



**ALPHA SIGMA PHI**  
alphasig.org

## CHAPTER PRESIDENT – FIRST 30 DAYS

Congratulations on your election as Chapter President! Although this may not be an exhaustive list, this is intended to get you started on tasks that will be beneficial to you moving forward.

### STAKEHOLDERS

- Reach out to your Grand Chapter Advisor
  - Set up a time to meet within the next two weeks (virtually or in-person)
  - Get to know one another and establish expectations for working together
  - Shared the date, time, and location for any upcoming meetings and/or retreats
  - Provide contact information for all incoming officers so that your GCA can give to use Chapter Council
  - Set up a day and time for a biweekly meeting (virtually or in-person)
- Attend an IFC meeting and introduce yourself to the other fraternity leaders.
- Contact your Fraternity/Sorority Advisor
  - Set up a time to meet within the next two weeks
  - Provide contact information for all incoming officers
  - Set up a day and time for ongoing meetings (at least monthly)
  - Review college/university expectations and upcoming deadlines/programs
- Reach out to your Fraternity Staff Coach
  - Get to know one another and establish expectations for working together
  - Review any upcoming deadlines
- Introduce yourself to current sorority chapter presidents, Panhellenic Council officers, and leaders of other campus organizations that you work with frequently

### TRANSITIONS

- Work with the outgoing President or Vice President of Communications to update officers in MyAlphaSig/Greekbill; ensure officer user permissions are also updated to allow necessary access
- Meet with the outgoing President to transition
  - Review current goals, shared vision, and/or strategic plan
  - Review any upcoming deadlines
  - Review the Annual Report for Accreditation, both how the chapter performed the previous year and the progress on this year
  - Discuss successes and challenges he encountered during his term
  - Gain suggestions and information on resources to utilize during your term
- Make signature changes for chapter checking account at the bank (if applicable)
- Schedule Shared Vision Retreat for incoming Prudential Board
- Schedule Calendar Planning Retreat for incoming Prudential Board

## TRAINING & RESOURCES

- Register for any Alpha Sig or University leadership conferences that the President is expected to attend.
- Complete Online Officer Training
  - This can be done by logging into MyAlphaSig > Officer Training and Education
- Secure and review copies of your chapter's:
  - Constitution and Bylaws
  - Budget
  - Calendar of events
  - Strategic plan and/or goals
  - Account balances for checking, savings, or other accounts (OmegaFi Bill Pay, Buildium, etc.)
- Review resources on the Alpha Sigma Phi website
- Review resource videos on the Alpha Sigma Phi Youtube channel
- Review any college/university standards, expectations, and/or awards programs

