

## 5 STEPS TO BUILDING A CHAPTER COUNCIL

1. Obtain a list of alumni or other candidate names (such as colleagues, professors, etc.) from the chapter's Alumni Association, alumni and undergraduates
2. Contact the people on the list (use a, b or both):
  - a. Email the candidate to introduce yourself and gain interest
    - Resources: Sample Emails and Chapter Council Officer Descriptions (Fraternity website)
  - b. Call the candidate to introduce yourself and gain interest
    - Resources: Script for a specific school or general Alpha Sig alumni (Fraternity website)
3. You may need a second call after you have their interest to allow them to ask questions. The second call should be no more than one week after the initial contact. Ensure the candidate has thought about the opportunity and reviewed the Chapter Council Officer Description(s). They should choose an open, needed position.
  - Resources: Sample Questions, vetting process, Volunteer Handbook and Chapter Council Officer Descriptions
4. Submit the committed candidate and their desired position to the Chapter Council for a vote.
5. When approved by the simple majority, send the new chapter council officer a copy of the Volunteer Handbook, FIPG policy and Annual Report. If you need help finding these materials, contact your Alumni Engagement Staff Liaison. Provide the new officer the contact information for their corresponding undergraduate officer and encourage them to begin building a relationship and advising the officer using the Annual Report and undergraduate officer job description as a start.
  - Resources: FIPG Policy, Volunteer Handbook, Annual Report, Sample Talking Points, Sample Undergraduate Call Agenda (Fraternity website)