MANUALS, GUIDES AND RESOURCES

- Alumnae Advisory Committee Manual
- AAC Community Relations Procedure Notebook
- Brand Guidelines
- Brand Sponsorship Guidelines
- Chapter Officer Report Calendar
- Constitution and Statutes
- Executive Council Officer Manual
- Monthly Chapter Evaluation
- Philanthropy and Service Planning Tool
- Social Media Guide
- *The Arrow* Guide
- Website Guide



MONTHLY CHAPTER EVALUATION FOR VICE PRESIDENT COMMUNITY RELATIONS AND COMMUNITY RELATIONS TEAM

MEETING EXPECTATIONS STANDARDS

- Makes donation to Pi Beta Phi Foundation's Literacy Fund of at least 10 fundraised dollars per chapter member
- Supports the Fraternity's vision of leading the way to a more literate society by participating in or advocating for at least one Read > Lead > Achieve® initiative or other literacy programming or advocacy effort
- Participates in a philanthropy or service project of the chapter's choosing to benefit the campus or local community
- Partners with the Recruitment Team to produce recruitment videos and other marketing materials to authentically represent the chapter in a way that aligns with the Fraternity's core values
- Advances the Pi Phi brand by maintaining an active social media presence and updating its chapter website at least once per academic term
- Plans and executes an annual alumnae event or communication campaign

EXCEEDING EXPECTATIONS STANDARDS

- Makes donation to Pi Beta Phi Foundation's Friendship Fund of at least 10 fundraised dollars per chapter member
- Exceeds donation to Pi Beta Phi Foundation's Literacy Fund of at least 10 fundraised dollars per chapter member
- Nominates an organization to receive a Local Impact Grant
- Plans and executes a campus-wide literacy advocacy event
- Promotes a positive image of the chapter through campus engagement, including chapter presence at major campus or community events and member engagement in other registered student organizations
- Records five service hours per member
- Submits content to *The Arrow*



AAC INCLUSION POSITION DESCRIPTION

OVERVIEW

The Alumnae Advisory Committee (AAC) Inclusion Advisor serves as a member of the chapter's AAC by overseeing the Vice President Inclusion and their team. This Advisor provides guidance that helps the Inclusion Team implement strategic and programmatic diversity, equity and inclusion (DEI) efforts to create a more inclusive chapter experience. They support the collegiate officers by coaching them on how to accomplish their responsibilities and by holding them accountable on position-specific tasks.

RESPONSIBILITIES

- Acts as a resource for the Vice President Inclusion (VPI) and the Inclusion Team
- Mentors the Inclusion Team to develop their leadership skills
- Provides leadership in evaluating chapter needs, setting goals and creating action plans for successful DEI initiatives to promote inclusivity
- Guides chapter leaders to critically review and adopt accessible and inclusive practices within chapter procedures, connecting chapters with other relevant specialists to implement changes
- Coaches chapter leaders and members to address reports of discriminatory or bias conduct
- Advises on strategies for developing meaningful partnerships with organizations and experts on campus and in the community
- Encourages the Inclusion Team to collaborate across specialty teams in the chapter, particularly with the Community Relations and Member Experience Teams
- Serves as a collaborator and supporter across the AAC to address gaps in inclusion practices

KEY DATES AND DEADLINES

ONGOING	Review DEI plans, programming and communication prior to execution Review policy and procedure changes proposed in relation to DEI efforts Share relevant Fraternity or campus DEI updates with the AAC Communicate weekly with the Vice President Inclusion Provide feedback on the Inclusion section of the Monthly Chapter Evaluation when necessary.
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MANUALS, GUIDES AND RESOURCES

- Alumnae Advisory Committee Manual
- AAC Inclusion Procedure Notebook
- 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

MONTHLY CHAPTER EVALUATION FOR VICE PRESIDENT INCLUSION AND INCLUSION TEAM

MEETING EXPECTATIONS STANDARDS

- Conducts one diversity, equity and inclusion (DEI) chapter-wide program or workshop focused on the chapter's needs with the entire chapter
- Develops and executes a plan for celebrating the diversity within the chapter and campus community using internal and external platforms
- Collaborates with Chapter Leadership Team to facilitate accessible and inclusive chapter events, activities and gatherings
- Collaborates with Chapter Leadership Team to review current practices and procedures and recommend updates that reflect a more equitable and inclusive chapter

