



ALPHA SIGMA PHI FRATERNITY
OFFICER TRANSITION & MEETINGS
PACKET FOR CHAPTERS OF ALPHA SIGMA PHI

ALPHA SIG

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SILENCE

CHARITY

PURITY

HONOR

PATRIOTISM

FOUNDED AT YALE UNIVERSITY ON DECEMBER 6, 1845

INTRO TO OFFICER TRANSITIONS

LOGISTICS

Officer Transition Meetings are three-person meetings between the incoming officer, the outgoing officer, and a facilitator. The facilitator may be a Fraternity staff member, Fraternity/Sorority Advisor, Grand Chapter Advisor, or Chapter Council member. Up to 10 meetings will occur—one for each officer in the chapter. Plan for each meeting to last approximately one hour.

RECOMMENDATIONS

Officer Transition Meetings may be paired with the Chapter Planning Retreat and/or the Calendar Planning Retreat. Curriculum can be found on the Alpha Sigma Phi website under Fraternity Resources.

SUPPLIES NEEDED

- Officer Roles and Responsibilities Handouts
- Copy of the Annual Report for Accreditation
- Laptop with Wi-Fi access

GOALS

- Outgoing officers will share all knowledge and resources with incoming officers that they need to be successful; the facilitator is present to guide the conversation and facilitate the transfer of this knowledge.
- Incoming officers will get answers to any questions they have about their positions.
- At the conclusion of each meeting, incoming officers will have a complete understanding of their role and responsibilities.

STRUCTURE

- Introductions/Purpose of Meeting
- Officer Roles and Responsibilities
- Annual Report for Accreditation Benchmarks
- Resources
 - From outgoing officer
 - Fraternity website, Youtube videos, and online officer training
- Ask and Share
 - Questions/advice
- Action Items

PRESIDENT

INTRODUCTIONS/PURPOSE OF MEETING

OFFICER ROLES AND RESPONSIBILITIES

- Briefly review the officer roles and responsibilities.
 - This can be found on the Alpha Sigma Phi website under Fraternity Resources
- Ask the outgoing officer to explain the more important points in detail.
 - Which responsibilities did you accomplish well? What was the most difficult aspect of your position?
 - What do you wish you knew about your position on the first day you took office?
- Ask the incoming officer which responsibilities he feels most comfortable and uncomfortable about.

ANNUAL REPORT FOR ACCREDITATION BENCHMARKS

- Discuss Annual Report for Accreditation metrics related to this officer:
 - For the President, discuss the entire Annual Report for Accreditation
- Ask the outgoing officer to provide some context.
 - What has the outgoing officer already accomplished?
 - Determine what is left to do and what can be improved upon.
- Where are our strengths? Where did we fall short? Why? What should the incoming officer focus on if they want to improve on last year's performance?

RESOURCES

- From outgoing officer:
 - Chapter/Prudential Board meeting agendas
 - Constitution and Bylaws
 - University student org online system/database
 - Annual Report for Accreditation
 - Health and Safety Guidelines
 - Amnesty Policy
- Review Vault
 - Ensure the incoming officer has the access needed to complete his tasks. Review the following:
 - Submitting Membership Agreements
 - Reporting Initiation
 - Reporting graduating seniors and Scene 5 of Initiation
 - Updating officers
 - Updating member roster
- Any additional resources?
 - Discuss any additional resources that the chapter or the outgoing officer uses outside of the resources provided by Fraternity staff
- Navigate to the Officer Resources section of the Fraternity's website. Show the incoming officer how to get there and what is in his section.
 - Online resources/videos
 - Online officer training on MyAlphaSig
- Stakeholders and resources to keep in mind:
 - Grand Chapter Advisor and Chapter Council
 - Fraternity & Sorority Life office/advisor
 - Staff Coach

PRESIDENT

ASK AND SHARE

- Topics for discussion:
 - Running a chapter meeting
 - Supervision: All H-Officers
 - Communicating with the GCA, FSA, other chapter presidents, and Fraternity staff
 - IFC meetings
 - Relevant college/ university policies
 - Health and Safety Guidelines
 - Amnesty Policy
 - Importance of financial oversight (including any contracts)
 - Encouraging ticket sales for summer program (Elevate, Grand Chapter)
 - Help him understand why it is important to get brothers to attend and how this helps the brothers and the chapter.
 - Start the conversations with brothers early in the year to give them time to save money to attend and clear their schedules
 - If possible, budget for the chapter to cover part of the cost for anyone who attends
- What other questions does the incoming officer have for his predecessor?
 - If you had to start doing your job in full tomorrow, what would you feel most under-prepared for?
- Discuss time-sensitive items
 - What dates have already been set? What dates will we need to set?
- What advice/suggestions does the outgoing officer have for his successor?
 - Outgoing officer may be dismissed at this time.

