Officer Operations for COVID-19

Venerable Dean:

Good Officer Operations:

- Serve as the main point of contact between your college and its Greek life office and the chapter about the campus closure.
- Remind the chapter that they are still Acacians whether or not they are face to face and are still expected to follow all Health and Safety Policies.
- Work with the Treasurer to pay late International dues - these ALL must be paid, as they were already due. Acacia AHQ will help with an adjusted payment plan if need be.
  - Contact Michael Weber at mweber@acacia.org to request a payment plan.
- Work with the Chapter Council to fill out the calendar for the rest of the semester. When campus reopens, start where you left off.
- Send Acacia AHQ your formal contract or contracts for any other big events for help cancelling in the event they cannot happen.
- Hold Chapter Council/Executive Board meetings via video (e.g. Google Hangout, Zoom or Facetime) or phone call. Check with your university to see if they offer free video chat for students or student organizations.
  - Include Chapter Coach on one Chapter Council Meeting
  - Continue Chapter Coaching Calls with Chapter Coach
  - Check in with non-Chapter Council positions and create goals and action items for their positions.

Better Officer Operations:

- Innovate! Consider giving seminars to new members or offering some other higher-level content to members who want to use the time to build on their Acacia knowledge or improve their grasp of chapter operations. You can find a list of programming that we offer remotely on our website (https://www.acacia.org/covid-19). Staff can assist you in leading or facilitating these activities. Reach out to Acacia International Headquarters to go over logistics for any of these programs.
- Try a virtual chapter retreat - talk about strengths, weaknesses, opportunities and threats. Move into goal setting and come up with long-term goals to remind the entire chapter that everything will resume as usual soon. Acacia Headquarters’ Staff can provide some staffing to help facilitate this meeting.
- Hold chapter meeting virtually using webinar-type services.
  - Start Planning for the Fall.
Senior Dean:

**Good Officer Operations:**

- Remind the chapter that they are still Acacians whether or not they are face to face and are still expected to follow all Health and Safety Policies.
- Contact every Brother to check-in to say hello and to keep them in the loop.
  - Look at creating an outreach committee made of Chapter Council members
- Get feedback from Brothers as to how active the chapter is willing to be during this time.
- Create a list of Brotherhood expectations for the Brothers.
- Keep sending out motivational tidbits, quotes, etc. to keep Brothers thinking positively.
- Have new members Complete GreekLifeEDU
- Keep new members aware of what is going on in the chapter and that initiation will happen as soon as it is safe to do so.
  - Create a contingency plan if Initiation has had to be postponed.
  - Communicate with Lodge on change of plans
- Keep educating new members and giving them the materials to learn.
- Continue to conduct interviews and weekly meetings with New Member Class via video call
- Be on the lookout for online pledge education from Acacia HQ coming soon!

**Better Officer Operations:**

- Executive board members to host webinars to continue teaching the new member class instead of just having them go over material alone.
- Have the new members learn material and create their own quizzes or PowerPoint to ensure mastery of knowledge explain to the chapter what they thought was most important.
- Discuss future plans and create/manage schedule for next semester.

**Best Officer Operations:**

- Host philanthropy, recruitment, and Health & Safety seminars online for the new members.
- Have new members plan philanthropy, Brotherhood and/or other events to host upon return to campus
  - Click [this link](#) for a resource from CrowdChange about virtual human service opportunities
Junior Dean:

Good Officer Operations:

- Remind the chapter that they are still Acacians whether or not they are face to face and are still expected to follow all Health and Safety Policies.
- Continue conversations with minor board members to plan ahead and fill out the calendar for the rest of the semester and even begin planning for next fall.

Better Officer Operations:

- Try virtual events - video game tournaments online, have people present “TED Talks” via webinar, Netflix Party, etc.
- Come up with cool topics and put them on a PowerPoint and teach other members about that topic. It could be related to the fraternity, academic study area, or just general stuff like healthy lifestyles, movie reviews, etc. Just have fun and keep everyone engaged in the Brothers.
  - Have a Brotherhood dinner over video-chat
- Design fun ways for Brothers to interact. For example, challenge Brothers to contact every other Brother to keep in touch and give them a list of fun questions or topics to discuss.

Best Officer Operations:

- Have committee members create PowerPoints or other materials to share with the chapter about all plans moving forward. This is a time when they can get way ahead of schedule and plan most future events in better detail than they would if they were in the thick of a normal semester.
Secretary:

Good Officer Operations:

- Remind the chapter that they are still Acadians whether or not they are face to face and are still expected to follow all Health and Safety Policies.
- Ensure all membership information is updated on Vault, including Member Initiation Reporting
- Take minutes during all meetings --virtual or physical -- and send to entire Chapter.
  - Take attendance for who is at the Video Conference Meetings
  - Record Meetings to send out to brothers not in attendance
- Work with the Junior Dean to make sure the calendar is up-to-date and circulated throughout the Chapter.
  - Start a Calendar for the Summer and Fall events.
  - Be available for delegation of other officer duties.

