

## **GCA/CHAPTER COUNCIL ANNUAL REPORT**

### **INTRODUCTION**

The Grand Chapter Advisor is expected to complete the Chapter Council Annual Report each year, which assists in measuring the relationship between the advisors and the chapter. The GCA and Chapter Council should use the prompts, as well as the descriptions, to help their actions. The Chapter Council Annual Report is provided on the Alpha Sigma Phi website and is due on April 15th, 2020.

**Instructions:** To complete the checklist, check each box that applies to your chapter. For example, if you or a member of your Chapter Council attends 12 or more Chapter events per year, please check all three boxes in that section. If the minimum is not reached, please do not check any boxes in that section.

### **POINTS BREAKDOWN**

- 9 Points – GCA/Chapter Council meets **13 - 15** of the items below and provides the necessary documentation.
- 6 Points – GCA/Chapter Council meets **10 - 12** of the items below and provides the necessary documentation.
- 3 Points - GCA/Chapter Council meets **7 - 9** of the items below and provides the necessary documentation.

**Section One:** Number of events per year attended by the Grand Chapter Advisor, or a member of the Chapter Council. The events include Chapter meetings, Prudential Board meetings, or Chapter events (i.e. recruitment events, brotherhood events, ritual ceremonies, chapter retreats, etc.). Dates, events, and who attended must be provided.

Minimum of 8 events in an academic year

Minimum of 10 events in an academic year

Minimum of 12 events in an academic year

**Section Two:** Number of Chapter Council meetings hosted by the Grand Chapter Advisor during the academic year. Meetings may be completed either in-person, or through conference call. Documentation must be provided through Vault.

Minimum of 2 meetings per academic year

Minimum of 3 meetings per academic year

Minimum of 5 meetings per academic year

**Section Three:** Number of completed monthly chapter updates. This is verified through monthly submissions on Vault. Each touch point must be submitted in Vault within 15 days of that month's end.

Minimum of 4 monthly updates submitted

Minimum of 5 monthly updates submitted

Minimum of 6 monthly updates submitted

**Section Four:** The percentage of Chapter Council members to participate in the online Advisors Training provided through the Alpha Sigma Phi website. If an advisor has been in their role for 3+ years, they are not required to complete the course.

A minimum of 60% of Chapter Council Advisors successfully complete the Advisors Training by April 15th.

A minimum of 80% of Chapter Council Advisors successfully complete the Advisors Training by April 15th.

100% of Chapter Council Advisors successfully complete the Advisors Training by April 15th.

**Section Five:** Number of Chapter Council positions filled as of April 15th, 2020, not including the Grand Chapter Advisor. Positions: Member Retention Advisor, Financial Advisor, Growth Advisor, Standards Advisor, and Ritual & Traditions Advisor, Membership Enrichment Adviser, Communications Advisor, Service and Philanthropy Advisor.

Minimum of 3 positions filled

Minimum of 5 positions filled

All 8 positions filled

Total Number of check marks: \_\_\_\_\_/15

*\*If you have any questions/concerns, please reach out to your staff liaison.*