ACTION ITEMS

- Share contact information for the Grand Chapter Advisor or Staff Coach. Instruct the incoming officer to send a message to the GCA or Staff Coach prior to the conclusion of your meeting.
- Share contact information for the campus Fraternity and Sorority Advisor. Instruct the incoming officer to send a message to the FSA prior to the conclusion of your meeting.
- This officer serves as the Delegate for the summer program. He should register for the program during your meeting.
- Update all officers in Vault. This must be completed no later than December 6.
- Identify a Secondary Delegate for Grand Chapter/Elevate. Ensure both a Delegate and Secondary Delegate are registered for the summer program no later than April 15.
- Purchase a ticket package for the summer program no later than April 15.

VP OF FINANCE

INTRODUCTIONS/PURPOSE OF MEETING

OFFICER ROLES AND RESPONSIBILITIES

- Briefly review the officer roles and responsibilities.
 - This can be found on the Alpha Sigma Phi website under Fraternity Resources
- Ask the outgoing officer to explain the more important points in detail.
 - Which responsibilities did you accomplish well? What was the most difficult aspect of your position?
 - What do you wish you knew about your position on the first day you took office?
- Ask the incoming officer which responsibilities he feels most comfortable and uncomfortable about.

ANNUAL REPORT FOR ACCREDITATION BENCHMARKS

- Discuss Annual Report metrics related to this officer.
- Ask the outgoing officer to provide some context.
 - What has the outgoing officer already accomplished?
 - Determine what is left to do and what can be improved upon.
- Where are our strengths? Where did we fall short? Why? What should the incoming officer focus on if they want to improve on last year's performance?

RESOURCES

- From outgoing officer:
 - Chapter billing letter
 - Budget
 - Vault
 - Chapter bank account (if applicable)
 - Receipts
 - Tax information
- Review Vault
 - Ensure the incoming officer has the access needed to complete his tasks. Review the following:
 - Chapter financial statement
 - Budgeting
 - Billing members
- Any additional resources?
 - Discuss any additional resources that the chapter or the outgoing officer uses outside of the resources provided by Fraternity staff.
- Navigate to the Officer Resources section of the Fraternity's website. Show the incoming officer how to get there and what is in his section.
 - Online resources/videos
 - Online officer training on MyAlphaSig
- Other resources to keep in mind:
 - Financial Advisor
 - Fraternity & Sorority Life office/advisor
 - Staff Coach

VP OF FINANCE

ASK AND SHARE

- Topics for discussion:
 - Understanding/Managing the budget
 - Local dues collection/How to use Vault
 - Collections
 - Understanding chapter statement/all chapter fees
 - Payments to Fraternity Headquarters through Vault
 - Chapter taxes (990)
 - Fundraising goal
 - Past fundraising events
 - Fundraising impact on budget
 - Relevant campus policies for fundraising
 - Financial controls in place to safeguard against fraud
 - Contracts (outstanding and tips for executing)
 - Endowment (both temporary and permanent)
 - Sending delinquent brothers to collections
- What other questions does the incoming officer have for his predecessor?
 - If you had to start doing your job in full tomorrow, what would you feel most under-prepared for?
- Discuss time-sensitive items
 - What dates have already been set? What dates will we need to set?
- What advice/suggestions does the outgoing officer have for his successor?
 - Outgoing officer may be dismissed at this time.

ACTION ITEMS

- Share contact information for the Financial Advisor. Instruct the incoming officer to send a message to the advisor prior to the conclusion of your meeting.
- Share contact information for the OmegaFi CSR. Instruct the incoming officer to send a message to the CSR prior to the conclusion of your meeting.
- Decide when both officers (incoming and outgoing) will go to the bank to change the name(s) on the chapter's bank account.
- Create/finalize a budget.