EXCEEDING EXPECTATIONS STANDARDS

- Builds broad support for an inclusive member experience by engaging the full membership in dialogue, events and engagement opportunities
- Integrates diversity, equity and inclusion practices into chapter programming, events, processes and procedures across the entire Chapter Leadership Team
- Informs educational programming through assessment data to meet chapter's needs
- Participates in one community initiative hosted by or with another organization that aligns with Pi Beta Phi's Commitment to Diversity, Equity and Inclusion
- Sponsors a campus-wide community program or service initiative that highlights or demonstrates commitment to diversity, equity and inclusion



AAC RECRUITMENT POSITION DESCRIPTION

OVERVIEW

The Alumnae Advisory Committee (AAC) Recruitment Advisor serves as a member of the chapter's AAC by supporting the Vice President Recruitment (VPR) and the Recruitment Team. They provide guidance and support for the chapter's recruitment efforts. They support the collegiate officers by coaching them on how to accomplish their responsibilities and by holding them accountable to position-specific tasks.

RESPONSIBILITIES

- Acts as a resource for the VPR, Director Recruitment Events, Director Membership Selection and Chapter Membership Selection Committee.
- Mentors the Recruitment Team to develop their leadership skills.
- Directs, monitors and educates the chapter on strategic vision for both primary recruitment and Continuous Open Bidding.
- Supports the development and facilitation of ongoing recruitment preparation workshops and recruitment policy education.
- Ensures all Recruitment Information Forms (RIF) are acknowledged appropriately.
- Ensures AAC representation at chapter membership selection sessions for primary recruitment and COB.
- Collaborates with AAC Member Experience to ensure members are educated and align membership selection with Fraternity values.
- Assists in resolution of chapter recruitment issues.

KEY DATES AND DEADLINES

TERM OF PRIMARY RECRUITMENT	<p>Oversee the primary recruitment process and serve as the main resource to the Recruitment Team during that period.</p> <p>Appropriately destroy/manage confidential information within two weeks of primary recruitment.</p> <p>Review the Primary Recruitment Evaluation (submitted by the VPR) and ensure the chapter recruitment evaluation is distributed to new and initiated members within two weeks of primary recruitment.</p>
NON-PRIMARY RECRUITMENT TERM	<p>Approve the Spirit Week schedule and ensure the dates have been communicated with the AAC and the chapter.</p> <p>Approve all plans for recruitment rounds including videos, entertainment, decorations, etc.</p> <p>Approve recruitment absences.</p> <p>Approve recruitment budget.</p>
ONGOING	<p>Communicate weekly with the Vice President Recruitment</p> <p>Communicate with the Regional Team frequently</p> <p>Provide feedback on the Recruitment section of the Monthly Chapter Evaluation when necessary</p>



MANUALS, GUIDES AND RESOURCES

- AAC Recruitment Checklist
- AAC Recruitment Procedure Notebook
- Alumnae Advisory Committee Manual
- Alumnae and Parent Engagement Guide
- Chapter Officer Report Calendar
- Collegiate Recruitment Guide for Alumnae
- Constitution and Statutes
- Continuous Open Bidding Guide
- Event Planning and Management Guide
- Membership Selection 101
- Monthly Chapter Evaluation
- Policy and Position Statements
- Recruitment Events Guide
- Recruitment Prep Guide
- Recruitment Process Guide

MONTHLY CHAPTER EVALUATION FOR VICE PRESIDENT RECRUITMENT AND RECRUITMENT TEAM

MEETING EXPECTATIONS STANDARDS

- Matches to quota during primary recruitment or extends snap bids or continuous open bidding (COB) bids to meet quota
- Consciously works toward membership growth goals whenever below campus total, with chapter size at 90% of total or greater
- Adheres to all membership selection policies and procedures, including complying with invitation policies of the College Panhellenic for both primary and secondary pool, unless variance is approved by Recruitment Specialist
- Chapter holds a total of six recruitment prep workshops with the entire chapter per calendar year (recommended one per month outside of Spirit Week)

EXCEEDING EXPECTATIONS STANDARDS

- Matches to quota during primary recruitment due to outstanding primary recruitment preparation and execution
- Chapter is at campus total
- Chapter's recruitment prep workshops focus on the intentional development of members' recruitment skills beyond reviewing songs, logistics, membership selection processes, etc.

