



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

**ALPHA SIG**



# 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 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 MyAlphaSig
  - 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 on MyAlphaSig. This must be completed no later than April 15.
- Identify a Secondary Delegate for 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.

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