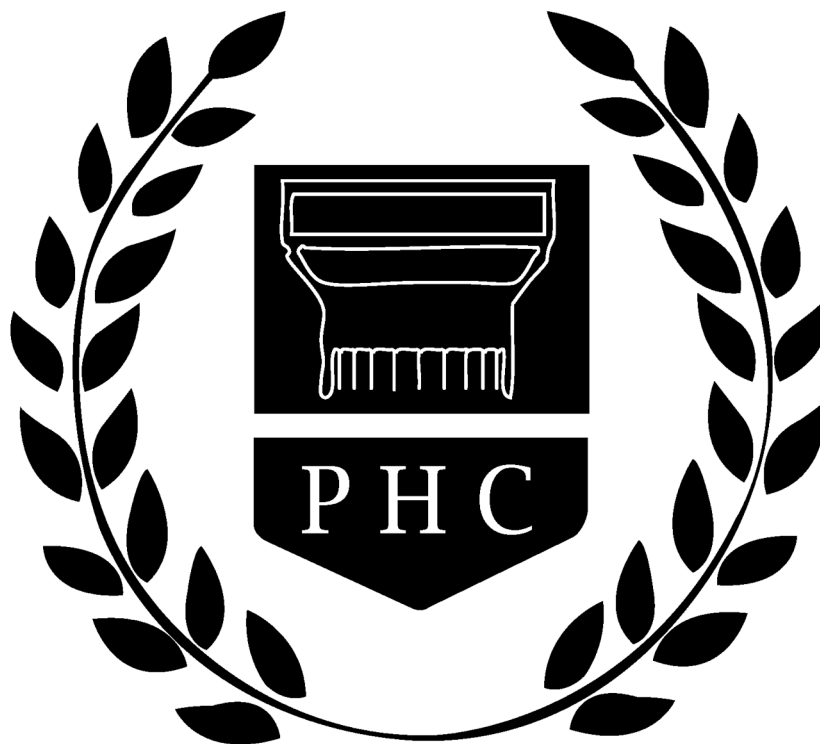


SOP for Alpha Chi Omega's Panhellenic Delegate



Virginia Tech Panhellenic Council

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Introduction

Welcome! This SOP will guide you through the common tasks of becoming Alpha Chi Omega's newest Panhellenic Delegate. As you already know, the Panhellenic Council is the governing body of the twelve sororities at Virginia Tech. As Alpha Chi Omega's delegate, you will represent one of the twelve sororities and discuss matters affecting the Greek community.

As the Panhellenic Delegate, you are expected to uphold certain responsibilities. These may range from weekly, monthly, and annual duties. Not only does the Panhellenic Council give you the chance to get involved in Alpha Chi Omega, but it will also give you the chance to get involved within the Greek community. It is a position that offers unbiased support to all of the sororities on campus. Please make sure that you read and understand the entire SOP.

Good luck!

Becoming an Alpha Chi Omega Exec Member

As an Alpha Chi Exec Member, you are expected to uphold your position's duties within our throughout the year. These duties will begin as soon as you become the new Panhellenic Delegate.

Attending the First Exec Board Meeting

The first Exec Board meeting will be very simple; therefore, prepare something short to say to the other Exec Members. I suggest that you talk about goals you would like to accomplish as Panhellenic Delegate and/or aspects of the position that you would like to improve upon.

1. Read the preliminary email from Alpha Chi Omega's President.
 - a. **Note:** This email will contain the meeting's date, time, and location.
2. Write down the meeting date, time, and location in your agenda and/or calendar.
3. Begin to prepare for the meeting.
 - a. **Note:** Before the meeting, write down goals that you would like to accomplish for your position. You will be sharing these at the meeting.
4. Attend the Exec Board meeting.
5. Record any important information from other Exec Members.
 - a. **Note:** Write down any information that the President would like to start implementing into the chapter. It will be useful information to have throughout the year.
6. Begin to perform your officer obligations.
 - a. **Note:** These obligations will include updating the sorority calendar, updating your officer files, and sending emails to the entire Alpha Chi Omega Chapter. All of these updates will be conducted on our chapter's GIN System (you are already familiar with this online system).

Fulfilling Weekly Duties for the Chapter

As an Exec Board member, you will have to fulfill weekly duties. These duties usually include attending meetings, organizing meetings, sending weekly emails, and communicating with chapter advisors.

Attending Exec Board Meetings

It is important that you are present at every Exec Board meeting. At these meetings, you will tell them important information that the Panhellenic Council has shared.

1. Attend weekly Exec Board meetings.
 - a. **Note:** These meetings will occur once a week for about an hour. For example, my Exec Board meetings were always on Monday from 9-10pm.
2. Bring a notebook and pen to every meeting.
 - a. **Note:** You will want to record important information from other officers. Also, write down your information and share it during the meeting.

