

F2K12 Committee Requirements

ServiceComm:

1. Attend one service comm meeting a week.
 - a. You must stay for the entire meeting for the meeting to count.
2. Find 2 new service projects.
 - a. You will be completely responsible for one of those projects. This includes contacting the coordinator, putting it on the calendar, and tracking it upon its completion.
3. Publicize up to 4 service projects that need more volunteers, as needed.
 - a. Venues of communication will include: posting in the appropriate facebook group, personally messaging members, and calling/texting members.
4. Assisting the survey chair in gathering reviews on service by calling participants of a project, and writing up the information they receive. Complete up to 3 service reviews for each meeting, as needed.
5. Complete an extra 5 service hours that will not count towards wild cards.
6. Attend at least one shift of Santa 4 Kids.

Membercomm:

Complete Option 1 or 2, AND 2 other Options for a total of 3, by fulfilling all sub points

1. Host 1 workshop with a partner. No groups.
 - a. Must be approved by MVPs
 - b. Must be 1 hour minimum
2. Contribute to the workshop binder by adding 2 workshops to the binder
 - a. Look through the calendar for CLW and MVP/active hosted workshops
 - b. Call the presenter(s) and ask for how the workshop is performed
 - c. Create information sheets for 2 workshops to include into the binder
3. Attend all Membercomm meetings (held weekly)
4. Help Spirit Chairs
 - a. Making LFS Tokens
 - b. Record 1 instructional video for ALL IPHI CHANTS
 - c. Must create new ideas and dress for all themed meetings
5. Help Nationals Chairs
 - a. Make Favors & Promo Video
 - b. Help with the Nationals Roll Call Video

FellowComm:

1. Give pledges each a choice of weeks during the term to be in charge of making fellowships/fellowboats and tracking provided to them in the FWord Comm page that will be created immediately following the meeting after pledge retreat.
 - a. The group in charge of a certain week comes up with two fellowship ideas and one fellowboat idea for their week.
 - i. Have all of their ideas put on the calendar.
 - ii. Teach them how to track their own events at the weekly FellowComm meetings.
2. Attend a FellowComm hangout.
3. Help run either Battle of the Classes or 3v3 basketball tournament. For Battle of the Classes, this can include running events, helping set up/clean up and/or tasks given by FVPs. For the 3v3 tournament, this includes keeping score, alerting teams that they are next, and/or doing tasks given by FVPs.
4. Attend weekly FellowComm meetings as mandated by FVPs.
5. By 4:00 the day prior to the meeting right before the a big fellowship, they must have a video (minimum 30 seconds long) advertising the big fellowships. FVPs will tell them details about the big fellowship two weeks before the video is due. Each member of FellowComm has to be in and say something in at least one of these videos. They have to send it in to FVP's.

IMPORTANT NOTE: The fellowboat may not be at a restaurant. Although we see the positives of eating at a restaurant, we encourage you to think of other alternatives. But at the same time, this does not mean the fellowboat cannot be about food. Events like BBQs, cooking nights, and other food activities (so long as they are not at a restaurant) can be done. We just encourage creativity, and to think of new activities to help bring people closer together.

Finance Committee Requirements:

Actives must earn 3 points to get credit/pledges must earn 2 points to get credit:

- 1 – Attending a Sodexo event/fundraiser
- 1 – 100% attendance of finance committee meetings(however, in order to get committee credit, member must attend at least 75% of meetings)
- 1 – Set up fundraiser at a restaurant
- 0.5 – help finance collect dues either at/for initiation, activation, broomball, winter retreat, pledge retreat, banquet, CLW, or dues/blacklist in general

must fulfill one requirement from each category

Poker Committee

(duties directed by finance/head chair, depending on number of members)

--Food, Venue, Labor/training, rules, prizes, budget, entertainment

PP Comm:

1. Pledge Trainer:

- a. Attend **all** pledge group meetings throughout the term. (Notify Pledge Parents 24 hours in advance if you are unable to attend a meeting)
- b. Attend **all** general meetings.(Can miss up to 2 meetings)
 - i. required to sign in/out during general meetings
- c. Be available on October 13th for **mandatory** Trainer meeting
- d. You (or your partner) are **required** to attend Pledge Retreat (October 19th – 21st)
- e. Grade Pledge-ucation quizzes.
- f. Attend 1 Fellowship or Service with your Trainees.
- g. Plan 2 Group Hangouts throughout the term
- h. Host (with your trainer partner) a pledge workshop at Pledge Roundtable.
- i. Fulfill the Trainer's Agenda during Group meetings each week
- j. Assist Pledge Group Service Project

2. BB/LB Chair:

- a. Must attend **all** Pledge and General meetings (Notify Pledge Parents 24 hours in advance if you are unable to attend a meeting)
- b. Be available on October 7th and October 12th for **mandatory** BB/LB Chair meeting
- c. Attend Initiation, October 12th.
- d. Attend Pledge Retreat (October 19th – 21st).
- e. Be available on the nights of Monday, November 5th through Friday, November 9th for pairings.
- f. Host BB/LB Workshop (November 26th – December 7th)
- g. Provide Mid-Term Check Up for the pledges

3. Sneak Chair:

- a. Help pledges successfully plan and execute Sneak
- b. Follow Risk Management when planning/ during Sneak.
- c. Lead Planks
- d. Attend Pledge Retreat (October 19th – 21st).