VP OF RITUAL & TRADITIONS

INTRODUCTIONS/PURPOSE OF MEETING

OFFICER ROLES AND RESPONSIBILITIES

- Briefly review the officer roles and responsibilities.
 - This can be found on the Alpha Sigma Phi website under Fraternity Resources
- Ask the outgoing officer to explain the more important points in detail.
 - Which responsibilities did you accomplish well? What was the most difficult aspect of your position?
 - What do you wish you knew about your position on the first day you took office?
- Ask the incoming officer which responsibilities he feels most comfortable and uncomfortable about.

ANNUAL REPORT FOR ACCREDITATION BENCHMARKS

- Discuss Annual Report metrics related to this officer.
- Ask the outgoing officer to provide some context.
 - What has the outgoing officer already accomplished?
 - Determine what is left to do and what can be improved upon.
- Where are our strengths? Where did we fall short? Why? What should the incoming officer focus on if they want to improve on last year's performance?

RESOURCES

- From outgoing officer:
 - Ritual materials
 - Ritual books
 - Ritual inventory
- Review Vault
 - Ensure the incoming officer has the access needed to complete his tasks. Review the following:
 - Reporting Initiation
- Any additional resources?
 - Discuss any additional resources that the chapter or the outgoing officer uses outside of the resources provided by Fraternity staff.
- Navigate to the Officer Resources section of the Fraternity's website. Show the incoming officer how to get there and what is in his section.
 - Online resources/videos
 - Online officer training on MyAlphaSig
- Other resources to keep in mind:
 - Ritual & Traditions Advisor
 - Fraternity & Sorority Life office/advisor
 - Staff Coach

VP OF RITUAL & TRADITIONS

ASK AND SHARE

- Topics for discussion:
 - Ritual inventory review/maintenance
 - Developing a plan and budget to order replacement materials if needed
 - Planning a ritual event/reserving space
 - Relevant university policies
 - Conducting Ritual Education
 - Ceremonies
 - Initiation scenes 1 & 2
 - Initiation scenes 3 & 4 (no more than 35 days after scenes 1 & 2)
 - Initiation scene 5 (before graduation)
 - Other Public Ceremonies
 - Black Lantern Processional
 - Memorial Service
 - Officer Installation
 - Scholarship Service
 - Sweetheart Ceremony
- What other questions does the incoming officer have for his predecessor?
 - If you had to start doing your job in full tomorrow, what would you feel most under-prepared for?
- Discuss time-sensitive items
 - What dates have already been set? What dates will we need to set?
- What advice/suggestions does the outgoing officer have for his successor?
 - Outgoing officer may be dismissed at this time.

ACTION ITEMS

- Share contact information for the Ritual & Traditions Advisor. Instruct the incoming officer to send a message to the advisor prior to the conclusion of your meeting.
- Vice President of Ritual & Traditions should conduct and document a ritual inventory review.

VP OF COMMUNICATIONS

INTRODUCTIONS/PURPOSE OF MEETING

OFFICER ROLES AND RESPONSIBILITIES

- Briefly review the officer roles and responsibilities.
 - This can be found on the Alpha Sigma Phi website under Fraternity Resources
- Ask the outgoing officer to explain the more important points in detail.
 - Which responsibilities did you accomplish well? What was the most difficult aspect of your position?
 - What do you wish you knew about your position on the first day you took office?
- Ask the incoming officer which responsibilities he feels most comfortable and uncomfortable about.

ANNUAL REPORT FOR ACCREDITATION BENCHMARKS

- Discuss Annual Report for Accreditation metrics related to this officer.
- Ask the outgoing officer to provide some context.
 - What has the outgoing officer already accomplished?
 - Determine what is left to do and what can be improved upon.
- Where are our strengths? Where did we fall short? Why? What should the incoming officer focus on if they want to improve on last year's performance?

