

# **TRANSITIONING INTO THE NEW** **ACTIVE SEMESTER**



NEW ACTIVE GUIDE BOOKLET

## New Actives!

Congratulations on initiating into Alpha Phi Omega! Your journey within APO throughout college is going to be a life changing, memorable, and fulfilling experience. The leadership skills you will develop and the brothers you will come to know will impact your college career significantly. This guide was created to help ease in the transition to becoming an active brother in our chapter.

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## **Membership Requirements**

<b>ACTIVE:</b> <ul style="list-style-type: none"> <li>• 24 service hours</li> <li>• 8 leadership points</li> <li>• 6 fellowship points</li> <li>• 8 service back points</li> <li>• 16 meeting points</li> <li>• 5 chapter points</li> <li>• 2 dynasty points</li> <li>• Dues</li> <li>• Election attendance</li> </ul>	<b>ASSOCIATE (half of active requirements):</b> <ul style="list-style-type: none"> <li>• 12 service hours</li> <li>• 4 leadership points</li> <li>• 3 fellowship points</li> <li>• 4 service back points</li> <li>• 8 meeting points</li> <li>• 1 dynasty point</li> <li>• Dues</li> </ul>
<b>STUDY ABROAD/AWAY FROM CAMPUS:</b> <ul style="list-style-type: none"> <li>• Study abroad dues</li> </ul>	<b>INACTIVE:</b> <ul style="list-style-type: none"> <li>• Failed to complete the requirements</li> </ul>

### **Active:**

As an active, you are eligible to vote at elections, as well as on chapter awards. In addition, you are eligible to hold a chapter position. Elections are mandatory in order to activate, even if you are ineligible to vote.

### **Associate:**

When a brother feels that he won't be able to complete the full active requirements due to personal circumstances, he or she can associate. This means completing only half of the active requirements while remaining in good standing with the chapter. The 4<sup>th</sup> VP of membership will send out an email towards the middle of the semester requesting statements from brothers who wish to associate. These statements will be read at the 8<sup>th</sup> active meeting and must be approved by the active body. Brothers must have paid their dues in full to be considered for associate status. A brother who associates must fully activate the following semester. They are ineligible to vote at elections or for chapter awards, but may vote on policy and bylaw changes. Associating makes a brother ineligible for elected and appointed positions during the associate semester as well as the semester that follows.

### **Study Abroad/Away from Campus:**

For brothers who will be away from the campus for a semester and still wish to remain in APO, they must pay modified dues and have fully activated the previous semester. Their status will be changed on the website and they will be a full active the following semester pending payment of dues on time.

### **Inactive:**

An inactive member is one who doesn't complete their requirements. If you wish to come back the following semester, you must make a statement in front of the chapter during active meeting 2, 3 or 4, as well as meet with the Membership VP to create a personalized membership plan. The 4<sup>th</sup> VP of Membership will send out an email in the beginning of the semester requesting statements from inactive brothers wishing to return to the chapter. You cannot be inactive two semesters in a row.

## **Chapter Policies and FAQs:**

### ***Missed Events:***

A brother can remove him or herself from a service or leadership event 48 hours in advance and can remove him or herself from a fellowship event 24 hours in advance. A brother will be docked half credit for service or leadership events unless they can find a replacement. Any fellowship event that has a cap on attendance will also lead to docked half credit if you do not attend or find a replacement.

### ***How to be an Event Coordinator:***

Event coordinators are a necessary component to the chapter's well being. Without event coordinators, our events wouldn't run smoothly and it would be impossible for brothers to get credit for the events that they attended. ECs are needed for service, leadership, and fellowship events. If you choose to be an EC, you will get 1 service back point. Below are the steps to being an EC:

