

**The Appendix of the Alpha Alpha Chapter of Alpha Phi Omega
Adopted December 4, 2016**

Table of Contents

Elected Officers

President

Executive Vice President

Vice President of Membership

Vice President of Finance

Vice Presidents of Pledge Training

Vice President of Service Internal

Vice President of Service External

Vice President of Leadership

Vice President of Fellowship

Vice President of Dynasties

Vice President of Communications

Sergeant-at-Arms

Advisory Chair

Appointed Officers (Directors, Chairs, and Coordinators)

President:

Secretary

Summer Chair

Executive Vice President:

Strategic Planning Chair

Membership:

Membership Committee Director

Recruitment Director

Banquet Chair

Awards Chair

Alumni Relations Chair

Data Analysis Chair

New Active Chair

Finance:

Finance Committee Director

Philanthropy Director

Relay For Life Chair

5K Chair

Dance Marathon Chair

Apparel Chair

Pledge Training:

Pledge Training Committee Director

Pledge Project Chair

Pledge Training Assistants (PTAs)

Service Internal:

Service Director

Indy Hours Chair

Environmental Concerns Chair

Service Trip Chair

Service External:

Service Director

Project Coordinator Director

Scouting Chair

Project Coordinators (PCs)

Leadership:

Leadership Committee Director

APO Classroom Chair

Campus Resource Chair

Healthy Lifestyles Chair

Professional Development Chair

Diversity Chair

Fellowship:

Fellowship Committee Director

Social Chair

Retreat Chair

Recreation Chair

Integration Chair

Dynasties:

Dynasty Committee Director

Dynasty Heads

Family Chair

Communications:

Communications Committee Director

Conference Chair

Fraternal Relations Chair

Parkland Abroad Chair

Marketing Director

Media Chair

Social Media Chair

Public Relations Chair

Technology Chair

Sergeant-at-Arms:

Internal Review Committee Director

Risk Management Director

Audit Committee Chair

Nominations Committee Chair

Parliamentarian

Elected Officers

President

- I. Overview: Preside over chapter.
- II. Committee Responsibilities: Chair the Executive Board.
- III. Oversee Appointed Officers:
 - Secretary
 - Summer Chair
- IV. Officer Responsibilities:
 - Preside over meetings of the Chapter.
 - Call special meetings of the Chapter and Executive Board.
 - Prepare and file any reports required.
 - Maintain contact with Advisory Chair and National Fraternity.
 - Represent the organization to the University.
 - Serve as the spokesperson for the Chapter.
 - Serve as a secondary signatory on financial accounts.
 - Serve as an ex-officio member of standing committees.
 - Organize Executive Board Orientation
 - Ensure the duties and obligations of the Chapter are met.
 - Enforce the Chapter and National Bylaws in a manner consistent with the spirit of Alpha Phi Omega.
 - Solicit applications for all officer positions, as well as any Ad Hoc Positions necessary to carry on the programs of the chapter.
 - Appoint committees not otherwise provided for.
 - Appoint an active member to any absent or vacant officer or committee position, to be ratified at the next Chapter meeting.
 - Remain fair and impartial during organizational decision making process.
 - Report list of new elected officers to Alpha Phi Omega National Office after elections at the end of the term.

Executive Vice President

- I. Overview: Oversee long-term goals of the Executive Board and assist chapter officers in carrying out their roles.
- II. Committee Responsibilities: Serve on the Executive Board.
- III. Oversee Appointed Officers: Strategic Planning Chair
- IV. Officer Responsibilities:
 - Assume the duties of the President in their absence.
 - Coordinate, with the non-voting Advisory Chair, the implementation of the Awards Committee.
 - Serve as an ex-officio member of standing committees.
 - Facilitate officer, Executive Board, and committee transitions.
 - Organize Executive Board and officer retreats.
 - Organize Chapter Assessment and Planning Session and All Hands on Deck.

- Collect evaluations from officers on each chapter program, and assist elected and appointed officers in developing goals for their appropriate programs.
- Assist all officers in the fulfillment of their duties as necessary to the best of their ability.
- Plan an Advisor Appreciation event with the Executive Board.
- Update and maintain all Advisor Recruitment and Orientation templates.
- Coordinate with Advisory Chair to appoint each Executive Board member as a point of contact to an Advisor.

Vice President of Membership

I. Overview: Oversee chapter membership through tracking of requirements, data analysis, and discussion of chapter problems.

II. Committee Responsibilities:

- Serve on the Executive Board.
- Chair the Membership Committee.

III. Oversee Appointed Officers:

- Membership Committee Director
- Banquet Chair
- Awards Chair
- Recruitment Director
- Alumni Relations Chair
- Data Analysis Chair
- New Active Chair

IV. Officer Responsibilities:

- Supervise the active membership program.
- Monitor APO Online profiles to ensure all information fields are complete.
- Maintain the chapter membership file, containing applications for pledgship, active membership, transfer membership, advisory membership, including membership numbers, and a list of members away from campus.
- Work with the appropriate chapter officers to develop, execute, and evaluate programs for use with the pledge class and active body using chapter, national, campus and community resources.
- Distinguish requirements for associate and graduate student active members from those of full active members.
- Record attendance (with assistance from committee members) at all business meetings. Ex. Chapter, All Hands on Deck, Elections etc.
- Report active members (Fall Charter Reaffirmation) and graduating seniors (Spring Semester) to APO National Office.
- Provide to the Awards Committee information on brother's membership records in regards to awards eligibility such as Distinguished Service Certificates and Distinguished Service Keys.
- Present reactivation statements at Chapter Meetings 2, 3, and 4 per chapter bylaws.

- Chair the Pledge Review meeting with the Membership Committee and provide a recommendation to the chapter.
- At the last meeting of each semester present evaluation of chapter programs and reasons why brothers are leaving or have left the chapter, and suggest programs or other measures to improve the chapter's membership retention.