RESOURCES

- From outgoing officer:
 - Calendar
 - Meeting minutes
 - Social media account access (Facebook, Twitter, Instagram, YouTube)
 - Chapter communication networks (Facebook group, GroupMe, etc.)
- Review Vault
 - Ensure the incoming officer has the access needed to complete his tasks. Review the following:
 - Reporting graduating seniors
 - Updating the member roster
 - Updating officers
- Any additional resources?
 - Discuss any additional resources that the chapter or the outgoing officer uses outside of the resources provided by Fraternity staff.
- Navigate to the Officer Resources section of the Fraternity's website. Show the incoming officer how to get there and what is in his section.
 - Online resources/videos
 - Online officer training on MyAlphaSig
- Other resources to keep in mind:
 - Communications Advisor
 - Fraternity & Sorority Life office/advisor
 - Staff Coach

VP OF COMMUNICATIONS

ASK AND SHARE

- Topics for discussion:
 - Calendar planning/communication
 - Attendance/Point system
 - Posting on social media
- What other questions does the incoming officer have for his predecessor?
 - If you had to start doing your job in full tomorrow, what would you feel most under-prepared for?
- Discuss time-sensitive items
 - What dates have already been set? What dates will we need to set?
- What advice/suggestions does the outgoing officer have for his successor?
 - Outgoing officer may be dismissed at this time.

ACTION ITEMS

- Share contact information for the Communications Advisor. Instruct the incoming officer to send a message to the advisor prior to the conclusion of your meeting.

VP OF MEMBERSHIP ENRICHMENT

INTRODUCTIONS/PURPOSE OF MEETING

OFFICER ROLES AND RESPONSIBILITIES

- Briefly review the officer roles and responsibilities.
 - This can be found on the Alpha Sigma Phi website under Fraternity Resources
- Ask the outgoing officer to explain the more important points in detail.
 - Which responsibilities did you accomplish well? What was the most difficult aspect of your position?
 - What do you wish you knew about your position on the first day you took office?
- Ask the incoming officer which responsibilities he feels most comfortable and uncomfortable about.

ANNUAL REPORT FOR ACCREDITATION BENCHMARKS

- Discuss Annual Report for Accreditation metrics related to this officer.
- Ask the outgoing officer to provide some context.
 - What has the outgoing officer already accomplished?
 - Determine what is left to do and what can be improved upon.
- Where are our strengths? Where did we fall short? Why? What should the incoming officer focus on if they want to improve on last year's performance?

RESOURCES

- From outgoing officer:
 - Membership Orientation Program
 - New member calendar
 - Campus offices/resources to give presentations to new members
 - Scholarship plan
 - Chapter/community grade report
 - TBTM Scholarship materials
 - Campus academic resources
- Any additional resources?
 - Discuss any additional resources that the chapter or the outgoing officer uses outside of the resources provided by Fraternity staff.
- Navigate to the Officer Resources section of the Fraternity's website. Show the incoming officer how to get there and what is in his section.
 - Online resources/videos
 - Online officer training on MyAlphaSig
- Other resources to keep in mind:
 - Membership Enrichment Advisor
 - Fraternity & Sorority Life office/advisor
 - Staff Coach

VP OF MEMBERSHIP ENRICHMENT

ASK AND SHARE

- Topics for discussion:
 - Building a Membership Orientation Program (maximum of 35 days)
 - Campus offices/resources to give presentations
 - How to facilitate new member meetings
 - GPA goal
 - Study hours
 - How to access grade reports from Fraternity and Sorority Life
 - TBTM Scholarship
 - Campus academic resources
- What other questions does the incoming officer have for his predecessor?
 - If you had to start doing your job in full tomorrow, what would you feel most under-prepared for?
- Discuss time-sensitive items
 - What dates have already been set? What dates will we need to set?
- What advice/suggestions does the outgoing officer have for his successor?
 - Outgoing officer may be dismissed at this time.

ACTION ITEMS

- Share contact information for the Membership Enrichment Advisor. Instruct the incoming officer to send a message to the advisor prior to the conclusion of your meeting.
- Create a draft of the upcoming term's Membership Orientation Program.
- Create a draft of the upcoming term's scholarship plan.
 - Campus resources, incentives, standards, accountability metrics

VP OF STANDARDS

INTRODUCTIONS/PURPOSE OF MEETING

OFFICER ROLES AND RESPONSIBILITIES

- Briefly review the officer roles and responsibilities.
 - This can be found on the Alpha Sigma Phi website under Fraternity Resources
- Ask the outgoing officer to explain the more important points in detail.
 - Which responsibilities did you accomplish well? What was the most difficult aspect of your position?
 - What do you wish you knew about your position on the first day you took office?
- Ask the incoming officer which responsibilities he feels most comfortable and uncomfortable about.