Recs from my sisters









FINANCIAL POSITIONING



YOUR STORY IN A NAME

WHO GAVE YOU YOUR NAME?

WHAT IS THE ORIGIN OF YOUR NAME AND WHEN DID YOU COME TO KNOW THIS ORIGIN STORY?

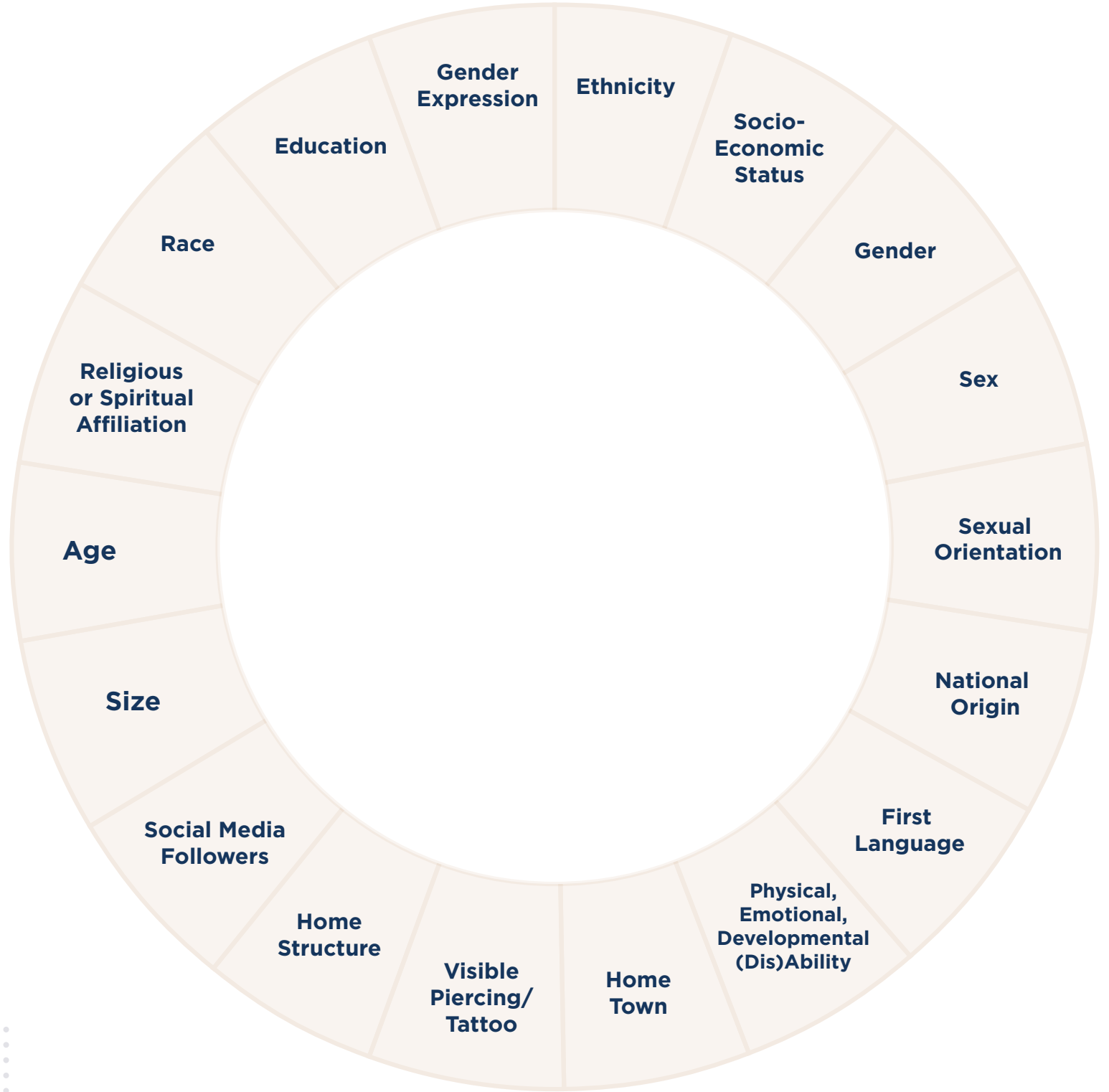
DO YOU HAVE ANY NICKNAMES? WHO GAVE YOU THESE?