Organizing Meetings

It is important that you organize meetings within Alpha Chi Omega. We call these “committee meetings” and they are open to all chapter members.

1. Find a committee meeting date and time that suits your schedule.
 - a. **Note:** You will want to conduct a meeting the same week, day, and time of every month. For example, I conducted my meetings every third Monday at 8pm.
2. Update the GIN calendar (refer to “Updating the GIN System Calendar”) with your committee meeting dates.
3. Expect your Non-Exec positions to attend every meeting.
 - a. You are already familiar with the Non-Exec positions that fall under you. To refresh your memory, they include VP Panhellenic Delegate Assistant, Junior Panhellenic Delegate, and Smile Chair.

Sending Weekly Emails

Read and answer any emails regarding your position in a timely manner (24-48 hours).

1. Send your chapter meeting announcements to the PR and Marketing Exec Board member before every Sunday.
 - a. **Note:** Chapter meetings will always be on Sunday. You will prepare and send a few bullet points that will be shown on a PowerPoint every week.
 - b. **Note:** At times, you might have little to no announcements, but try to say something at every chapter meeting.
2. Send Lyre Wire announcements to the PR and Marketing Exec Board member before every Sunday.
 - a. **Note:** You are familiar with the Lyre Wire. To refresh your memory, it is our weekly agenda that gets sent out to the chapter every Monday, Wednesday, and Friday.

- b. **Note:** Always make these announcements short and concise. Include any important Panhellenic dates and/or events.

Communicating With Chapter Advisors

Chapter Advisors are wonderful tools to have. They are very knowledgeable about the Panhellenic Delegate position and will answer any questions that you may have throughout the year. Always keep your position's advisors in the loop with issues involving the Panhellenic Council.

1. Send our two chapter advisors an email that introduces yourself as soon as you take over the Panhellenic Delegate position.
 - a. **Note:** Ann Reightler is the Alpha Chi Omega at Virginia Tech advisor. She is an alum and used to be our chapter's Panhellenic Delegate. Her email is **areig07@gmail.com**.
 - b. **Note:** Allison Foster is the Alpha Chi Omega National advisor. Throughout the year, you will be emailing Allison with voting updates from Panhellenic Council. Things you may be voting on can include chapter total, Panhellenic bylaw updates, and recruitment rule updates. Her email is **allisonjfoster@gmail.com**.
2. Communicate with both advisors throughout the year regarding any issues within the Panhellenic Council. See above notes for more details.

Updating Your GIN System Information

You are responsible for updating any information on the GIN System that refers to your position as Panhellenic Delegate.

1. Go on the computer and log into your GIN System account.
2. Begin to update your calendar information first.

Updating the GIN System Calendar

The GIN System Calendar Information will include important dates that fall under your position during the semester. You may not have all of the important dates just yet; however, enter in committee meeting dates, speaker dates, and Panhellenic event dates.

1. Log onto your GIN account.
2. Move your mouse over the "My Menu" tab.
3. Look for the "Officer Menu" tab
 - a. **Note:** Move your mouse over the "Officer Menu" tab.
4. Move your mouse over "Manage Events."
5. Click on "Manage Events."
6. Click the "Add Event" icon in the top left-hand corner.
 - a. **Note:** A new "Add Event" screen will pop up.
7. Fill out the necessary information on the "Add Event" screen.
 - a. **Note:** Include as much detail as you can. Details will include "Event Title," "Event Details," "Start Day," "End Day," "Start Time," and "End Time."
8. Click on "Add Event" once all of the correct information is entered.

9. Repeat this process until all the important dates are entered onto the GIN System calendar.

Updating the GIN System Officer Files

The GIN System officer files will contain important information that must be relaying to the rest of our chapter. For example, in my folders, I had two documents called "New Member Requirements" and "Upcoming Speaker Dates." These are two things that you are familiar with because they are two aspects that you will manage as Panhellenic Delegate.

1. Log onto your GIN account
2. Move your mouse over the "My Menu" tab.
3. Look for the "Officer Menu" tab.
 - a. **Note:** Move your mouse over the "Officer Menu" tab.
4. Move your mouse over "Manage Files."
5. Click on "Manage Files."
6. Click on the folder with a plus sign that matches up with the "Panhellenic" folder.
7. Delete any old documents.
8. Scroll to the bottom of this page to the "Add a File" section.
 - a. **Note:** Click browse an upload your file. After, enter in the file name under the "Name" section.
9. Click "Add File."
10. Repeat this process until you are finished uploading your Panhellenic files.