Vice President of Finance

I. Overview: Oversee the chapter budget, fund allocation, and dues collection.

II. Committee Responsibilities:

- Serve on the Executive Board.
- Chair the Finance Committee.

III. Oversee Appointed Officers:

- Finance Committee Director
- Philanthropy Director
- Relay For Life Chair
- 5K Chair
- Dance Marathon Chair
- Apparel Chair

IV. Officer Responsibilities:

- Collect all dues and fees from all chapter members and keep a record thereof.
- Transmit all fees and necessary accompanying forms to the national office.
- Pay all authorized bills incurred by the chapter and promptly make all authorized payments.
- Work in accordance with the regulations of the University of Illinois.
- Maintain an up-to-date itemized list of all expenses incurred and payments made stating the present balance of the chapter accounts.
- Report the financial condition of the chapter during at least two business meetings (halfway through the semester and at the final Chapter Meeting).
- Evaluate whether the chapter should apply for non-profit organizational status with the Internal Revenue Service at the beginning of each calendar year.
- Maintain budgets spent for each officer.
- Apply for S.O.R.F. funding as needed.
- Deposit all money designated to go into the chapter's University Account within two days of receipt and the chapter's outside bank accounts within one week or receipt.

Vice Presidents of Pledge Training

I. Overview: Coordinate the chapter's pledging program. Two Vice Presidents shall be elected for the purpose of pledge training, whenever pledging is to take place the following semester.

II. Committee Responsibilities:

- Serve on the Executive Board.
- Chair the Pledge Training Committee.

III.Oversee Appointed Officers:

- Pledge Training Committee Director
- Pledge Project Chair
- Pledge Training Assistants (PTAs)

IV.Officer Responsibilities:

- Supervise the pledge program throughout the semester.
- Collaborate with the Recruitment Director to organize an effective rush program at the beginning of each semester.
- Assist the Pledge Training Director with the organization of the pledge ritual and initiation ceremonies and report pledges/newly initiated members to APO National Office within 10 days of each ceremony.
- Coordinate pledge programming to ensure that the chapter upholds National Pledging Standards, Risk Management Policies and all relevant University Policies.
- Encourage active members to participate in the pledge program and help facilitate the development of pledge-active relationships.
- Inform the chapter of the progress of the pledge program.
- Serve as a mentor for pledges during the pledging process.

Vice President of Service Internal

I.Overview: In charge of service to the chapter and to the campus, while focusing on building relationships with service partners.

II.Committee Responsibilities: Serve on the Executive Board.

III.Oversee Appointed Officers:

- Service Director
- Indy Hours Chair
- Environmental Concerns Chair
- Service Trip Chair

IV.Officer Responsibilities:

- Encourage members to attend service projects.
- Actively seek out new service projects.
- Maintain a summary of all chapter projects, project contacts, and a record of service hours for all actives for the semester, pertaining to the definition of Vice President of Service External.
- Calculate number of service points needed and present plan to meet that need by the second Chapter Meeting with the Vice President of Service External.
- Correspond with internal project contacts throughout the semester.
- Notify members of their progress toward the completion of active service requirements.
- Serve as the main contact between APO and RSOs.
- Maintain a current list of RSOs and their contact information.
- Oversee the programming of National Service Week (fall) and Youth Service Day (spring).

- Report National Service Week (fall) or Youth Service Day (spring) project to APO National Office.
- Monitor Post-Service Feedback form

Vice President of Service External

- I. Overview: In charge of service to the community and to the nation, while focusing on maintaining relationships with service partners.
- II. Committee Responsibilities: Serve on the Executive Board.
- III. Oversee Appointed Officers:
- Service Director
 - Project Coordinator Director
 - Scouting Chair
 - Project Coordinators (PCs)
- IV. Officer Responsibilities:
- Encourage members to attend service projects.
 - Maintain relationships with contacts and organizations in the community and national level.
 - Seek out potential weekly and one-time events in the community and nation.
 - Appoint any members necessary to assist in their responsibilities as needed.
 - Maintain a summary of all chapter projects, project contacts, and a record of service hours for all actives for the semester, pertaining to the definition of Vice President of Service External.
 - Calculate number of service points needed and present plan to meet that need by the second Chapter Meeting with the Vice President of Service Internal.

Vice President of Leadership

- I. Overview: Coordinate and promote the chapter leadership development program.
- II. Committee Responsibilities:
- Serve on the Executive Board.
 - Chair the Leadership Committee.
- III. Oversee Appointed Officers:
- Leadership Committee Director
 - APO Classroom Chair
 - Campus Resource Chair
 - Healthy Lifestyles Chair
 - Professional Development Chair
 - Diversity Chair
- IV. Officer Responsibilities:
- Promote leadership development within the chapter.
 - Oversee the organization of committee-planned Leadership events
 - Assist the Vice Presidents of Pledge Training in creating a program to train pledges in how to be an active member.

- Calculate number of Leadership points needed and present plan to meet that need by the second chapter meeting.

Vice President of Friendship

- I. Overview: Coordinate programming to promote the core principle of friendship.
- II. Committee Responsibilities:
 - Serve on the Executive Board.
 - Chair the Friendship Committee.
- III. Oversee Appointed Officers:
 - Fellowship Committee Director
 - Dynasty Committee Director
 - Social Chair
- IV. Officer Responsibilities:
 - Oversee direction and goals of the pillar.
 - Assist pillar directors with their leadership development.
 - Point of contact for changes within the pillar.
 - Confirm the director-approved pillar programming throughout the semester.
 - Select and oversee large scale programming for the semester.