1. Make sure you have at least basic knowledge about the project.
2. Email all attendees **at least 24 hours before the event** is to take place. Include the following in your email: name of the event, time and place of meeting, any specifications (such as clothing), your contact information, who the drivers are or if anyone will need to take the bus. Make sure to CC the Project Coordinator in your reminder email for service events.
3. Notify the Project Coordinator if there aren't enough drivers. Contact brothers on the waitlist, post on Facebook or check the driver's survey if you still need more volunteers or drivers.
4. Bring a set of directions for each driver
5. Take attendance at the event and note any substitutions or absences.
6. Enforce Chapter Policies at the project and make sure attendees reflect well on our chapter
  - a. Use of profanity, discussion of inappropriate topics, and display of unseemly behavior (including being under the influence of drugs or alcohol) will not be permitted
7. Make sure attendees stay for the duration of the event
8. After the event fill out the **Event Approval Form** found on the website
9. **Approve the event on APO Online.**
  - a. On the right there is a drop down menu titled "Admin Actions". Click on "Complete this event"
  - b. If a brother did not attend, give them negative credit for half the credit they would have received
  - c. Click "+ add another brother" to add brothers who were replacements
  - d. Add **0.5 service credit** to all drivers
  - e. Click "Complete Event"

### ***Office Hour Policies:***

Office hours are a great way to get to know both actives and pledges within the chapter. These count towards your meeting points for the semester. Here are the policies:

- 1) Office hours must be between 9am-5pm, Monday-Friday
- 2) You must stay for a minimum of a half an hour to get credit
- 3) Only 8 office hours will count towards the 16 meeting points
- 4) **Office hours end the day before pledges activate.** This varies from semester to semester. Check the office hour sheet on the door of the office to find the exact date.
- 5) Office hours are logged at the end of the week, every week.
- 6) For logging questions email the 4<sup>th</sup> VP at membership.apo.aa@gmail.com

### ***How to Access Chapter Minutes & Governing Docs***

There will come a time where you will miss a meeting. But as an active brother, it is your duty to stay informed about the information that happened during the meeting. The chapter minutes can be found on the front page MoonFruit website or on the APO Online site under the "More..." tab at the top.

Chapter bylaws are a resource that all brothers should utilize in order to understand how the chapter runs. These can also be found on the MoonFruit website homepage.

### ***How to Run a Membership Report***

Running a membership report is a great way to get data about the chapter! First, log into APOOnline. Click the "Manage" tab, and click on "Chapter Progress Report". Check all the data that you need, e.g. name, service hours, leadership, etc. Finally, "Save report as a Comma-Separated Value file (open with Excel) and you can learn all about where we're at!

### ***Who to Contact and When?***

Throughout your time within APO, you are bound to have a question about something. However, it is imperative that you know who to contact and when. The Executive Board is only made of 12 brothers, who are often extremely busy. It takes time for them to forward emails or to answer emails not under their position. In addition, emails sent to the wrong person may go unanswered for a while or not answered at all. In order to be the greatest active brother that you can be, be sure to email the APPROPRIATE person. Below is the break down for who you should contact and when:

President: (president.apo.aa@gmail.com)

- Conflict or problem situations with another brother, advisor, or our chapter policies
- Issues or hardships you face in participating in the fraternity

- Chapter evaluation and review content
- Active or Exec meeting content
- Advisor relations or information

1<sup>st</sup> VP of Service – Internal:

- Service Points **(ONLY if a week has past since the event in question)**
- If you have questions about any of the one-time projects posted on the website
- If you are an EC for a weekly project and cannot get in contact with the PC
- If you have info for a one-time event or weekly project APO can help with
- Internal Service Committee

1<sup>st</sup> VP of Service – External:

- Any huge issues with most of our weekly projects
- Ideas for one-time projects with organizations that we already work with
- Service points **(ONLY if a week has past since the event in question)**
- External Service Committee
- Project Coordinators

2<sup>nd</sup> VP of Pledge Training: (pt.apo.aa@gmail.com)

- Questions about the pledge program and/or its requirements
- Concerns about pledges
- Suggestions to improve the pledge process
- If you want any additional information about any of our chapter's ceremonies

3<sup>rd</sup> VP of Communications (communications.apo.aa@gmail.com)

- Inter-Chapter Events
- Sectional and Regionals Conferences
- Promoting chapter events using necessary media outlets
- Alumni Events
- Listserv and social media management
- APO Merchandise
- Communications committee