ANNUAL REPORT FOR ACCREDITATION BENCHMARKS

- Discuss Annual Report for Accreditation metrics related to this officer.
- Ask the outgoing officer to provide some context.
 - What has the outgoing officer already accomplished?
 - Determine what is left to do and what can be improved upon.
- Where are our strengths? Where did we fall short? Why? What should the incoming officer focus on if they want to improve on last year's performance?

RESOURCES

- From outgoing officer:
 - Health and Safety Guidelines
 - Amnesty Policy
 - Chapter health and safety plan for events with alcohol
- Review Vault
 - Ensure the incoming officer has the access needed to complete his tasks. Review the following:
 - Incident Reports
 - Additional Insurance Requests
- Any additional resources?
 - Discuss any additional resources that the chapter or the outgoing officer uses outside of the resources provided by Fraternity staff.
- Navigate to the Officer Resources section of the Fraternity's website. Show the incoming officer how to get there and what is in his section.
 - Online resources/videos
 - Online officer training on MyAlphaSig
- Other resources to keep in mind:
 - Standards Advisor
 - Fraternity & Sorority Life office/advisor
 - Staff Coach

VP OF STANDARDS

ASK AND SHARE

- Topics for discussion:
 - Standards Board/hearing meetings
 - Standards Board training
 - Leading the Standards Board
 - Holding members accountable
 - Health and Safety Guidelines – full review
 - Amnesty Policy
 - Keeping events safe
 - Crafting a written health and safety plan
- What other questions does the incoming officer have for his predecessor?
 - If you had to start doing your job in full tomorrow, what would you feel most under-prepared for?
- Discuss time-sensitive items
 - What dates have already been set? What dates will we need to set?
- What advice/suggestions does the outgoing officer have for his successor?
 - Outgoing officer may be dismissed at this time.

ACTION ITEMS

- Share contact information for the Standards Advisor. Instruct the incoming officer to send a message to the advisor prior to the conclusion of your meeting.
- Create a draft of the chapter's health and safety plan for events with alcohol (if one currently does not exist).

VP OF GROWTH

INTRODUCTIONS/PURPOSE OF MEETING

OFFICER ROLES AND RESPONSIBILITIES

- Briefly review the officer roles and responsibilities.
 - This can be found on the Alpha Sigma Phi website under Fraternity Resources
- Ask the outgoing officer to explain the more important points in detail.
 - Which responsibilities did you accomplish well? What was the most difficult aspect of your position?
 - What do you wish you knew about your position on the first day you took office?
- Ask the incoming officer which responsibilities he feels most comfortable and uncomfortable about.

ANNUAL REPORT FOR ACCREDITATION BENCHMARKS

- Discuss Annual Report for Accreditation metrics related to this officer.
- Ask the outgoing officer to provide some context.
 - What has the outgoing officer already accomplished?
 - Determine what is left to do and what can be improved upon.
- Where are our strengths? Where did we fall short? Why? What should the incoming officer focus on if they want to improve on last year's performance?

RESOURCES

- From outgoing officer:
 - Recruitment Plan/Calendar
 - Names List
 - IFC/Formal Recruitment information
 - Chapter Builder
 - PhiredUp Certification
- Review Vault
 - Ensure the incoming officer has the access needed to complete his tasks. Review the following:
 - Submitting Membership Agreements
 - Access to ChapterBuilder
- Any additional resources?
 - Discuss any additional resources that the chapter or the outgoing officer uses outside of the resources provided by Fraternity staff.
- Navigate to the Officer Resources section of the Fraternity's website. Show the incoming officer how to get there and what is in his section.
 - Online resources/videos
 - Online officer training on MyAlphaSig
- Other resources to keep in mind:
 - Growth Advisor
 - Fraternity & Sorority Life office/advisor
 - Staff Coach

VP OF GROWTH

ASK AND SHARE

- Topics for discussion:
 - Leading the recruitment teams/captains
 - Events
 - IFC/Formal recruitment
 - Relevant university policies
 - Using Chapter Builder
 - TBTM Scholarship
 - Phired Up Certification
- What other questions does the incoming officer have for his predecessor?
 - If you had to start doing your job in full tomorrow, what would you feel most under-prepared for?
- Discuss time-sensitive items
 - What dates have already been set? What dates will we need to set?
- What advice/suggestions does the outgoing officer have for his successor?
 - Outgoing officer may be dismissed at this time.