Vice President of Communications

- I. Overview: Manage chapter communication.
- II. Committee Responsibilities:
 - Serve on the Executive Board.
 - Chair the Communications Committee.
- III. Oversee Appointed Officers:
 - Communications Committee Director
 - Conference Chair
 - Chapter Relations Chair
 - Parkland Abroad Chair
 - Marketing Director
 - Media Chair
 - Social Media Chair
 - Public Relations Chair
 - Technology Chair
- IV. Officer Responsibilities:
 - Purchase appropriate items from the national office.
 - Inform the chapter of all sectional and regional activities. Plan the delegations for section, region and national conferences/conventions.
 - Organize submission of applications for sectional, regional, and national APO awards and University and community awards for which the chapter or members in the chapter are eligible.
 - Maintain and update the chapter's LISTSERV.
 - Monitor appropriateness of postings to the LISTSERV.

Sergeant-at-Arms

I. Overview: Coordinate Internal Review of the Chapter.

II. Committee Responsibilities:

- Serve on the Executive Board.
- Chair the Judicial Review Committee as outlined in the Combined Policies.

III. Oversee Appointed Officers:

- Internal Review Committee Director
- Risk Management Director
- Audit Committee Chair
- Nominations Committee Chair
- Parliamentarian

IV. Officer Responsibilities:

- Ensure that the committee fulfills its purpose as outlined in the Alpha Alpha Bylaws.
- Appoint the IRC members as outlined in the Alpha Alpha Bylaws in a fair and impartial manner (the members selected should represent the diversity of the active membership and be willing to express their ideas openly).
- Schedule meetings whenever necessary to ensure that all concerns of the active membership are brought to the attention of the committee and are properly addressed.
- Present reports of IRC discussion to the Executive Board and active body.
- Collect all officer reports and ensure that they are passed onto the successor for each position and that a backup copy is kept in the Sergeant's drive.
- Maintain up-to-date copy of the Alpha Alpha Bylaws, Bylaw Appendices, Chapter Risk Management Policy, Chapter Social Responsibility Code and general Chapter Operating Policies on the website and in the office upon request, as well as an electronic backup copy.
- Guard the door at meetings and ceremonies.
- Carry out all disciplinary and parliamentary procedures deemed necessary by the chair.
- Diligently consider all parliamentary questions and advise the chair and chapter on any such question.
- Assist in clarifying any questions or discrepancies of Alpha Alpha's governing documents.
- Supervise Chapter Elections or appoint some other person to supervise in the case that the Sergeant-at-Arms is running for an elected office or cannot attend.
- Mediate between officers when problems arise; if unable to do so, seek other counsel to intervene in place.

Advisory Chair

I. Overview: Lead advisor effort to advise chapter.

II. Committee Responsibilities:

- Serve as the Advisory Committee Representation on the Executive Board.
- Chair the Advisory Committee.

III.Oversee Appointed Officers: Advisory Committee Members

IV.Officer Responsibilities:

- Call and chair all Advisory Committee meetings.
- Communicate all suggestions from the Advisory Committee members to the chapter.
- Correspond with the national office.
- Call a meeting of the active membership upon written request of one-third of the actives in accordance with the National Articles of Association.

Appointed Officers

For all appointed positions it is up to the discretion of the respective Vice President how many members will hold each position.

President:

Secretary

I. Overview: Transcribe and post the minutes of all meetings of the active body and of the Executive Board.

II. Committee Responsibilities: Serve as a non-voting appointed Executive Board member.

III. Officer Responsibilities:

- Keep and distribute minutes and notes of each meeting of the organization.
- Send out a newsletter to all members at least once a week.
- Maintain storage, office, and backup copies of all organizational records (financial, membership, committee, board, etc.).
- Record major events and changes for the semester to be presented at the last Chapter Meeting of the semester.
- Report all agendas and relevant discussion items to the Advisory Committee following Executive Board meetings.
- Obtain appropriate facilities for organizational activities.
 - Apply for office space in the Illini Union during the Spring Semester or at such time application is due.
 - Obtain a meeting place at some convenient location for both active and pledge meetings.
 - Register for the next semester's campus recruiting event (Quad Day held in August and Activity Day held in January).
 - Serve as primary officer responsible for placing room requests for events, ceremonies, meetings, etc.
 - Serve as a representative of APO - AA to the Wesley Church, e.g. help with reservation of Great Wesley Hall.
 - Update officer personal key list and general officer key list each semester.
- Handle all official correspondence of the organization.
- Transport items to the archives.
- Prepare an agenda with the President for all meetings and distribute agenda for each meeting of the organization.
- Provide follow-up to organizational tasks.

Summer Chair

I. Overview: Preside over the chapter's summer programming. This position should be selected at the beginning of the Spring Semester and serve until the beginning of the next Fall Semester.

II. Committee Responsibilities: Chair the Summer Committee.

III. Officer Responsibilities:

- Call and chair all Summer Committee meetings - subcommittee members including but not limited to Service, Fellowship, Finance, Fundraising and Recruitment.
- Maintain the chapter office and all articles and supplies owned by the chapter.
- Organize a summer reunion and invite members who are not in town to attend.
- Prepare the chapter for transition into the Fall Semester.

Executive Vice President:

Strategic Planning Chair

- I. Overview: Serve as the chapter's chief strategy officer.
- II. Reports to: Executive Vice President
- III. Committee Responsibilities: Chair the Strategic Planning Committee.
- IV. Officer Responsibilities:
 - Compile a mid-semester goals report to be approved by the Executive Vice President and the President to be sent out to the chapter.
 - Be objective and take a chapter-wide view of issues being discussed.
 - Gather feedback to evaluate the progress towards Executive Board's goals from the Chapter's Strategic Plan.
 - Update the Chapter's Strategic Planning Map when necessary.