4<sup>th</sup> VP of Membership (membership.apo.aa@gmail.com)

- Meeting points and office hour points
- Retreat/pledge class reunions/pledge-active bonding day/active lock-in
- Questions about associating, going inactive, and membership requirements
- Staying a member while away for the semester
- Membership committee
- Traditions and awards

5<sup>th</sup> VP of Finance (finance.apo.aa@gmail.com)

- Dues
- Fundraising
- Relay for Life
- Miles of Pennies
- Reimbursements

Fellowship Chair (fellowship.apo.aa@gmail.com)

- Fellowship credit/points **(ONLY if a week has past since the event in question)**
- Initiation Party & Banquet
- Intramural Sports
- Creating your own Fellowship Event
- Fellowship Committee

Leadership Chair (leadership.apo.aa@gmail.com)

- New campus leadership opportunities you have found
- Help on personal leadership initiatives
- Available campus leadership resources
- Leadership Points **(ONLY if a week has past since the event in question)**
- Leadership Committee

Dynasty Chair (dynastychair.apo.aa@gmail.com)

- Dynasty points
- Dynasty day/ dynasties after dark
- Families

Secretary (secretary.aa.apo@gmail.com)

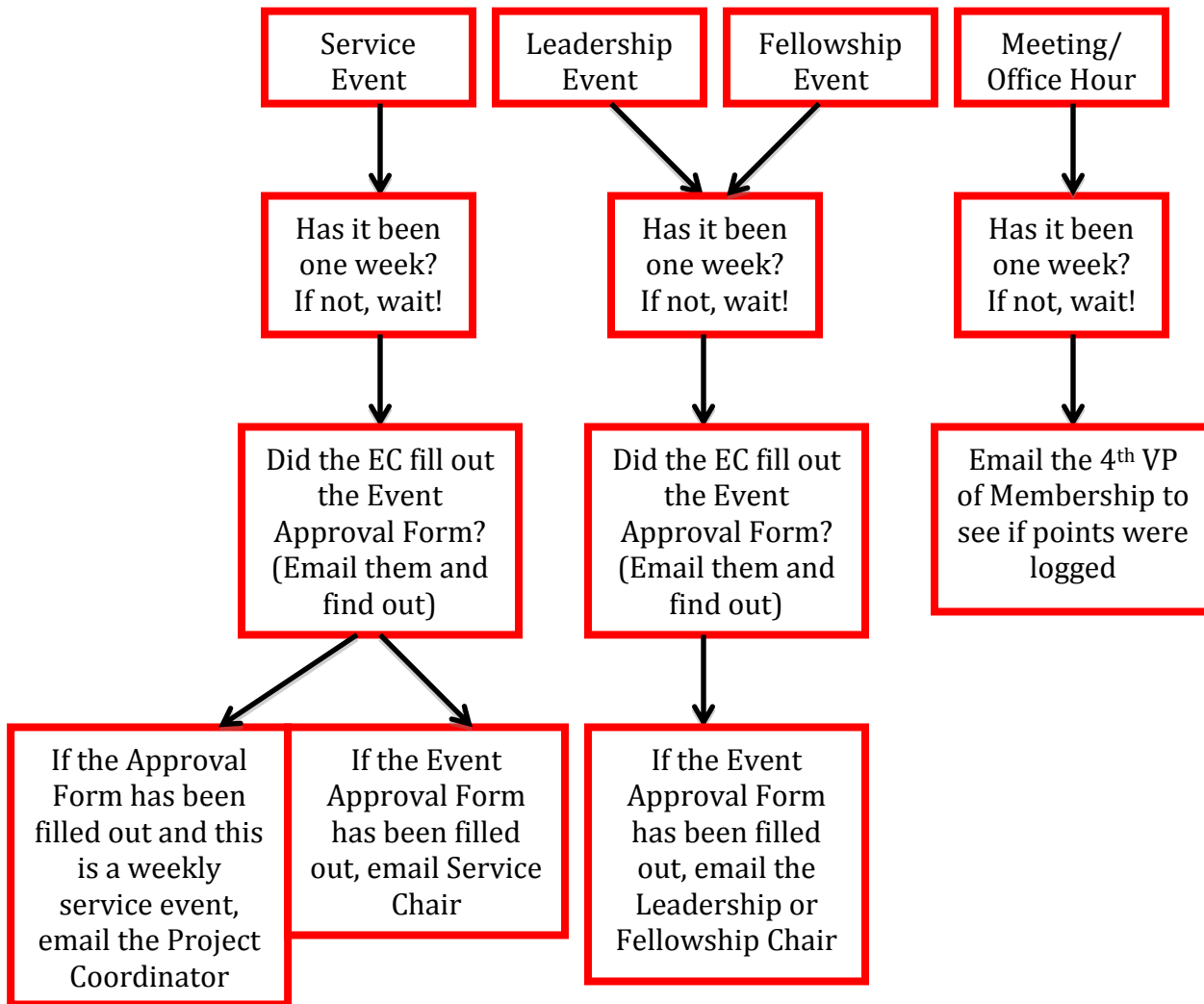
- Putting something in the daily e-mail
- Hanging or placing things in the office
- Minutes for the active, pledge, or executive board meetings