ACTION ITEMS

- Share contact information for the Growth Advisor. Instruct the incoming officer to send a message to the advisor prior to the conclusion of your meeting.
- Create a draft of the upcoming term's Recruitment Plan.
 - Team/captains, calendar, marketing, events, closing/interviews, formal recruitment, incentive system, TBTM scholarship

VP OF SERVICE & PHILANTHROPY

INTRODUCTIONS/PURPOSE OF MEETING

OFFICER ROLES AND RESPONSIBILITIES

- Briefly review the officer roles and responsibilities.
 - This can be found on the Alpha Sigma Phi website under Fraternity Resources
- Ask the outgoing officer to explain the more important points in detail.
 - Which responsibilities did you accomplish well? What was the most difficult aspect of your position?
 - What do you wish you knew about your position on the first day you took office?
- Ask the incoming officer which responsibilities he feels most comfortable and uncomfortable about.

ANNUAL REPORT FOR ACCREDITATION BENCHMARKS

- Discuss Annual Report for Accreditation metrics related to this officer.
- Ask the outgoing officer to provide some context.
 - What has the outgoing officer already accomplished?
 - Determine what is left to do and what can be improved upon.
- Where are our strengths? Where did we fall short? Why? What should the incoming officer focus on if they want to improve on last year's performance?

RESOURCES

- From outgoing officer:
 - Current number of service hours per member
 - Contact info for service sites
 - Campus resources for service
 - Current number of dollars raised per member
 - Contact info for philanthropic partners
- Any additional resources?
 - Discuss any additional resources that the chapter or the outgoing officer uses outside of the resources provided by Fraternity staff.
- Navigate to the Officer Resources section of the Fraternity's website. Show the incoming officer how to get there and what is in his section.
 - Online resources/videos
 - Online officer training on MyAlphaSig
- Other resources to keep in mind:
 - Service and Philanthropy Advisor
 - Fraternity & Sorority Life office/advisor
 - Staff Coach

VP OF SERVICE & PHILANTHROPY

ASK AND SHARE

- Topics for discussion:
 - Service events
 - Driving sign-ups
 - Tracking/confirming service hours
 - Resources on campus/service office
 - Review philanthropic partners
 - RAINN (Rape, Abuse and Incest National Network)
 - Shatterproof
 - Aware Awake Alive
 - Active Minds
 - Homes for our Troops
 - Planning philanthropic events
 - Raising both funds and awareness
 - How to donate funds collected
 - CrowdChange
 - Alphasigmaphi.crowdchange.co
- What other questions does the incoming officer have for his predecessor?
 - If you had to start doing your job in full tomorrow, what would you feel most under-prepared for?
- Discuss time-sensitive items
 - What dates have already been set? What dates will we need to set?
- What advice/suggestions does the outgoing officer have for his successor?
 - Outgoing officer may be dismissed at this time.

ACTION ITEMS

- Share contact information for the Service and Philanthropy Advisor. Instruct the incoming officer to send a message to the advisor prior to the conclusion of your meeting.

VP OF RETENTION

INTRODUCTIONS/PURPOSE OF MEETING

OFFICER ROLES AND RESPONSIBILITIES

- Briefly review the officer roles and responsibilities.
 - This can be found on the Alpha Sigma Phi website under Fraternity Resources
- Ask the outgoing officer to explain the more important points in detail.
 - Which responsibilities did you accomplish well? What was the most difficult aspect of your position?
 - What do you wish you knew about your position on the first day you took office?
- Ask the incoming officer which responsibilities he feels most comfortable and uncomfortable about.

ANNUAL REPORT FOR ACCREDITATION BENCHMARKS

- Discuss Annual Report for Accreditation metrics related to this officer.
- Ask the outgoing officer to provide some context.
 - What has the outgoing officer already accomplished?
 - Determine what is left to do and what can be improved upon.
- Where are our strengths? Where did we fall short? Why? What should the incoming officer focus on if they want to improve on last year's performance?