WHAT DO YOU PREFER TO BE CALLED?

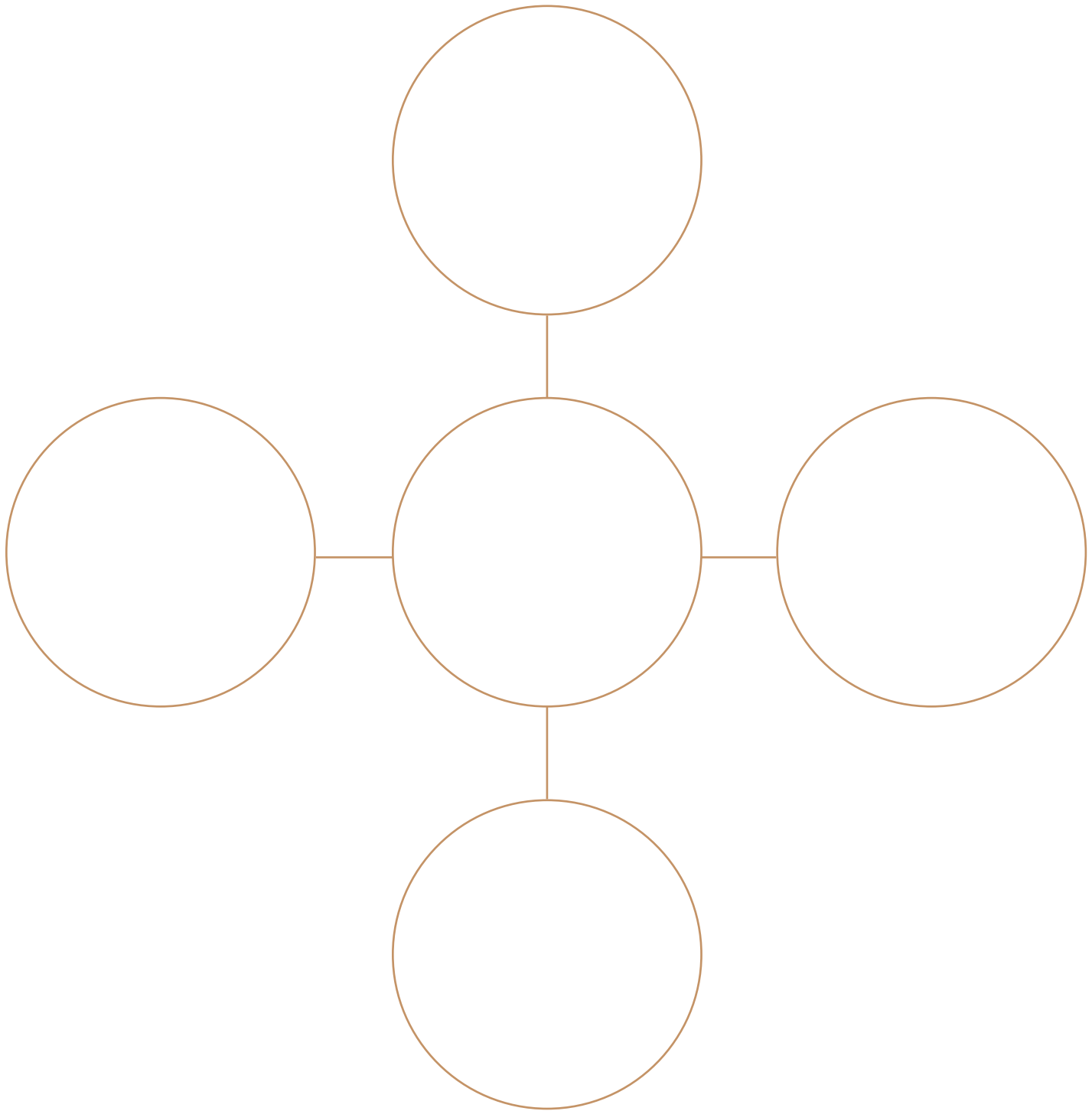




SOCIAL IDENTITY WHEEL



CIRCLES WITHIN ME





SCENARIO DEBRIEF

WHAT ARE THE IMPORTANT ASPECTS OF THIS SCENARIO? HAS ANYONE EXPERIENCED ANYTHING SIMILAR?