Membership:

Membership Committee Director

- I. Overview: Assist the Vice President of Membership.
- II. Reports to: Vice President of Membership
- III. Committee Responsibilities:
 - Serve on the Membership Committee.
 - Chair the Membership Committee.
- IV. Officer Responsibilities:
 - Take attendance or coordinate taking attendance at each chapter meeting and Elections.
 - Take meeting minutes at all Membership Committee meetings.
 - Explore the retention rates of pledge classes and present measures to improve the chapter's membership retention with the VP of Membership.

Recruitment Director

- I. Overview: Oversee the Rush Program.
- II. Reports to: Vice President of Membership
- III. Committee Responsibilities:
 - Serve on the Membership Committee.
 - Oversee Recruitment Coordinators.
- IV. Officer Responsibilities:
 - Encourage active participation in the rush program.

- Actively recruit a diverse rush class consistent with the demographics of the university.
- Use diverse methods for publicizing recruitment to the campus.
- Plan for the following recruitment cycle and execute the plan drafted by the previous director.
- Work with the VP of Communications and the Public Relations Chair to create any advertising material needed for the recruitment program and to increase off-season recruitment presence.

Banquet Chair

- I. Overview: Coordinate and promote the Spring Banquet.
- II. Reports to: Vice President of Membership
- III. Committee Responsibilities:
 - Serve on the Membership Committee.
 - Chair the Banquet Committee, if needed, in the Spring Semester.
- IV. Officer Responsibilities:
 - Plan and execute a Banquet to celebrate the Chapter as a whole.
 - Compile awards to be presented at the Spring Banquet.
 - Promote attendance at the Spring Banquet from both alumni and active brothers.

Awards Chair

- I. Overview: Promote chapter awards and traditions.
- II. Reports to: Vice President of Membership
- III. Committee Responsibilities: Serve on the Membership Committee.
- IV. Officer Responsibilities:
 - Promote leadership and recognition by encouraging brothers to nominate other brothers for weekly awards (Exemplar, Brother of the Week, Grub and Blue and Gold Brother) and select and present winners at Chapter Meetings.
 - Create the polls and present the winners of chapter traditions at Elections or the last Chapter Meeting of the semester (Fleur, Duh, Lay, MIA, MVA).
 - Work with past winners of the other chapter traditions (Teddy Bear, North Star, etc.) to select a new winner each semester.
 - Maintain a list of external awards that both the chapter and individual brothers are eligible for and their due dates for the awards committee.

Alumni Relations Chair

- I. Overview: Coordinate contact with alumni and keep records of alumni contact information.
- II. Reports to: Vice President of Membership
- III. Committee Responsibilities: Serve on the Membership Committee.
- IV. Officer Responsibilities:
 - Coordinate at least one alumni gathering per semester.
 - Maintain a permanent file of alumni information.

- Publish and send newsletters to all alumni each semester.
- Work with appropriate chapter, section, region, and national alumni associations.

Data Analysis Chair

- I. Overview: Gather, organize, and analyze chapter-wide data.
- II. Reports to: Vice President of Membership
- III. Committee Responsibilities: Serve on the Membership Committee.
- IV. Officer Responsibilities:
 - Collect results from all chapter surveys.
 - Organize all data collected from the chapter.
 - Help the Vice President of Membership draft a report after each survey is sent to the chapter.
 - Work with the rest of the Executive Board to help interpret their results and improve on suggestions if necessary.

New Active Chair

- I. Overview: Coordinate new active programming to boost retention and prepare new actives for full active duties.
- II. Reports to: Vice President of Membership
- III. Committee Responsibilities: Serve on the Membership Committee.
- IV. Officer Responsibilities:
 - Plan and hold New Active Transition Meetings.
 - Plan and facilitate Alpha Alpha Academy presentations and workshops.
 - Track the retention of the new active pledge class.
 - Develop ways to increase engagement and retention of new actives.

Finance:

Finance Committee Director

- I. Overview: Assist the Vice President of Finance with various procedural tasks. This brother will not have access to the PayPal account nor will they give reimbursements.
- II. Reports to: Vice President of Finance
- III. Committee Responsibilities:
 - Serve on the Finance Committee.
 - Serve on the Audit Committee.
- IV. Officer Responsibilities:
 - Maintain the Bylaws & Appendix so that Finance procedures accurately reflect the process.
 - Manage the Krzysztof J Jablonski Scholarship Fund.
 - Help the Vice President of Finance develop the budget for the chapter's officers.
 - Assist the Audit Committee Chair in mitigating financial risk

Philanthropy Director

I. Overview: Responsible for all fundraising through the chapter both internally and externally.

II. Reports to: Vice President of Finance

III. Committee Responsibilities:

- Serve on the Finance Committee.
- Chair the Philanthropy Committee.

IV. Officer Responsibilities:

- Provide fundraising opportunities, both within the Chapter and in the Community.
- Help chapter officers with fundraising.
- Set an appropriate fundraising goal with the Vice President of Finance.

Relay For Life Chair

I. Overview: Coordinate chapter's Relay For Life team(s). This position should be selected in the Fall Semester and last a whole academic year.

II. Reports to: Vice President of Finance

III. Committee Responsibilities:

- Serve on the Finance Committee.
- Chair the Relay For Life Committee.

IV. Officer Responsibilities:

- Maintain contact with the organizers of the University of Illinois Relay For Life event benefiting the American Cancer Society.
- Recruit members and pledges to participate in Relay For Life.
- Arrange fundraising events for the Chapter's Relay For Life team(s).

5K Chair

I. Overview: Coordinate with the chapter to plan and execute annual 5K in the spring. This position should be selected in the Fall Semester and last a whole academic year.

II. Reports to: Vice President of Finance

III. Committee Responsibilities:

- Serve on the Finance Committee.
- Chair the 5K Committee.

