Why Volunteer?

“I still believe that the Chapter Advisor is the most important part of Pi Kappa Phi (and any fraternity). He is the continuity—sometimes the only continuity a chapter has. Good ones are hard to find. Knowledgeable ones are almost impossible.”

— Durward Owen

Answer the Call to Serve

As a national fraternity, the success of the organization from the national to the local level is dependent on the quality of our volunteers—alumni and friends of the fraternity who are willing to answer the call to serve. These men and women play a critical role in the development of our undergraduate members and the engagement of our alumni. Without them, much of the programming and services offered to our members would simply not be possible. By making the choice to volunteer for Pi Kappa Phi, you have the opportunity to become an integral part of the fraternity’s effort to work towards and realize our Second Century Vision. The contribution that you and other volunteers make towards this vision is what will allow the fraternity to achieve its goals. The purpose of this manual is to provide an overview of opportunities available to our alumni and friends of the fraternity. These roles require time and talent, but offer the opportunity to leave a legacy, an impact on our leaders, past, present and future. We appreciate your willingness to answer the call.
SECOND CENTURY VISION
PI KAPPA PHI’S SECOND CENTURY VISION

Pi Kappa Phi will reposition itself by redefining fraternity as a Lifelong Brotherhood of Leaders with an obligation to lead. This will capitalize on our history of being the Non-Fraternity founded for the purpose of becoming campus leaders. Also included is the specific reference to the fraternity as a Lifelong Brotherhood, which may seem implicit in the current incarnation of Pi Kappa Phi, but may not in fact be actualized by our members’ perceptions. The concept of a Brotherhood of Leaders extends the fraternal development beyond simple membership, and requires sustained involvement as both student and alumnus to truly be considered a member of the Brotherhood of Pi Kappa Phi.

**Mission**  
We Will Lead.

**Vision**  
Pi Kappa Phi will redefine fraternity as a lifelong Brotherhood of Leaders.

**Tag Line**  
Leaders by Choice
PHILOSOPHY OF ADVISING
Pi Kappa Phi Philosophy of Advising

“As facilitators, Chapter Advisors partner with students, headquarters’ staff, other fraternity volunteers, and campus staff to help the chapter make intelligent, fair, and reasonable choices within the boundaries established by state, federal, and local laws, headquarters’ and university rules, and the educational mission of the institution and the overarching mission of Pi Kappa Phi. The goal of the facilitator is to advise students on the approach to managing chapter operations and of the potential and perceived risks involved in chapter activities or events. Our goal is to provide students the support and opportunity to make decisions that advance the chapter and empower them to minimize or eliminate risks to an acceptable level.”

Chapter Advisor role in the partnership:

- Accept the newly defined responsibility to engage in dialogue about chapter operations and risk management with students
- Appropriately utilize headquarters’ services to frame strategies for meeting the challenges of advising responsibility
- Appropriately utilize campus services to frame strategies for meeting the challenges of advising responsibility
- Clearly communicate expectations to chapter membership and leadership
- Design proactive relationship to empower BOAA and students to create a safe and productive environment
- Respond appropriately to decisions and/or incidents that are not aligned with expectations

Student role in the partnership:

- Accept responsibility as both individuals and members of a community to proactively manage chapter operations and risks and by doing so care for member and guests
- Embrace the proactive processes that serve as the foundation for their partnership with the chapter advisor, institution and Pi Kappa Phi National Office
- Clearly communicate expectations to membership of the chapter
- Design internal systems to empower leadership and members to proactively manage chapter operations and risks
- Respond appropriately to decisions and/or incidents that are not aligned with expectations
NATIONAL VOLUNTEER STRUCTURE
Pi Kappa Phi National Volunteer Structure

National Council

National Staff

Facilitators

Regional Governor

Chapter Advisor

Alumni Organizations

City Event Coordinators

Council of Advisors
REGIONAL GOVERNOR
Regional Governor

What does a Regional Governor do?
What does a regional governor do?
- Oversees the volunteer network for the region with which they reside.
- Fosters alumni engagement within the region.
- Assist in the recruitment and maintenance of chapter-level volunteers.

What makes a good Regional Governor?
- Experience volunteering for the fraternity or something similar (ideally, experience as a chapter advisor).
- Skilled at targeting and recruiting others to fill roles.
- Ability to coach others and communicate their role as it fits within the larger network.
- A belief in lifelong brotherhood and can encourage affiliation in others.
- Someone who is charismatic, socially adept, who is skilled as connecting people.

Who do they work with?
- Predominantly works with the volunteers in the region, mainly chapter advisors and city event coordinators, but occasionally with alumni organizations and board of advisors as well.
- Regular collaboration with national staff in regards to volunteer recruitment and maintenance and event planning.
- Occasional collaboration with other regional governors in surrounding areas.
- Occasionally communicates with undergraduate chapters, specifically graduating seniors and those in leadership roles.
How much time is required?