WHO ARE THE KEY STAKEHOLDERS IN THIS SCENARIO?

WHAT WOULD BE YOUR ROLE IN HELPING TO ADDRESS THE BEHAVIORS AND WHO WOULD YOU NEED TO WORK WITH?

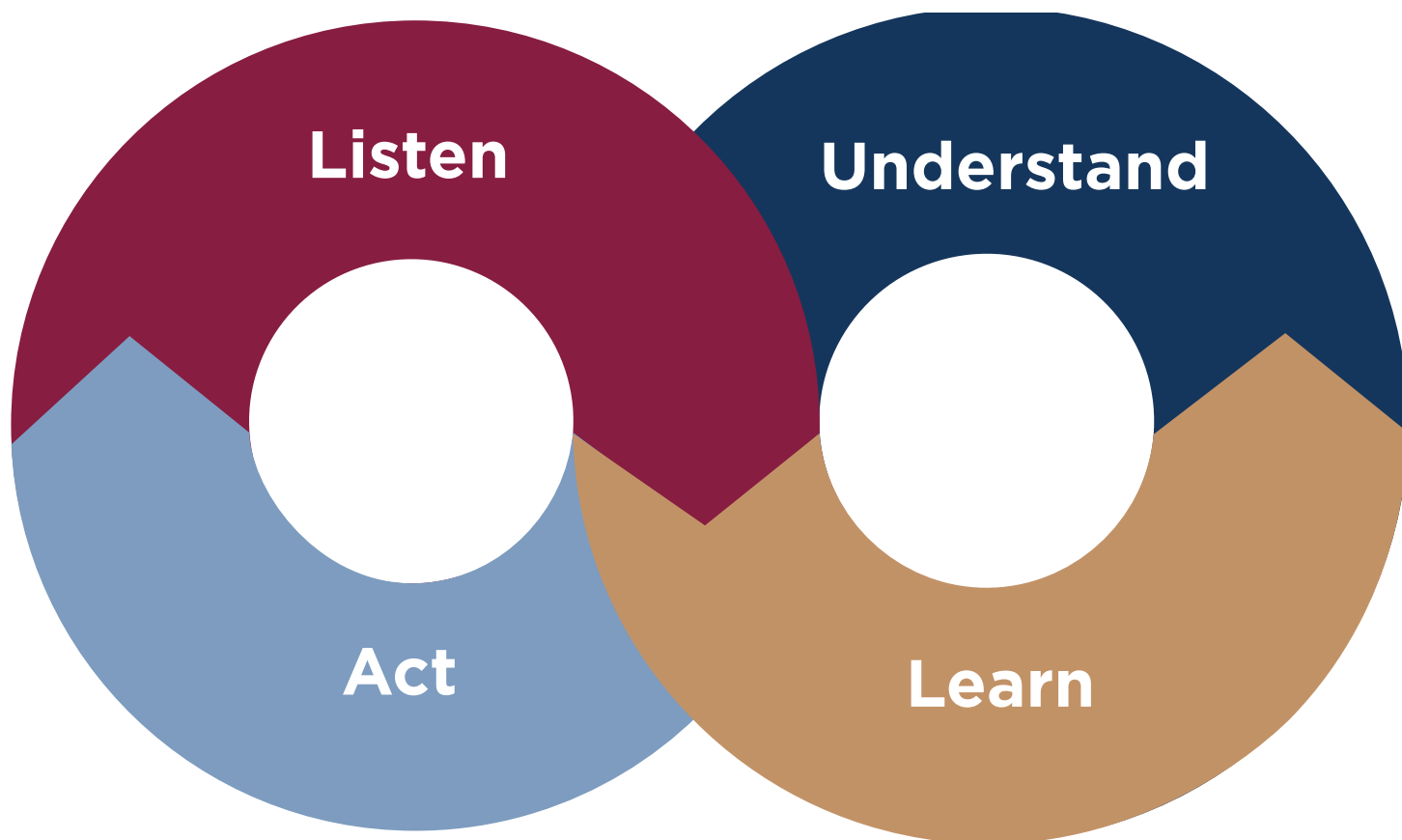
WHAT STRUGGLES WOULD YOU HAVE ASSISTING THE CHAPTER IN HANDLING THIS SCENARIO?