IV. Officer Responsibilities:

- Plan all race logistics (date, time, location, theme, registration, etc.).
- Recruit companies and businesses to donate items and/or sponsor the event.
- Arrange fundraising events.
- Market the event to the chapter, campus, and community.
- Execute the 5K in the spring.

Dance Marathon Chair

I. Overview: Coordinate the chapter's involvement in Dance Marathon (Illinithon). This position should be selected in the Fall Semester and last a whole academic year.

II. Reports to: Vice President of Finance

III. Committee Responsibilities:

- Serve on the Finance Committee.
- Chair the Dance Marathon Committee.

IV. Officer Responsibilities:

- Maintain contact with the organizers of the University of Illinois Dance Marathon (Illinithon) event.
- Recruit active brothers and pledges to participate in the event.
- Arrange fundraising events for the chapter's Dance Marathon team.

Apparel Chair

I. Overview: Design, order, and distribute apparel for the chapter.

II. Reports to: Vice President Finance

III. Committee Responsibilities: Serve on the Finance Committee.

IV. Officer Responsibilities:

- Create a list of potential items for the round(s) of apparel and create an interest survey.
- Design apparel based on the most popular items from the interest survey.
- Contact licensed vendors/make sure the vendors become licensed.
- Create an online order form and open the order for 2+ weeks.
- Sort and distribute apparel.

Pledge Training:

Pledge Training Committee Director

I. Overview: Assist the Vice President of Pledge Training.

II. Reports to: Vice Presidents of Pledge Training

III. Committee Responsibilities:

- Serve on the Pledge Training Committee.
- Chair the Pledge Lock-in Committee.

IV. Officer Responsibilities:

- Attend all pledge meetings.
- Track the chapter's supply of pledge and service pins.
- Organize the pledge ritual and initiation ceremonies.
- Plan and execute a Pledge Lock In.
- Assist the Pledge Trainers in designing the outline for Pledge Reflection.

Pledge Project Chair

I. Overview: Responsible for assisting the Vice Presidents of Pledge Training in designing the structure of the pledge project and use the Pledge Project Coordinators in project planning and analysis.

II. Reports to: Vice Presidents of Pledge Training

III. Committee Responsibilities: Serve on the Pledge Training Committee.

IV. Officer Responsibilities:

- Attend all pledge meetings.

- Hold a Pledge Project Orientation for all Pledge Project Facilitators and Pledge Project Coordinators.
- Model number of pledge project points needed and present plan to meet that need.
- Hold weekly meetings outlining goals for each project.

Pledge Training Assistants (PTAs)

- I. Overview: Assist the Vice Presidents of Pledge Training.
- II. Reports to: Vice Presidents of Pledge Training
- III. Committee Responsibilities: Serve on the Pledge Training Committee.
- IV. Officer Responsibilities:
 - Attend all pledge meetings.
 - Assist in the integration of pledges into the active body.
 - Attend various chapter functions.
 - Keep track of pledge attendance and monitor requirement progress.
 - Check on pledge progress through individual conferences.
 - Facilitate a particular part of the pledge program as assigned by the Vice Presidents of Pledge Training.

Service:

Service Director

- I. Overview: Promote Service within the Chapter and coordinate (as specified by the Vice Presidents of Service) all aspects of the Service Committee.
- II. Reports to: Vice Presidents of Service
- III. Committee Responsibilities: Chair the Service Committee.
- IV. Officer Responsibilities:
 - Promote service among the chapter.
 - Serve as liaison between Committee/Coordinators and the Vice Presidents of Service.
 - Oversee all task force operations.
 - Perform all duties necessary for Service Committee to operate, chapter to function, and service component to be effectively managed.
 - Draft and send pre and post committee meeting emails.
 - Take minutes at all Service Committee meetings.
 - Seek out service opportunities and partnerships between APO and campus organizations.

Indy Hours Chair

- I. Overview: Promote and keep records of independent service projects.
- II. Reports to: Vice President of Service Internal
- III. Committee Responsibilities: Serve on the Service Committee.
- IV. Officer Responsibilities:
 - Monitor the indy hours form and confirm projects with organizations.
 - Maintain and promote a database of Indy Hour opportunities for brothers.

Environmental Concerns Chair

I.Overview: Promote environmental awareness and service projects.

II.Reports to: Vice President of Service Internal

III.Committee Responsibilities:

- Serve on the Service Committee.
- Chair the Environmental Concerns Committee.

IV.Officer Responsibilities:

- Coordinate projects with local and regional park districts.
- Work with other sustainable organizations to create service and awareness events.

Service Trip Chair

I.Overview: Coordinate service events during extended breaks. This position should be selected in the Fall Semester and last a whole academic year.

II.Report to: Vice President of Service Internal

III.Committee Responsibilities: Serve on the Service Committee.

IV.Officer Responsibilities:

- Coordinate a service trip with an alternate spring break organization (such as Students Today Leaders Forever).
- Organize and coordinate fundraisers to fund the trip and to appropriate to the organization.
- Hold information session for interested participants.
- Promote attendance at the spring break service trip.

Project Coordinators Director

I.Overview: Assist the Project Coordinators in planning their weekly projects and onetime events.

II.Reports to: Vice President of Service External

III.Committee Responsibilities:

- Serve on the Service Committee.
- Chair the Project Coordinator Committee.

IV.Officer Responsibilities:

- Assist the Vice Presidents of Service in filling Project Coordinator positions and managing new weekly events.
- Monitor the Project Coordinators to make sure they are performing their weekly responsibilities.
- Plan bi-monthly meeting agendas and send reminder emails prior to the meetings.
- Participate in the execution of the Service Appreciation Dinner.

Scouting Chair

I.Overview: Coordinate activities with the Boy Scouts of America and the Girl Scouts of the USA.