RESOURCES

- From outgoing officer:
 - Pending contracts (if applicable)
 - Contact information for socials with other fraternities/sororities
 - Health and Safety Guidelines
 - Intramural registration deadlines
- Any additional resources?
 - Discuss any additional resources that the chapter or the outgoing officer uses outside of the resources provided by Fraternity staff.
- Navigate to the Officer Resources section of the Fraternity's website. Show the incoming officer how to get there and what is in his section.
 - Online resources/videos
 - Online officer training on MyAlphaSig
- Other resources to keep in mind:
 - Member Retention Advisor/Grand Chapter Advisor
 - Fraternity & Sorority Life office/advisor
 - Staff Coach

VP OF RETENTION

ASK AND SHARE

- Topics for discussion:
 - Past events: What was successful/not successful?
 - Attendance: How do you motivate brothers to attend events?
 - Ideas for free/fun events
 - Alcohol vs. non-alcohol events
 - Socials
 - Formal
 - Event Planning
 - Health and Safety Guidelines – full review
 - Relevant university policies
 - Campus intramural database/resources
 - Greek Week
 - Contracts (outstanding and tips for executing)
 - Additionally insured requests for events- Request through Staff Coach
- What other questions does the incoming officer have for his predecessor?
 - If you had to start doing your job in full tomorrow, what would you feel most under-prepared for?
- Discuss time-sensitive items
 - What dates have already been set? What dates will we need to set?
- What advice/suggestions does the outgoing officer have for his successor?
 - Outgoing officer may be dismissed at this time.

ACTION ITEMS

- Share contact information for the Member Retention Advisor. Instruct the incoming officer to send a message to the advisor prior to the conclusion of your meeting.

VP OF ALUMNI & FAMILY RELATIONS

INTRODUCTIONS/PURPOSE OF MEETING

OFFICER ROLES AND RESPONSIBILITIES

- Briefly review the officer roles and responsibilities.
 - This can be found on the Alpha Sigma Phi website under Fraternity Resources
- Ask the outgoing officer to explain the more important points in detail.
 - Which responsibilities did you accomplish well? What was the most difficult aspect of your position?
 - What do you wish you knew about your position on the first day you took office?
- Ask the incoming officer which responsibilities he feels most comfortable and uncomfortable about.

ANNUAL REPORT FOR ACCREDITATION BENCHMARKS

- Discuss Annual Report for Accreditation metrics related to this officer.
- Ask the outgoing officer to provide some context.
 - What has the outgoing officer already accomplished?
 - Determine what is left to do and what can be improved upon.
- Where are our strengths? Where did we fall short? Why? What should the incoming officer focus on if they want to improve on last year's performance?

RESOURCES

- From outgoing officer:
 - Alumni Association President contact information
 - Alumni Association communication
 - Alumni database
- Any additional resources?
 - Discuss any additional resources that the chapter or the outgoing officer uses outside of the resources provided by Fraternity staff.
- Navigate to the Officer Resources section of the Fraternity's website. Show the incoming officer how to get there and what is in his section.
 - Online resources/videos
 - Online officer training on MyAlphaSig
- Other resources to keep in mind:
 - Alumni Association President
 - Fraternity & Sorority Life office/advisor
 - Staff Coach

VP OF ALUMNI & FAMILY RELATIONS

ASK AND SHARE

- Topics for discussion:
 - Communicating with the Alumni Association
 - Engaging alumni on social media
 - Sig Bust/other alumni events
 - Campus homecoming
 - Maintaining an alumni database/contact list
 - Planning family events
 - Campus family weekend
 - Endowment (both temporary and permanent)
- What other questions does the incoming officer have for his predecessor?
 - If you had to start doing your job in full tomorrow, what would you feel most under-prepared for?
- Discuss time-sensitive items
 - What dates have already been set? What dates will we need to set?
- What advice/suggestions does the outgoing officer have for his successor?
 - Outgoing officer may be dismissed at this time.

ACTION ITEMS

- Share contact information for the Alumni Association President. Instruct the incoming officer to send a message to the Alumni Association President prior to the conclusion of your meeting.

ALPHA★SIG.ORG