Sergeant at Arms (sgtatarms.aa.apo@gmail.com)

- Bylaws, Policies, any other governing documents
- Any problems/concerns with a brother of APO
- Robert's Rules
- Internal Review Committee (IRC) and Judicial Review Committee (JRC)



***Your Points Aren't Logged, Now What?***



## **Leadership, Friendship, & Service**

### ***Leadership:***

#### **APO Classroom:**

APO Classroom is Alpha Alpha's very own brother-led workshop series, where brothers can lead a workshop on any topic they so choose. Throughout the semester, workshops topics can range from health and fitness to professional skill development to just simple relaxation sessions. By leading workshops, brothers have a chance to work on their leadership skills, and give back to the fraternity by demonstrating their individual talents. Fill out the survey on the MoonFruit page in order to express interest in leading your own APO Classroom event. Questions can be sent to the Leadership Chair, or APO Classroom Chair.

#### **Group Fitness:**

Group Motivational Fitness is a way for brothers with specific fitness interests to connect and participate in a goal-oriented fitness program led by group coaches who insure the success of a small team. Links can be found on the MoonFruit website to Facebook groups to connect with the following fitness groups:

Running (APO Kickin' Asphalt)  
Lifting (APO Squats and Oats)  
Swimming (APO Water Buddies)  
Tennis (APO Sizzling Servers)  
Yoga (APyOga)

#### **Indy Hours:**

If you attended a leadership event outside of APO, you can fill out the Independent Hours Submission Form on the MoonFruit Page to receive credit. Most events will be worth 1 leadership point, but I-Programs qualify for 3 leadership points.

### ***Friendship (Fellowship):***

#### **Dueling Dynasties:**

Dueling Dynasty points are earned through a few different criteria. Each week, each dynasty earns points in several areas. Leadership, fellowship, service, and dynasty points are averaged for each member of each dynasty. Then the dynasty averages are averaged together, and points are awarded based on how your dynasty's points compare to the chapter average. Your dynasty is given one point for each weekly award won, and service awards win points as well. Getting the Golden Eagle Award earns your dynasty 2 points, the Diamond gets 4, and the Sturdy Oak earns 6. In addition, if you take 1st place in a three minute person, your dynasty gets 5 points. 3 are awarded to 2nd place, and 1 for 3rd. Your dynasty gets extra points for submitting pictures to the monthly scavenger hunt.

### Dish It Out:

Dish it Out is a weekly event that provides a bonding experience over dinner and a movie or game. This event entails all of the attendees to work together to serve dinner before having a bit of fun while watching a movie or playing a board game.

A host will post in the event's description what the attendees are required to bring for the dinner. This could range from a variety of ingredients for a certain dish or a potluck style dinner in which each attendee brings a dish of their choice.