CorrComm:

1. Active Options

- a. Two Xpressions Chairs to oversee Tumblr Xpressions:
 - i. They will update the Xpressions tumblr at least twice a week.
 - ii. Their duties will be to make sure:
 1. Each group sends in a video.
 2. Each pledge turns in a personal entry.

3. To make weekly updates to the Xpressions page.
4. To design a new Xpressions page.
2. Comm duties (8 person cap)
 - a. Each member will complete an IC BILFSS [IC Brothers in LFS Spotlight] for one chapter.
 - i. Informing IPhi about IC chapter-specific events/ services (like our PNO or Amazing Race)
 1. any information gathered will be presented at one general meeting
 - ii. Promote events to and for IC chapters
 - b. Attend weekly committee meetings, but they are allowed to miss at most two.
 - c. Take pictures at IC events and use these to help CorrSecs create a slideshow for the end of the term.
3. Overall committee requirements.
 - a. All members should expect to:
 - i. Help CorrSecs plan and advertise IC events.
 1. Pairs of committee members will create 1 IC Event each
 - ii. Help CorrSecs and MVPs plan for Fall Fellowship and Nationals.

PubliComm Requirements:

Part 1

Actives:

1. Complete two (2) of the following:
 - a. Attend a tabling workshop
 - b. Attend at least 1 Rush Event
 - c. Flyer for at 1 shift

Positions Available to one (1) active: Rush Chair

Committee credit will be award by satisfying all the requirements below:

Requirements/duties:

1. Attend a flyering workshop (exempt if already attended one in past)
2. Assist Press Secs during weeks before Rush
 - a. Enforce proper flyering technique and etiquette
 - b. Check up at least once per shift or be present at the shift, the shifts that Press Secs are unable to check up on
 - c. At least one shift of flyering
3. Assist during Rush Week
 - a. Attend 3 or more rush events (more the better)
 - b. Mandatory to help during initiation which includes asking pledges to fill out questionnaires
 - c. Remind people to not leave their rush buddies alone
4. Assist Pledge Parents when needed or when Press Secs are unavailable

Part 2

Committee credit will be awarded by satisfying the part 1 requirements and the below requirements by obtaining 5 points, 3 out of 5 points before November 21st, 2012

For both Actives and Pledges:

1. Write thank you letters to persons and organizations that have cooperated with chapter projects and events (2 point per letter, 2 points max)
 - a. Press Secs will need to approve of everything before sending
2. Create a lanyard design (1 point for submission; 2 points for best design)
3. Make a new A-Board, Design and Paint (2 point each, Max 3 people)
4. Create a status for the Iota Phi Facebook Page and include idea for visual or actual picture (1 point/status with a maximum of 1 point)
 - a. Press Secs will need to approve of everything before publishing
5. Post on Facebook group pages about APO IPhi events such as Fundraisers
 - a. (1 point/post, maximum 1 point)
 - b. Press Secs will need to approve of everything before publishing
6. Paint stand alone letters (1 point, 2 people max)
7. Reach out to other greek organizations and create event with them, either fellowship or service (2 point)
8. Other opportunities for points can be added later

Other requirements all committee members must do:

1. Make sure A-Boards around campus are still standing
2. Wear your letters/chapter t-shirts/crewnecks/other aphio apparel to promote APO at all times

BoOBComm:

1. Attend bi-weekly meetings!
2. Interview an alumni for the prez and present it at one of the meetings.
3. Promote IPhi events on the alumni Facebook page

Historians Committee Requirements

1. Complete 5 scrapbook pages (front and back) before pledge/active reqs are due
 - a. No more than 1 page (front/back) per event EXCEPT for pledge retreat and initiation.
 - b. Must have some words describing the event, what it is, who was there, how it went, things people said about the event during the event
 - c. Scrapbook pages may encompass certain themes such as friendship or service.
2. Complete 1 alumni highlight page with a partner from either historian committee or someone from BOoB comm.
 - a. Cannot interview an alumni who has been highlighted in past terms
3. Turn in at least one set of photos per event *every week*
 - a. A "set" is at least 20 pictures per event
 - b. No pictures of people from behind/back shots
 - c. No low quality photos: blurry, grainy, over/under exposed (too dark/light)

- d. Histocomm members should try to show up to different events from one another especially service (not too many photos from ONE event). It is important to try to get photos from both fellowships and service projects.
- 4. Digitize the scrapbook for that term
 - a. High quality .pdf file
 - b. At least 1280px by 1280px dimensions for the internet
 - c. Upload them on smugmug
- 5. Complete 1 slideshow for a meeting
 - a. Histocomm members will work together to complete 1 slideshow for a meeting
- 6. Update the Chapter Wiki
 - a. Later on in the term, after the information is received, Histocomm members will be asked to update the pages of actives and pledges with information relating to families, trainer groups, awards, committee positions, etc.
 - b. Feel free to update the pages of active brothers and pledges. Have fun with the Wiki.