OTHER TAKEAWAYS?





LISTENING MODEL



LEADERSHIP MODEL

The Pi Beta Phi Leadership Model is a set of leadership expectations that reflect Pi Phi's culture, values and servant leadership philosophy. The model defines what leadership should look like in Pi Phi. It can also be used as a roadmap to help individual members identify and develop the capabilities necessary to an outstanding Pi Phi leader.

The model includes two key components: Leadership Competencies and Leadership Behaviors. It is grounded in and reflects Pi Phi values.



GROW THE ORGANIZATION

Envisioning and Inspiring

1. Develops a compelling vision for the future, clearly communicates it and connects others to it
2. Establishes direction and priorities; sets goals effectively for themselves and the group
3. Evaluates the direction and performance of the organization continuously
4. Is able to see the big picture and the benefits of long-term perseverance
5. Is proactive rather than reactive
6. Plays ideas out; sees the end at the beginning

Planning and Execution

7. Plans and organizes work effectively for themselves and others
8. Plans and runs effective meetings
9. Manages their time effectively; efficiently completes multiple tasks on time
10. Solves problems quickly and effectively; breaks complex issues into manageable parts
11. Understands available resources and delegates effectively

Change Management

12. Focuses on the future; challenges the processes/status quo
13. Embraces change while understanding the organization's capacity for change; sets the appropriate pace
14. Is perceived by others as a change agent who establishes broad-based buy-in for overall direction and change; builds broad ownership and support
15. Understands the dynamics of change and how to move people through it effectively; acknowledges the successes of the past while advocating for change
16. Demonstrates personal flexibility and resilience

LEAD THE TEAM

Influence and Communication

17. Influences others to achieve goals
18. Is persuasive; sells ideas to others effectively
19. Listens actively, openly and genuinely. Truly seeks to understand first and then to be understood
20. Demonstrates ability to explain, rather than just tell
21. Knows when to plant seeds and when to back off and let them take root
22. Resolves conflict effectively; cares enough to confront
23. Communicates effectively orally and in writing

Empowerment and Followership

24. Enables others to act and inspires them to follow their lead
25. Delegates effectively; doesn't try to do it all themselves
26. Motivates others and encourages the heart
27. Understands and practices good followership; knows when to lead and when to follow
28. Recognizes and values the importance of service to others and that all can lead through service
29. Creates positive energy in the face of challenges

Developing Others

30. Coaches and develops other leaders across the organization
31. Understands, values and embraces individual diversity, equity and accessibility
32. Works effectively with a variety of personalities
33. Gives constructive feedback openly
34. Rewards and recognizes others

Relationships and Teamwork

35. Builds and maintains positive relationships based on trust and mutual respect
36. Fosters and promotes an inclusive culture by building relationships across the organization
37. Uses relationship skills to build teamwork and harmony in the organization
38. Drives collaboration among individuals within the Fraternal community
39. Establishes positive relationships with constituents outside the Fraternity/Sorority community