Better Officer Operations:

- Use this as a time to get extremely organized - clean the Google Drive or other places where files are stored (If you don't have one, CREATE ONE).
- Post on social media or schedule posts to go out. This is a great time to go into the archives.
- Finally make those alumni/parent newsletters you've been talking about. The International office provides a FREE alumni newsletter service to all chapters. Contact Benjamin Turconi at bturconi@acacia.org to discuss it.
- Provide an update of Chapter Operations to Parents and Alumni.
- Create a Study Hall time for online classes.

Best Officer Operations:

- Work with other Chapter Council members to update the chapter constitution and by-laws.
**Treasurer:**

**Good Officer Operations:**

- Remind the chapter that they are still Acacians whether or not they are face to face and are still expected to follow all Health and Safety Policies.
- Collect all dues - both international and local as scheduled. This ensures you are not further delinquent on dues to Acacia International, but also will help ensure that the chapter will have all needed funding to begin business as usual once your campus resumes activities.
- Keep in mind that if dues are not spent this semester, they should either be given back to the Brothers or should roll over into the new year. You should not plan to “spend it all in one place.”
- Send any contracts to Acacia International for help cancelling in the event that the activity cannot take place.

**Better Officer Operations:**

- Build out a “Return on Investment” (ROI) document. The simplest way to explain this is that when a Brothers asks, “What do my dues go to?” you can hand them back this document outlining the physical dollars budgeted, but also the intangibles like leadership and professional skills. Think of this as what you get by joining Acacia that you probably wouldn’t receive if you chose not to join.
  - Look into using extra finances to help those in need during this time.
Risk Manager:

Good Officer Operations:

- Remind the chapter that they are still Acacians whether or not they are face to face and are still expected to follow all Health and Safety Policies.
- Many Brothers live together or will be hanging out anyway. What happens during this time can still be considered an Acacia event and thus the Risk Manager should ensure all proper protocol has taken place. The Chapter Council should do its best to monitor and manage informal gatherings the same way it would for an organized event.
  - Follow up with members for self-care during this time. Follow up with AHQ for resources on self-care while being isolated/quarantined.

Better Officer Operations:

- Be very intentional about Health & Safety policy even during this period. Consider holding educational seminars about aspects of the policy that you haven’t gotten to during the academic year.
- Develop new strategies or policies to combat issues in your chapter.
  - Ask yourself these questions with the rest of the executive board:
    - Which aspect of Health & Safety does your chapter consider a strength?
    - Which aspects of Health & Safety does your chapter need to work on the most?
- Work with Secretary to update the chapter constitution.

Best Officer Operations:

- What kind of additional programming/training/education does the chapter do to make the Brothers safer or more knowledgeable about Health & Safety?
- What kind of additional programming can you add that you aren’t doing already?
  - Bystander intervention training
  - Bringing in campus/local law enforcement
  - Mental health speakers
- Are there resources you would like to see come out of Acacia International (e.g. monthly webinars, best practice lists, etc.)? Now is the time to brainstorm and let the Acacia International Staff know!
- Develop Judicial Board strategy to enact upon return.
- Work with Secretary to update the chapter constitution.
Recruitment Chair:

Good Officer Operations:

- Remind the chapter that they are still Acadians whether or not they are face to face and are still expected to follow all Health and Safety Policies.
- Keep the names list flowing and reorganize it so you're ahead of schedule.
- Start looking for sponsorships and fundraising opportunities - this is your chance to get ahead of all the other Greek organizations for fall semester.
- Start to get ideas for how to enhance recruitment.
  - Get all Chapter Members signed up and trained on Chapter Builder
  - Contact Director of Organizational Growth and Services Jerod Miles (jmiles@acacia.org) to begin developing a remote recruitment plan.
  - Call all current PNMs to see how they are doing during this time. Schedule some “remote recruitment events”

Better Officer Operations:

- Complete a SWOT analysis - Strengths, Weaknesses, Opportunities, Threats -- in terms of your last recruitment period. Think about what you do well, what can be improved, etc.
- Design recruitment materials. (T-Shirts, Marketing Materials, Etc.)
- Create a plan for summer/fall recruitment.

Best Officer Operations:

- Start the marketing phase - what will be posted on social media, will the chapter put together a recruitment video?
- Follow incoming freshmen class on Social Media
**Human Service:**

**Good Officer Operations:**

- Share events Brothers can take part in remotely and gauge interest:
  - Text a thon
  - Letter writing campaign
  - Click [this link](#) for a resource from CrowdChange about virtual human service opportunities
- The Chapter can participate in a Philanthropy/Service seminar.
- Identify a local organization impacted during this time and reach out to see how the Chapter can help them.
  - Look into using extra finances to help those in need during this time.
- Re-evaluate last year’s Acacia Claus and see how we can improve it in the Fall
- Re-evaluate Seven Days of Service and mock-plan the week if you all were still able to have it. Discover what the Chapter can do better to improve this program.

**House Manager:**

**Good Officer Operations:**

- Please remember that our housing contracts with schools, private landlords, House Corporations, etc. are in effect and do not get canceled due to COVID-19/Coronavirus.
- Standards and tips for cleaning and disinfecting as well as hand hygiene can be found on the CDC’s website.
- Work with Housing Corp Board/Landlord to determine next steps for Brothers living in house.
  - Determine and share with members what the plan is for the house being closed for the remainder of the term.