Everyone at the event is required to help out in some way with the preparation of the meal. Once dinner is made, the host will either bring out a board game or movie to play/watch during and after the meal. Afterwards, everyone must help the host clean up. The event will last 2 hours and those attending will receive 2 Fellowship points. The maximum amount of people that can attend is 11 (this includes the host).

Every week, a Fellowship Committee member will be hosting a Dish it Out. You can also host your own Dish It Out event. For hosting, you will receive a leadership point, a service back point, and two fellowship points. If you are interested in hosting, please fill out the form on the MoonFruit website at least a week before the date of your Dish it Out and your Fellowship Chair will post it as soon as possible.

### Create Your Own Fellowship:

If you would like to see a fellowship event that is not listed on the website, you can choose to host your own. Here are the policies for creating your own fellowship event:

- 1) You must be the Event Coordinator or Host of your event. Provide any materials needed during the event, including a location.
- 2) Make sure that your event is inclusive. Avoid creating an event to which only your friends attend.
- 3) Make sure your event can allow a minimum of 6 brothers to attend.
- 4) Email your idea to the fellowship chair one week before you want the event to occur, along with an address for the location of the event and whether or not it is wheelchair accessible.

### Impromptu Fellowships:

Impromptu fellowship events occur after a service event with brothers who attended. Here are the policies for having an impromptu fellowship event:

- 1) They can only occur after a service event. It does not count if you go out to eat during the event.
- 2) An Impromptu Fellowship can only follow a service event of 10-40 people.
- 3) 50% of the brothers from the service event must attend the Impromptu Fellowship.
- 4) The event must include bonding over some sort of food at a restaurant of your choice. Eating at an apartment, house or residence hall does not count.
- 5) One person must step up and become Event Coordinator. This person must email the Fellowship chair with the names of the people who attended, the service event they

were coming from, where the fellowship event occurred, and a short paragraph explaining how the group bonded. This must be sent out the day the event occurred.

***Service:***

**Indy Hours:**

Indy hours are counted for service that a member has conducted outside of chapter events. All reports of indy hours must be submitted no later than one week after the volunteer work was performed. In order for indy hours to count towards activation for the current semester, the volunteer hours must have been completed sometime between the last day of University of Illinois's scheduled classes for the previous semester and the last day of University of Illinois scheduled classes of that semester.

**The number of indy hours applicable towards fulfilling the service requirement is 10 for actives and 6 for pledges.**

**Service Back:**

The purpose of this requirement is to maintain and build the strength of our chapter at a large scale by rewarding brother participation in daily functions and requirements. Examples of ways that a brother can earn service back points include: fundraising, sober patrol/party EC, chapter visits, conferences, surveys, chaptering planning and review, item donations and event setup.

## **Special Meetings & Events**

### ***Meetings:***

Semester Planning Meeting – This meeting takes place at the beginning of the semester and is run by the new Executive Board. This allows active brothers to give their input on ideas for the upcoming semester and share their opinions on what worked well for the chapter overall in the past. This is a good opportunity to share your thoughts on what can be improved upon during the semester to come.

Mid-Semester Review – As the name states, this meeting takes place about halfway through the semester. Active brothers are once again allowed to speak to Executive Board Members in groups to discuss how they feel that the semester is going. Input is crucial at this meeting in order to ensure that the rest of the semester runs smoothly.

CAPS (Chapter Assessment and Planning Session) – This meeting occurs at the end of the semester. Active brothers are able to offer suggestions and feedback on how the past semester went and what concerns the chapter should strive to address next semester. Topics include the pledge program, leadership, dynasties, etc. Brothers who are interested in applying for director or chair positions, or committees are highly encouraged to attend.

Elections – Near the end of the semester active brothers are required to attend elections for the next semester's executive board members. The 4th VP of Membership will set quorum and voting eligibility. If you are unable to attend all or part of elections, you must fill out the excuse form and turn it in to the Sargent at Arms by the specified date. Failure to attend elections without an excuse will lead to inactivation. The dress code is business casual.

Friendly Forum – The newest way to get a meeting point and a chapter point. Small group interactions and discussion on topics introduced at chapter will be encouraged. This is a way for brothers who have a difficult time attending chapter on a regular basis to be able to get their chapter points for the semester. Friendly Forum is also the perfect place for quieter brothers to share their thoughts in an open and unthreatening environment.