MODEL THE WAY

Ethical Decision Making and Personal Courage

40. Takes a stand on controversial issues; does not stay "on the fence"
41. Willing to make the tough/unpopular decisions
42. Makes decisions based on what is ethical and equitable, instead of what is easiest
43. Is guided by Pi Phi values in decision making
44. Acts in the best interest of the Fraternity; has no personal agenda

Modeling and Credibility

45. Acts as a servant first and then as a leader; leads for the sake of serving the organization and its members rather than for power, status or a personal agenda
46. Models Pi Phi values in everyday life; sets high standards of excellence for themselves and others
47. Adheres to and advocates for Pi Phi values, policies and guidelines; holds themselves and others accountable
48. Trusts others and is trusted
49. Takes ownership for actions and decisions - does not blame others
50. Maintains confidentiality

Social Skills

51. Demonstrates social confidence while simultaneously putting others at ease
52. Values and practices social/business etiquette

Self-Awareness and Development

53. Understands themselves - is aware of their strengths and weaknesses and how they are perceived by others
54. Desires and takes actions to develop and improve their own abilities, skills and competency areas
55. Routinely seeks feedback; receives feedback constructively and incorporates it into her behavior (is coachable)
56. Reflects; can be introspective; asks "Why should I?" "How can I be better?" "How is what I am learning useful in the future?"
57. Rewards themselves appropriately; views mistakes and failures as opportunities to learn and grow
58. Strives to keep healthy balance of work and personal priorities
59. Recognizes the role unconscious bias plays in personal growth

ALUMNAE ENGAGEMENT DIRECTORS



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SPECIALTY AREA CORE RESPONSIBILITIES

CHAPTER PRESIDENT/PANHELLENIC DELEGATE

- Emergency Procedures
- Spokesperson for chapter
- Panhellenic relations
- Monthly Chapter Evaluation
- Chapter visitor coordination
- Presiding over meetings and Ritual

OPERATIONS TEAM

- Bylaws
- Member status changes and roster management
- Leadership & Nominating Committee
- Officer elections and appointments
- Officer transitions and training
- Awards nomination submissions
- Meeting logistics and record keeping
- First Vice President

RISK MANAGEMENT TEAM

- Event planning
- Member Conduct Committee
- Member Accountability process
- Policy education and adherence
- Prevention education and Critical Conversations execution

MEMBER EXPERIENCE TEAM

- Sisterhood programming
- *Leading with Values* seminars
- New Member Education Program
- Bid Day
- Big sister/little sister program
- Ceremonies/Pledging & Initiation
- Fraternity heritage celebrations/Founders' Day
- Archives
- Annual Member Evaluation
- Pi Phi for Life Programming
- Academic support programming
- Arrowboard

SPECIALTY AREA CORE RESPONSIBILITIES

FINANCE/HOUSING TEAM

- Member finances and invoicing
- Automatic Financial Probation (AFP)
- greekbill
- Chapter budget
- Chapter Budget Committee
- Writing checks, paying chapter invoices and issuing reimbursements
- Financial record keeping
- Chapter House Corporation (CHC)/Fraternity Housing Corporation (FHC) partnership
- Chapter facility or storage unit management
- Submitting fundraised dollars to Pi Beta Phi Foundation or other charitable organizations