II.Reports to: Vice President of Service External

III.Committee Responsibilities:

- Serve on the Service Committee.
- Chair the Scouting Committee.

IV. Officer Responsibilities:

- Serve as the primary contact between the chapter and both the Boy Scouts of America and the Girl Scouts of the USA.
- Coordinate all activities between the chapter and the local Boy and Girl Scout councils.
- Communicate regularly with the chapter's Scouting and Youth Services Advisor.

Project Coordinators (PCs)

I. Overview: Manage relationships with organizations that Alpha Alpha volunteers with on a recurring basis.

II. Report to: Project Coordinator Director

III. Committee Responsibilities: Serve on the Project Coordinator Committee.

IV. Officer Responsibilities:

- Maintain service relationship with one specific organization that Alpha Alpha volunteers with on a recurring basis.
- Manage the recurring projects on the APO Online website, which includes but is not limited to posting, approving, and monitoring projects to ensure they run smoothly.
- Create a one-time service event to benefit the specific organization.
- Participate in the planning of the Service Appreciation Dinner.
- Maintain a project archive document with relevant project information to be passed along to future Project Coordinators.

Leadership:

Leadership Committee Director

I. Overview: Assist the Vice President of Leadership.

II. Reports to: Vice President of Leadership

III. Committee Responsibilities: Serve on the Leadership Committee.

IV. Officer Responsibilities:

- Take attendance at leadership committee meetings and record meeting minutes.
- Inform leadership committee members about meeting time and location changes.
- Committee members report to Committee Director first, then Vice President of Leadership.
- Assist Vice President of Leadership with posting events on APO Online.
- Oversee Indy Leadership and So What? forms.
- Oversee the execution of Experience APO.

APO Classroom Chair

I. Overview: Oversee the APO Classroom Program that promotes brother-led workshops and drive core content development relevant to brother and chapter needs.

II. Reports to: Vice President of Leadership

III. Committee Responsibilities:

- Serve on the Leadership Committee.
- Chair the APO Classroom Committee.

IV. Officer Responsibilities:

- Reach out to committee members for classroom ideas.
- Aim to organize two classrooms a week, and incorporate new interesting topics to engage members.

Campus Resource Chair

I. Overview: Connect the chapter to leadership opportunities with The Illinois Leadership Center, The Career Center, OIIR, Cultural Houses, University Housing, including any university-based campus leadership event.

II. Reports to: Vice President of Leadership

III. Committee Responsibilities: Serve on the Leadership Committee.

IV. Officer Responsibilities:

- Assist brothers with campus relationships they need to form.
- Maintain current relationships with campus contacts.
- Seek new relationships with campus contacts.
- Find student and campus organizations to partner with on LFS events.

Healthy Lifestyles Chair

I. Overview: Oversee the Healthy Lifestyles Program.

II. Reports to: Vice President of Leadership

III. Committee Responsibilities:

- Serve on the Leadership Committee.
- Chair the Healthy Lifestyles Committee.

IV. Officer Responsibilities:

- Post weekly healthy lifestyle events.
- Set up workshops with McKinley Health Center.
- Promote well-being of all brothers.

Professional Development Chair

I. Overview: Oversee professional development within chapter.

II. Reports to: Vice President of Leadership

III. Committee Responsibilities: Serve on the Leadership Committee.

IV. Officer Responsibilities:

- Promote campus events that lead to professional development of brothers.
- Organize list of brothers and their jobs, internships, majors.
- Organize events that connect brothers within the chapter to professional leadership development opportunities by facilitating and communicating opportunities to the chapter to help further our brother's professional goals.

Diversity Chair

- I. Overview: Program diversity events for the chapter.
- II. Reports to: Vice President of Leadership
- III. Committee Responsibilities:
 - Serve on the Leadership Committee.
 - Chair the Diversity Committee.
- IV. Officer Responsibilities:
 - Work with other appointed officers to incorporate diversity in other events.
 - Plan and organize an International Dinner and/or a similar large scale event.

Friendship:

Fellowship Committee Director

- I. Overview: Oversee fellowship committee programming.
- II. Reports to: Vice President of Friendship
- III. Committee Responsibilities:
 - Serve on the Friendship Committee
 - Chair the Fellowship Committee
- IV. Oversee Appointed Officers:
 - Retreat Chair
 - Recreation Chair
 - Integration Chair
 - Officer Responsibilities:
 - Assist in the organization and implementation of large scale events.
 - Approve weekly committee member events.
 - Manage all fellowship committee related forms.

Dynasty Committee Director

- I. Overview: Oversee dynasty committee programming.
- II. Reports to: Vice President of Friendship
- III. Committee Responsibilities:
 - Serve on the Friendship Committee
 - Chair the Dynasty Committee
- IV. Oversee Appointed Officers:
 - Family Chair
 - Dynasty Heads
 - Officer Responsibilities:
 - Assist in the organization and implementation of large scale events.
 - Approve small scale dynasty events.
 - Create and lead a 3-minute-person at each chapter.

Social Chair

- I. Overview: Coordinate and promote all Social Events.

- II. Reports to: Vice President of Friendship
- III. Committee Responsibilities:
 - Serve on the Friendship Committee.
 - Chair the Social Programming Subcommittee.
- IV. Officer Responsibilities:
 - Plan and publicize Chapter social events.
 - Prepare a budget prior to the beginning of the semester, including necessary funds for all social events, specifically bar rentals and wristbands.
 - Understand all bylaws and policies regarding social programming and risk management.
 - One Social Chair must remain sober during all Chapter Social Events and oversee sober patrol along with the Risk Management Director, or appropriate substitution if the Risk Management Director cannot attend
 - Communicate regularly with the Vice President of Fellowship, President, Sergeant-at-Arms, and Pledge Trainers when necessary.