Sending Emails Through the GIN System

In order to send detailed Panhellenic information to the entire chapter, the email system on GIN is a very useful tool. Every active Alpha Chi Omega Member has their email already installed onto the GIN System, which makes the emailing process much easier for the Exec Board.

1. Log onto your GIN account.
2. Move your mouse over the "My Menu" tab.
3. Look for the "Officer Menu" tab.
 - a. **Note:** Move your mouse over the "Officer Menu" tab.
4. Move your mouse over "Manage/Send Emails."
5. Click on "Manage/Send Emails."
6. Scroll down and click "Send Email to Multiple Groups."
 - a. **Note:** This is a blue tab with an envelope icon on it.
7. Type in the email subject and begin typing your message in the "Body" section.
 - a. **Note:** The content of the email will always have something to do with Panhellenic. It will only be important information that the entire chapter must know.
8. Click on the group(s) of members you wish to send the email to.
 - a. **Note:** This is located on the right-hand side of the screen.
9. Click the "Send to All Listed Below" check box.
10. Click "Send Email."

Becoming Alpha Chi Omega's Panhellenic Delegate

As Alpha Chi Omega's Panhellenic Delegate, you will represent our chapter at all Panhellenic Council meetings. It is imperative that you attend Panhellenic Council meetings and communicate with the Panhellenic Council Exec Board.

Attending Panhellenic Council Meetings

As the Panhellenic Delegate, you will be required to attend weekly Panhellenic Council meetings. These meetings are always mandatory. If you are unable to attend, please make sure that you send somebody in your place.

1. Attend weekly Panhellenic Council meetings.
 - a. **Note:** These meetings will occur once a week for about an hour. For example, my Panhellenic Council meetings were scheduled for every Wednesday at 7:30pm.
 - b. **Note:** Panhellenic Council meetings are always located in New Hall West on campus, which is near Cassell Coliseum. Please refer to **Figure 1** for directions.



Figure 1: Part of VT campus map. Location of New Hall West (red circle).

2. Bring a notebook and pen to every meeting.
 - a. **Note:** You will want to record important information from other officers. Also, write down your information and share it during the meeting.
3. Prepare a chapter report for the meeting.
 - a. **Note:** The chapter report will consist of events that Alpha Chi Omega is participating in every week. Use the GIN calendar to reference different events.
 - b. **Note:** The chapter report should only be 2-3 sentences.
4. Listen and record information from the Panhellenic Exec Board.
5. Share your chapter report.
6. Wait for Panhellenic Exec to conclude the meeting, and then you may leave.

Communicating With the Panhellenic Council Exec Board

As our chapter representative, it is important that you communicate with the Panhellenic Council's Exec Board. They will have the information that must be relayed to Alpha Chi Omega members such as important dates, surveys, and upcoming events.

1. Write down any important information that the Panhellenic Exec Board members would like you to pass on to Alpha Chi Omega.
 - a. **Note:** You will receive this information during the weekly Panhellenic Council meetings.
2. Reply to emails from the Panhellenic Council Exec members in a timely manner.
 - a. **Note:** You should answer these emails in 24-48 hours.
 - b. **Note:** Most of the Panhellenic Council members send emails bi-weekly; however, they will specify if they want you to reply to the email.

Preparing for the Incoming Panhellenic Delegate

It is important that the incoming Panhellenic Delegate is prepared to take over your position. After your time as Panhellenic Delegate, write down some helpful hints for the new officer and meet with them in person to discuss the position in full detail.

Compiling Helpful Hints for the New Delegate

It is imperative that the incoming officer is aware of the different responsibilities that go along with being Alpha Chi Omega's Panhellenic Delegate. Compiling a list of helpful hints will aid the new officer through the transitioning process.

1. Think about the important responsibilities that you have had to fulfill as Alpha Chi Omega's Panhellenic Delegate.
2. Divide these responsibilities up by weekly, monthly, and annual obligations.
3. Prepare a word document explaining each of the specific responsibilities.
4. Print the document.
5. Give the document to the incoming Panhellenic Delegate to use as another reference.

Meeting With the New Delegate

In order to properly inform the new Panhellenic Delegate of their obligations, you should meet with the new officer in person.

1. Find a date and time to discuss the new delegate's obligations.
2. Bring along the helpful hints that you printed out. These will be helpful during your meeting.
3. Discuss and explain the new delegate's responsibilities.
4. Answer any questions that the incoming officer may have.

References

Do not hesitate to contact the following people if you have any questions or concerns. If you send an email, it will be answered in 24-48 hours.

Margaret Smith – Former Panhellenic Delegate; Email: msmith88@vt.edu

Ann Reightler – Panhellenic Delegate Advisor; Email: areig07@gmail.com

Allison Foster – National Panhellenic Delegate Advisor; Email: allisonjfoster@gmail.com