



ALPHA SIGMA PHI FRATERNITY  
**OFFICER TRANSITIONS**  
PACKET FOR CHAPTERS OF ALPHA SIGMA PHI

to BETTER the WORLD through BETTER MEN.

**ALPHA SIG**



*Silence*

*Charity*

*Purity*

*Honor*

*Patriotism*

*Alpha Sigma Phi*





ΑΣΦ

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# 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 Officer Resources for the President.

## SUPPLIES NEEDED

- Officer Roles and Responsibilities Handouts
- Copy of the 2020-2021 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 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 Elevate
    - Help him understand why it is important to get brothers to attend
    - Start the conversations with members 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 Elevate. He should register for the program during your meeting.
- Update all officers in Vault. This must be completed no later than December 6.
- Register for Presidents Academy by December 6. It is an expectation that all Presidents attend for the entirety of the program.
- Identify a Secondary Delegate for Elevate. Ensure both a Delegate and Secondary Delegate are registered for Elevate no later than December 6.
- Purchase a ticket package for Elevate 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 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
  - 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)
- 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 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 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 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
- 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:
  - 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 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
- 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 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
- Review Vault
  - Ensure the incoming officer has the access needed to complete his tasks. Review the following:
    - Submitting Bio Forms
    - 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 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](http://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 MEMBER 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 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 MEMBER RETENTION

### ASK AND SHARE

- Topics for discussion:
  - Past events: What was successful/not successful?
  - Attendance: How do you get 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 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
  - 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.