Dynasty Heads

- I. Overview: Oversee specific Dynasty and assist the Dynasty Committee Director.
- II. Reports to: Dynasty Director
 - Committee Responsibilities:
 - Serve on the Dynasty Committee.
 - Chair their specific Dynasty Subcommittee.
- III. Officer Responsibilities:
 - Collaborate with the Dynasty Director to program large scale dynasty events.
 - Oversee subcommittee member planning of weekly, small scale dynasty events.
 - Assist in the separating of pledges into pledge families.
 - Facilitate the integration of brothers into their respective dynasties.

Family Chair

- I. Overview: Oversee the Chapter's Family program.
- II. Reports to: Dynasty Director
- III. Committee Responsibilities:
 - Serve on the Dynasty Committee.
 - Chair the Family Subcommittee.
- IV. Officer Responsibilities:
 - Administer a questionnaire for future parents and pledge kids to match families.
 - Plan Family Orientations at the beginning of the semester and screen parents before they can receive pledge children.
 - Attend all rush information sessions and at least one rush event.
 - Plan the family matching meetings to be implemented in the beginning of the semester.

- Check final family matching selections to ensure there is no bias from the Dynasty Heads.
- Encourage active and pledge involvement in their families through the organization of and attendance at family related events.

Retreat Chair

- I. Overview: Plan and organize the semesterly Chapter Retreat.
- II. Reports to: Fellowship Director
- III. Committee Requirements:
 - Serve on the Fellowship Committee.
 - Chair the Retreat Committee.
- IV. Officer Responsibilities:
 - Appoint a committee of appropriate numbers of Retreat Leaders - optional positions include pledge retreat leaders and an outdoor facilitator.
 - Prepare a budget prior to the beginning of the semester including attendee cost, driver fee, food, location, etc.
 - Keep an inventory and oversee the maintenance of all Retreat materials.
 - Scout out different locations and set a date in advance to avoid conflicting with major chapter events.
 - Plan content for Retreat that allows all facets of the chapter to come together in a bonding experience.

Recreation Chair

- I. Overview: Oversee the Recreation Program and intramurals.
- II. Reports to: Fellowship Director
- III. Committee Responsibilities: Serve on the Fellowship Committee.
- IV. Officer Responsibilities:
 - Organize team captains for each sport.
 - Encourage members of the chapter to participate in intramural sports events and properly sign up chapter teams for the events.
 - Supervise all chapter intramural teams.
 - Promote free/low-cost events that are hosted by or through Campus Rec to brothers.
 - Work with the Healthy Lifestyles Chair to create well-being events/programs for brothers.

Integration Chair

- I. Overview: Coordinate and promote opportunities for integration within the chapter.
- II. Reports to: Fellowship Director
- III. Committee Responsibilities:
 - Serve on the Fellowship Committee.
 - Chair the Integration Committee.

IV. Officer Responsibilities:

- Plan and execute an Active Lock-In.
- Create a flexible active-active integration program.
- Plan and execute bonding events for individual and multiple pledge classes.
- Collaborate with Pledge Training Committee to plan weekly active drop-ins for small group breakouts at pledge meetings.
- Plan a variety of large and small scale pledge-active integration events, including a Pledge-Active Bonding Day.

Communications:

Communications Committee Director

I. Overview: Assist the Vice President of Communications by overseeing general committee members, Conference Chair, Chapter Relations Chair, and Parkland Abroad Chair(s).

II. Reports to: Vice President of Communications

III. Committee Responsibilities: Serve on and/or chair the Communications Committee.

IV. Officer Responsibilities:

- Oversee the Communications Committee.
- Oversee the fraternal relations chairs: Chapter Relations, Conference, and Parkland Abroad.
- Oversee any fundraising efforts for conference or convention.
- Take meeting minutes (if not chairing) at Communications Committee Meetings.

Conference Chair

I. Overview: Coordinate Alpha Alpha's attendance at APO conferences.

II. Reports to: Communications Committee Director

III. Committee Responsibilities: Serve on the Communications Committee.

IV. Officer Responsibilities:

- Recruit actives and pledges to attend conferences.
- Coordinate with Finance Director to plan fundraisers to offset costs of attending conferences for non-voting delegates.
- Collect and distribute contact information for all Alpha Alpha actives, pledges, and advisors attending conferences.
- Encourage all Alpha Alpha non-voting delegates to participate in workshops and service opportunities offered during conferences.
- Host informational and/or bonding sessions prior to attending conferences.

Fraternal Relations Chair

I. Overview: Foster bonds between Alpha Alpha and other chapters.

II. Reports to: Communications Committee Director

III. Committee Responsibilities: Serve on the Communications Committee.

IV. Officer Responsibilities:

- Plan inter-chapter events.

- Organize Alpha Alpha attendance at events with other chapters.
- Create communication lines between Alpha Alpha and officers of other chapters.

Parkland Abroad Chair

- I. Overview: Serve as brothers in the Alpha Zeta Omega, Parkland Chapter.
- II. Reports to: Communications Committee Director
- III. Committee Responsibilities: Attend Communication Committee meetings, if necessary.
- IV. Officer Responsibilities
 - Serve as inter-chapter liaisons to the Parkland Chapter.
 - Update the Alpha Alpha Chapter about the Alpha Zeta Omega Chapter.
 - Attend Alpha Alpha's Risk Management workshop.

Marketing Director

- I. Overview: Oversee all internal and external chapter marketing and serve as brand officer.
- II. Reports to: Vice President of Communications
- III. Committee Responsibilities:
 - Serve on the Communications Committee.
 - Chair the Marketing Committee.
- IV. Officer Responsibilities:
 - Serve as the Alpha Alpha Brand Officer.
 - Ensure compliance with National Branding Guidelines.
 - Promote major events within chapter upon request of chapter officers.
 - Work with other pillars to help with branding and advertising their campus-wide events.
 - Oversee the creation of promotional materials.

