



## **Candidate for Membership Education Program**

### **Week 2: Chapter Organization**

#### **General Introduction to Chapter Operations:**

The following components of Chapter management are good cornerstones to build upon:

- The Chapter should meet at least once per week.
- The Chapter officers should meet every week prior to the Chapter meeting (E-Board).
- Every member of the Chapter should be involved in some area of chapter operations (Two committees).
- All members are involved in at least one other campus organization.
- The Chapter is goal driven.
- The Chapter and its officers communicate regularly with the Greek Affairs Office and the Chi Phi National Office.
- The Chapter utilizes the insight of numerous advisors.
- The Chapter proactively communicates with its alumni, sending at least two publications of some sort per year. (Alumni Newsletter)
- The Chapter incorporates retreats into its leadership and education.
- Chapter programming promotes a balanced college experience.
- The Chapter is pro-active and independent in its decision making.
- There is a keen awareness of the lifelong commitment beyond the college setting. We are mere caretakers of the Chapter.



Theta Chapter of the Chi Phi Fraternity  
**Week 2: Chapter Organization**

## **Chapter Officers on E-Board and brief descriptions of each:**

The **Alpha** is the head of the chapter. He is to be present at all meetings to preserve order and perform rituals.

The **Beta** is the chaplain of the chapter and the second officer in rank. He is to oversee all committees. He performs the prayer before every meeting and meals.

The **Gamma** is the secretary of the chapter. It is his duty to make official reports, take the minutes at chapter meetings, ensure successful Chapter communication, handle chapter scholarships, and keep and preserve all records.

The **Delta** is the treasurer of the chapter. He is responsible for the collection of all monies due the chapter and the payment of all bills incurred by the chapter.

The **Epsilon** is the custodian of the meeting room and of the personal property of the chapter. He is the sergeant-at-arms of the Chapter and is also often the House Manager.

The **Zeta** is the historian of the chapter and shall see that the chapter publishes and circulates an alumni newsletter at least once each semester.

The **Eta** is the Risk Manager of the chapter and shall be responsible for all programs, education, and inspections concerning risk management.

The **Theta** is the Candidate for Membership Educator of the chapter and shall be responsible for all Candidate for Membership programs and for the adequate expression of all expectations of membership to all Candidates for Membership of the Chapter. This is a one semester position.

The **Iota** is the recruitment chairman of the chapter and shall be responsible for creating the schedule for recruitment over the course of the semester and must see to it that all scheduled events have the participation of the Brotherhood. This is a one semester position.



Theta Chapter of the Chi Phi Fraternity  
**Week 2: Chapter Organization**

## **Committee benefits:**

### **Size:**

A small group can meet more easily and more often, deliberate more efficiently, and work more rapidly. Its members get a chance to contribute their best efforts without fighting for "air time." Committee members are also freer in the exchange of ideas.

### **Isolation:**

Removed from the flurry of other business and the bluster of debate, a small committee has "room" to do its work more quietly and effectively.

### **Freedom of Discussion:**

The chairman is an active participant, individuals can ask questions and bring up other related matters while discussion is going on, and there is no limitation on the number of "speeches" or the length of "debate."

### **Informality:**

There is no need for the constraints and procedures of parliamentary law.

### **Select Make-Up:**

Members can be chosen for their expertise, ability, and interest in the committee's particular assignment.

### **Training:**

Committee work can be excellent officer-training experience for brothers who aspire to leadership positions.

### **Delegation:**

The main point of having a committee is to relieve some of the burden from the chairman. Many positions should rely heavily on their committees while others are less demanding. When in doubt, use your committee.