### ***Events:***

LFS Fest - LFS fest is a day-long event filled with leadership, fellowship, and service. For example, LFS fest during the Fall 2013 semester included a park clean up at Allerton Park followed by lunch and some down time with APO brothers. Later, everyone participated in a low ropes course which was a valuable lesson on team building, communications, and trust. Everyone enjoyed the day and said they would like to come back.

Retreat - Retreat is a time for brothers to spend a weekend away from campus and encompasses all three of APO's pillars- Leadership, Fellowship, and Service. In the past, brothers have taken a trip to an Illinois State Park and bonded with fellow brothers while

servicing the community by cleaning the park. Brothers are also split into small groups for retreat, which helps foster relationships outside of your family and dynasty.

Active Lock-In – Active lock-in is a fun overnight event filled with lots of bonding – both large and small group! There is often lots of deep discussion as well as fun workshops led by your own brothers.

Dynasty Day – Dynasty Day will happen twice a semester and is composed of both an indoor and an outdoor event, at the beginning and end of the semester

- Indoor: Get into the competitive spirit with INDOOR Dynasty Day! Compete with your Dynasty to prove that your dynasty is the best
- Outdoor: The outdoor version of Dynasty Day has more Olympic-style activities and allows you to get physical with your bros. Extra Dueling Dynasty points for good sportsmanship!

Dynasties after Dark - This is a newer event that consists of lots of getting to know your dynasty members and then playing night games with everyone! It's lots of fun and there's sometimes free food

## **Leadership Opportunities**

There are many different ways for active brothers to take on leadership roles in our chapter. These range from appointed positions, such as directors and chairs, to committee members. Below you will find a brief description of many of the opportunities there are to be involved.

### ***Director & Chair Positions:***

#### **President**

Campus Relations Chair - The Campus Relations Chair will work with the President to facilitate valuable connections with key Campus Administrators and Officials. Duties will include outreach, relationship building, education of the mission and objectives of the Alpha Alpha Chapter of Alpha Phi Omega, and other duties as assigned.

Advisor Relations Chair - The Advisor Relations Chair will serve as the official liaison between the executive board and the advisory board. Duties will be to plan and execute Advisor Appreciation Week, write and disseminate a biweekly Advisor Newsletter, update and maintain advisor recruitment and orientation materials, and other duties as assigned.

#### **1st VP of Service, Internal**

Internal Service Committee Director - Manage logistics of the internal committee including reserving rooms, taking meeting minutes, and assisting in creating agendas and running internal committee meetings.

Environmental Concerns Chair - Develop and maintain the Sustainable Brother Certification. Plan and execute several environmental projects and work to make Alpha Alpha more sustainable and aware of environmental problems.

Spring Youth Service Day Chair - National Youth Service Day chair organize the chapter's annual National Youth Service Day event. By providing projects that engage youth in service, we both directly benefit from them and inspire them to become the next generation of volunteers. The chair needs to ensure that the NYSD event involves community youth, as well as promote attendance at the event and perform any other duties as assigned.

Indy Hours Chair - Indy Hours chairperson must promote and keep records of individual service projects. The active body is allowed 10 service hours with organizations outside of

APO. The chairperson will keep track of the hours for each individual and educate the active body on the indy hours process.

Scouting Chairs (2) - The Scouting Chair is responsible for coordinating activities between the chapter and the local Boy Scouts and Girl Scouts councils as well as promoting and maintaining scouting principles within the chapter. A qualified candidate will have some experience with either the Boy Scouts of America or the Girl Scouts of the USA.

Inclusive Communities Chair - The Inclusive Communities Chair is responsible for coordinating events with various organizations that serve people with disabilities. They are also responsible for maintaining the current contacts we have, promoting the volunteer opportunities for these service events, and seeking out new contacts of organizations that help those with disabilities for volunteer work.