Media Chair

- I. Overview: Support publicity efforts of chapter hosted events and provide visual summaries of these events.
- II. Reports to: Marketing Director
- III. Committee Responsibilities:
 - Serve on the Marketing Committee.
 - Chair the Media Committee.
- IV. Officer Responsibilities:
 - Organize a videography workshop in the first four weeks of the semester.
 - Manage the APO Alpha Alpha YouTube Channel.
 - Attend various chapter events to get coverage of events.
 - Assist all chapter officers with publicity/review videos of events.
 - Engage brothers with videography to ensure succession of the position.

Social Media Chair

- I. Overview: Positively promote Alpha Alpha on all social media accounts.

II.Reports to: Marketing Director

III.Committee Responsibilities:

- Serve on the Marketing Committee.
- Chair Social Media Subcommittee.

IV.Officer Responsibilities:

- Manage the social media accounts (Facebook, Twitter, Instagram, etc.).
- Make positive social media posts that highlight the successes of brothers and events in the Chapter.
- Ensure that no inappropriate posts are being made on any of the pages (including but not limited to: harassment, profanity, drug or unwarranted alcohol references, or sexual references).

Public Relations Chair

I.Overview: Positively promote Alpha Alpha externally.

II.Reports to: Marketing Director

III.Committee Responsibilities: Serve on the Marketing Committee.

IV.Officer Responsibilities:

- Create promotional campaigns for events with non-brothers.
- Coordinate the submission of articles to the Torch and Trefoil.
- Submit chapter success stories to the Torch and Trefoil for recognition.
- Be responsible for submitting ads to the Daily Illini.
- Work with other officers to ensure external events are properly advertised to the Campus and the Champaign-Urbana Community.

Technology Chair

I.Overview: Serve as the webmaster for the website (apo-aa.org) and regularly update information.

II.Reports to: Marketing Director

III.Committee Responsibilities: Serve on the Marketing Committee.

IV.Officer Responsibilities:

- Maintain and update the apo-aa.org website.
- Collaborate with other chapter officers to keep the website updated (meeting minutes, pledge program, awards, etc.).
- Maintain financial obligations for the website (including the apo-aa.org domain and website account).

Sergeant-at-Arms:

Internal Review Committee Director

I.Overview: Work closely with the Sergeant-at-Arms in leading the Internal Review Committee.

II.Reports to: Sergeant-at-Arms

III.Committee Responsibilities: Chair the Internal Review Committee.

IV.Officer Responsibilities:

- Work closely with the Sergeant-at-Arms to set the agenda for committee meetings.
- Delegate projects, such as bylaw and policy updating and consolidating, to Internal Review Committee members.
- Prepare educational resources for the chapter relating to our governing documents.
- Maintain a strong understanding of the Alpha Alpha and the National Fraternity Bylaws, and Policies and preferably Robert's Rules.

Risk Management Director

- I. Overview: Serve as the face of risk management in the chapter and lead the chapter's Risk Management Education Initiative.
- II. Reports to: Sergeant-at-Arms
- III. Committee Responsibilities:
 - Serve on Internal Review Committee.
 - Chair the Risk Management Task Force.
- IV. Officer Responsibilities:
 - Create and implement the chapter's Risk Management Training Program to keep the content informative and relevant, trying to involve the advisors as much as possible.
 - Outline risks and/or prevention for large-scale or other events as the need may arise.
 - Maintain a visible presence at all social events as an Event Coordinator, unless a substitute is approved by the Sergeant-at-Arms.
 - Maintain a strong understanding of the Alpha Alpha and the National Fraternity Bylaws, and Policies.
 - Understand the laws, the University Policies, and both the Alpha Alpha and National Fraternity Risk Management Policy.

Audit Committee Chair

- I. Overview: Work to mitigate our financial risk.
- II. Reports to: Sergeant-at-Arms
- III. Committee Responsibilities:
 - Serve on Internal Review Committee.
 - Chair the Audit Committee.
- IV. Officer Responsibilities:
 - Coordinate the annual external edit in the Fall Semester.
 - Lead financial inspections throughout the semester.
 - Create and present a report on the internal audit review during the eighth week and at the end of the semester, which includes all transactions completed since the last report.
 - Work with Finance Director to minimize financial risks.

Nominations Committee Chair

I. Overview: Create a report of the nominated candidates for the next semester's Executive Board.

II. Reports to: Sergeant-at-Arms

III. Committee Responsibilities: Chair the Nominations Committee.

IV. Officer Responsibilities:

- Give accessible updates to the chapter during any major events pertaining to the Nominations Committee.
- Remain an unbiased and non-voting chair during Nominations Committee proceedings.
- Complete any logistical planning for the Nominations Committee by working with the Sergeant-at-Arms and President to create an ideal timeline.
- Send out final reports and statements regarding any Nominations Committee recommendations.

Parliamentarian

I. Overview: Serve as the Chapter's chief resource on parliamentary procedure and Robert's Rules of Order.

II. Reports to: Sergeant-at-Arms

III. Committee Responsibilities: Serve on the Internal Review Committee.

IV. Officer Responsibilities:

- Sit with the Sergeant-at-Arms at Chapter Meetings to ensure that order is maintained and proper parliamentary procedure is followed.
- Answer questions concerning procedure as they arise.
- Have a strong understanding of Robert's Rules of Order.
- Prepare educational programming on parliamentary procedure and Robert's Rules of Order for active members.
 - Minimum biweekly chapter presentations to teach/remind the chapter of basic parliamentary procedure.
 - Lead at least one workshop on parliamentary procedure and Robert's Rules of Order.

Last updated: 4/9/17 SH