INCLUSION TEAM

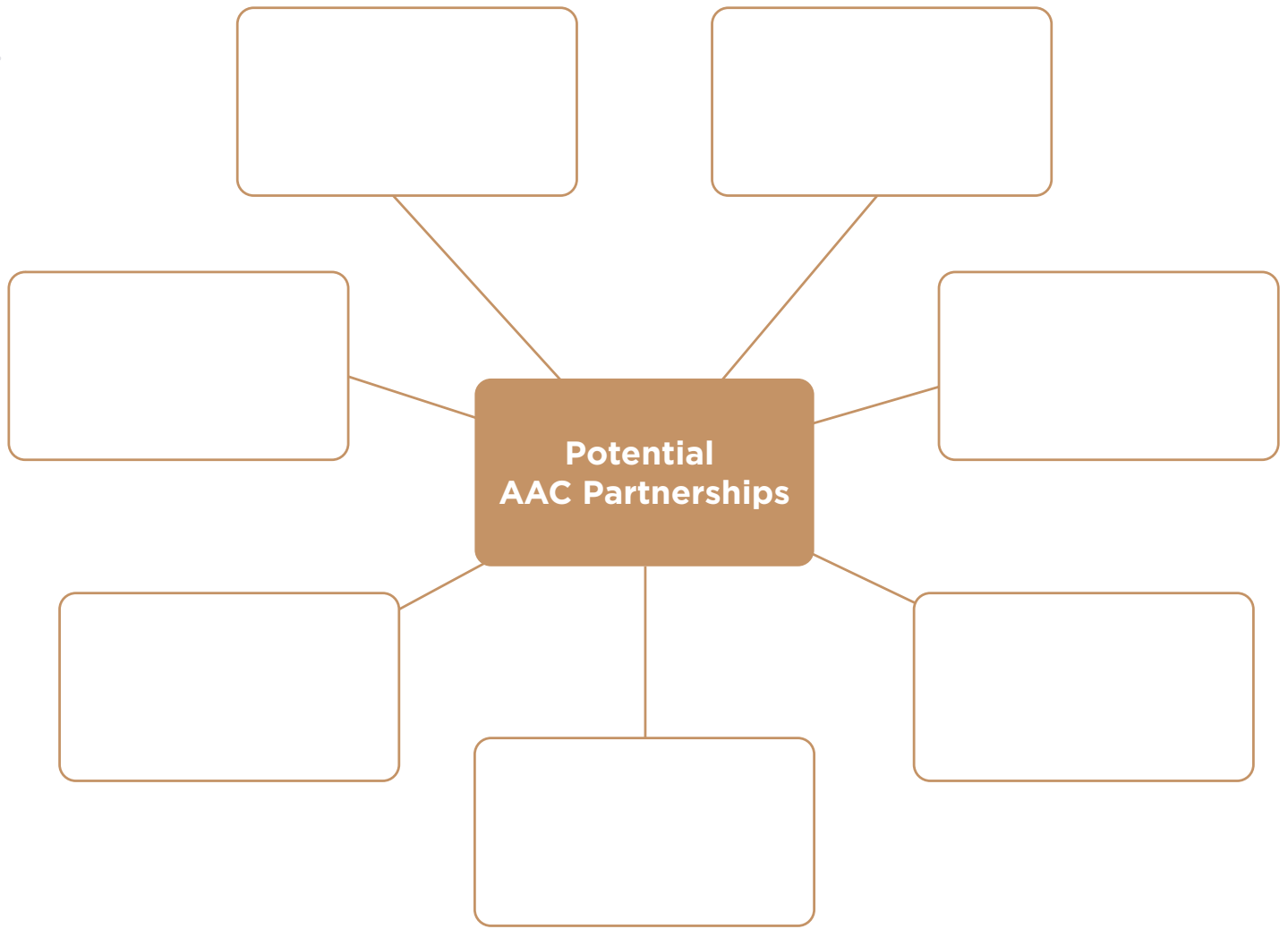
- Diversity, equity and inclusion programming and education
- Supporting inclusive programming and activities across the chapter
- Input into chapter policies and procedures from inclusive lens
- Celebrating diversity within chapter

COMMUNITY RELATIONS TEAM

- Chapter brand/image
- Social media
- Chapter website
- Recruitment videos and marketing
- *The Arrow* magazine submissions
- Literacy programs and initiatives
- Read > Lead > Achieve®
- Champions are Readers
- Fraternity Day of Service
- Philanthropy events
- Alumnae/caregiver relations and events

RECRUITMENT TEAM

- Primary recruitment planning and execution
- Continuous Open Bidding/informal recruitment planning and execution
- Membership growth goals
- Recruitment prep workshops
- Membership selection
- Chapter Membership Selection Committee
- Recruitment Information Forms
- OmegaRecruit



PI PHI PARTNERSHIPS

- Within these partnerships, how has trust and friendship played a role (or not, if it is absent)?
- What is a “win” I’ve had with these partnerships, even if it’s a small win?
- What is one thing we could do to enhance these partnership?



PI PHI CONNECTIONS





thank
you



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



FOUNDATION