### **1st VP of Service, External**

External Committee Director - The External Committee Director will serve as a point of contact for the external service coordinators as well as assist in monitoring their work. Additionally, they will be responsible for managing the external committee meeting logistics such as reserving rooms, creating agendas, and taking meeting minutes.

### **2nd VPs of Pledge Training**

Pledge Training Committee Director - The Pledge Training Committee Director is in charge of day-to-day administrative duties, assisting the 2nd VPs of Pledge Training in committee management, duty delegation, and minutes at weekly Pledge Training Committee meetings.

PTAs (20) - Pledge Training Assistants serve as role models for pledges, making sure they get involved in leadership growth and development, while ensuring each pledge of their respective small group completes their requirements and is integrated into our brotherhood. Some general duties of PTA's include: planning events for pledges, facilitating pledge project planning, fulfilling their specific individual tasks as assigned by the 2nd VPs of Pledge Training, and serving as a liaison between the pledges, the pledge program, and our fraternity.

Rush Chair - The position of Rush Chair is involved in actively recruiting brothers to our fraternity through planning and coordinating rush events, promoting our values to the campus community, as well as leading rush meetings. The Rush Chair also works closely with 3-4 Rush Coordinators, whose duties are up to the discretion of the Rush Chair.



### **3rd VP of Communications**

Media Director - The Media Director is in charge of the media communications within our chapter. They would organize a videography workshop at the beginning of the semester, work with the historian to create video updates for the chapter, and create promotional videos for the chapter. They chair a committee to assist them.

Alumni Relations Chairs (2) - The Alumni Relations Chairs are in charge of our communications with alumni, including maintaining records of the alumni and sending them a newsletter on chapter updates throughout the semester. In addition, they will work to create alumni events and recruit their involvement in Alumni Night.

Public Relations Chair - The Public Relations Chair is in charge of positively promoting our chapter externally and internally. This includes the updating of our facebook and twitter accounts, as well as publicity campaigns for events that welcome non-brothers. In addition, they will write a press release at the end of the semester and as deemed needed.

Chapter Relations Chairs (2) - The Chapter Relations Chairs are in charge of communicating with other chapters to plan events. This includes two events with each chapter in our section. They are also responsible for opening lines of communications between other chapters and our own so that we can grow from each other

Apothegm Chair - The Apothegm Chair is in charge of publishing an Apothegm at least three times throughout the semester. They would be responsible for running a committee that would write the Apothegm and distributing it to the chapter.

Apparel Chair (2) - The Apparel Chairs is in charge of designing, ordering, and distributing chapter apparel. This will include sending out a survey to gauge interest and finding the best options for vendors of apparel.

### **4th VP of Membership**

Membership Director - The Membership Director will be in charge of managing the membership committee and overseeing smaller projects throughout the semester. They will work closely with the VP and aid with different administrative tasks throughout the semester.

Retreat Directors (2) - The Retreat Directors will organize and execute the spring retreat, creating a valuable experience for actives and pledges to help engage brothers in their own

personal skills, abilities and self-awareness, with a large emphasis on group bonding. There is a large focus on fellowship and leadership activities, as well as helping to coordinate the logistics in planning such a large scale event.

Study Abroad Program Chair - The Study Abroad Pilot Chair will be an expansion of the study abroad liaison. Not only is this chair responsible for the correspondence between brothers on and off campus, but conducting a trial program of the newly developed study abroad program. They will help to implement the program and analyze it's success throughout the course of the semester, making a final recommendation to the chapter once more data is known.

Historian and Awards Chair - The Historian and Awards Chair will be responsible for both the weekly and semesterly awards such as: exemplar, blue and gold brother, and brother of the week. This Chair will also coordinate good and welfare baked goods as a service back point opportunity for the chapter. This brother will also be in charge of a comprehensive report of the history of Alpha Alpha.

### **5th VP of Finance**

Philanthropy Directors (2) - The Philanthropy Chairperson(s) will be in charge of planning all fundraising events and managing chapter appropriation activities. Using money fundraised throughout the semester, the chairs will decide with the chapter what funds to appropriate to which charitable organizations. One co-chair will be specifically responsible for raising funds for charity while the other will be responsible for coordinating events which fundraise for chapter-specific needs.

### **Fellowship Chair**

Fellowship Committee Director - Help the Fellowship Chair with the delegation and planning of fellowship events. Would act as an additional outlet from the committee to the chair and offer an additional opinion to important matters made by the fellowship chair.

Intramural Chair - Coordinates and promotes all intramural sports. Would serve on the fellowship committee.

### **Leadership Chair**

Leadership Committee Director - The Leadership Committee Director is responsible for chairing the members of the Leadership committee that are not appointed officers. They will assist the Leadership Chair in organizing an appointed officer shadow program to

delegate more responsibility to committee members. They will also uphold the traditional duties of taking meeting minutes, reserving rooms, and creating meeting agendas. A strong candidate should show strong leadership ability and organizational skills that would apply to the integration of this new program.

APO Classroom Director - The APO Classroom Director oversees brother-led workshops and drives core content development relevant to brother and chapter needs, with examples of topics including Robert's Rules and conflict management, all while continuously gauging brother interest. This position will expect to be overseeing a committee of 6-7 members. A qualified candidate would have strong background in developing workshops and content development.

Campus Resource Director - The Campus Resource Director helps connect Alpha Alpha to leadership opportunities with The Illinois Leadership Center, The Career Center, OIIR, Cultural Houses, University Housing, including any university-based campus leadership event. The CRD oversees a committee of 3-4 coordinators working with various campus leadership departments. A qualified candidate should demonstrate strong networking ability and group management skills.

Healthy Lifestyles Director - The Healthy Lifestyles Director helps manage and organize the Group Motivational Fitness program, while overseeing the group coaches. In addition, the Healthy Lifestyles Chair helps brothers plan their own brother-led personal ability workshops, such as "how to salsa" and "leading healthy habits", with an emphasis on personal skill development. Their goal for this semester is to create a survey of activities to receive interest from brothers, and then find coaches and create events for these activities.

Professional Development Director - The Professional Development Director connects brothers within the chapter to professional leadership development opportunities by facilitating and communicating opportunities to the chapter to help further our brother's professional goals, such as through the use of brother panels. A qualified candidate would have a strong background in career-centric skills such as networking and interviewing, in addition to having strong communication skills. The Professional Development Director also oversees the peer mentoring program, developing and standardizing a set of progress evaluations in addition to helping match mentors and mentees within the chapter. They must also construct a survey of feedback at the end of the semester to evaluate how the program went.

APO Speaker Series Chair - The APO Speaker Series Chair is responsible for bringing in valuable guest speakers relevant to brother interests, while utilizing brother connections and leveraging brother networks to bring in distinguished leaders beneficial to brother

growth. A qualified candidate would have a strong background in networking, utilizing campus resources and connections, and strong communication and advertising skills.

Diversity Chair - The Diversity Chair is responsible for pioneering the new program called Cultural Brothers. Though the program may not see total integration this semester, some of its features can slowly be implemented into our current structure as a “test” semester. This director should organize a couple committee members to help with further development of this program and determine what facets of it are feasible in the near future. A strong candidate should have a good background in organizational and networking skills, as well as deep understanding of diversity and inclusiveness.

### **Dynasty Chair**

Dynasty Heads (12) - Dynasty Heads will be in charge of promoting dynasty pride throughout their respective dynasties. They will be responsible for creating a variety of dynasty events open to brothers in their dynasty. These events will be majority fellowship based, but may include leadership and service events in the future. They are also responsible for running the Dynasty led active meetings, along with coffee chats throughout the semester (1 a month.) Each pair of Dynasty Heads will also be in charge of planning 1 of the 6 Dynasty hosted events.

### **Secretary**

Technology Chairs (2) - The Technology Chairs will be in charge of managing all necessary useage of technological equipment including problem-solving for possible difficulties, being in charge of the equipment during set-up and clean-up, managing the Wix website, managing the equipment and sound during large scale events. Technology Chairs must have a clear understanding of how to operate/set-up projectors, some sort of background in editing websites (even just HTML) and experience with large scale technology.