- This will vary depending on the population of alumni, number of cities and chapters and the strength of the regional volunteer network, but generally it can be expected that a regional governor may need to dedicate a few hours per week in order to be successful in their role.

Position Responsibilities

- Serves as an advisor to chapter advisors and city event coordinators within the region.
- Assist in recruiting, interviewing and recommending chapter advisors and city event coordinators for appointment.
- Works with the national staff to establish planned outcomes for the region annually as related to alumni engagement and volunteer recruitment and maintenance. Works with subordinate volunteers to ensure that they understand this plan and contribute to its success.
- Assists in the recruitment and retention of Councils of Advisors members.
- Attends city and chapter events, and participates in chapter or national conferences, workshops, trainings, etc whenever possible.
- Contributes annually to the Pi Kappa Phi Foundation in a way that is significant to the volunteer.

Support

- The national staff will support the regional governor by:
  - Providing training, resources and regular communication to keep RGs updated and informed.
  - Providing regular consultation and collaboration from the Director of Volunteer Services and other staff.
  - Facilitating communication with other area regional governors for collaboration and communicating best practices.
  - Assistance with recruitment of volunteers and marketing of alumni events.
Chapter Advisor

Objective
The Chapter Advisor is the lead volunteer charged with the task of ensuring the overall success of a chapter.

Presence and Communication
- Ensure that an advisor (either the CA or a COA member) is present at at least two executive council meetings and chapter meetings monthly.
- Have contact with the chapter Archon or appropriate representative at least once each week.
- Ensure that all council of advisors members are in contact with their appropriate counterparts in the chapter at least once every two weeks.
- Host meetings / conference calls with his or her council of advisors typically once every two months and ensure that they are regularly updated with any relevant information about the chapter.
- Make contact with the regional governor no less than once every other month.

Administrative Stewardship
Work with the chapter and his or her council of advisors to ensure that the chapter completes its administrative obligations including relevant deadlines (see the ‘Year in the Life’ document on www.pi kappa.org).

Support
- Establish contact and get updates from the campus Fraternity/Sorority Life advisor once each semester.
- Be responsive to communications from / meet with the leadership consultant and or national staff representative upon reasonable request.
- Encourage the archon to review the Leadership Consultant Visit Guide prior to the
- LC’s visits to the chapter.
- Ensure that the chapter maintains a council of advisors.
Chapter Advisor Best Practices

- Attends the chapter’s Pre-Initiation ceremony.
- Attends the three workshops held each year (Recruitment, Strategic Planning and Officer Transitioning) and assists the workshop facilitator with the development of the workshop agendas.
- Assists the chapter in implementing their strategic plan.
- Participates in the Associate Member education program.
- Ensure that the COA is represented at each Chapter and Executive Council meeting.
- Attend ‘major’ chapter events when necessary (Push America, Founders Day, etc.)
- Ensure that the chapter produces an annual standardized chapter calendar.
- Ensure that the chapter submits the Green Report to the National Headquarters on time.
- Ensure that the chapter submits their Pre-Initiation and Initiation Cards & Fees to the National Headquarters on time.
- Ensure that the chapter submits their insurance premium to the National Headquarters on time.
- Provides chapter with financial account management with special attention to the National Headquarters accounts receivable.
- Ensures that the chapter properly submits their Push America fund-raising dollars.
- Recruit and manage a COA consisting of at least a Financial Advisor, Scholarship advisor/Faculty Advisor, and Member Education Advisor.
- Ensures that a strategic planning, recruitment and officer transition workshop occurs each year.
- Ensures the development & implementation of all programs in the chapter (member education, risk management, recruitment, budget, etc.).
- Supervises the Standards/Ethics Board or appoints another alumnus to do so (i.e. Member Education advisor or Risk Management Advisor).
- Keep National Headquarters up to date on composition of and contact information for the COA.
- Support the Pi Kappa Phi Foundation in a way that is significant to the volunteer.
- Meets with the Leadership Consultant during his visit(s) to the chapter.
- Meets with the Fraternity/Sorority Advisor once per semester.
Council of Advisors

Chapters with effective advisors are more successful.
► Members can more effectively develop leadership skills by achieving goals, developing and executing plans to achieve those goals.
► Chapters can better make sound decisions that promote the success and well being of their members in keeping with the values of the fraternity.

What are we looking for in a council of advisors member?
Individuals who can:
► Be present and regularly communicate to the chapter, guiding members to greater success and sound decision-making.
► Recognize strengths of individuals and communicate how they can be contributed to the good of the group.
► Assist in seeking out resources that will strengthen the efforts of the chapter and its members.
► Collaborate with the Council of Advisors to promote the success of the chapter in a variety of areas.

Required / Expected Positions
► Chapter Advisor
► Financial Advisor
► Faculty Advisor / Academic Advisor
► Member Education Advisor

Optional Positions
► Alumni Relations Advisor
► Housing Advisor (if Housed Chapter)
► Philanthropy / Push America Advisor
► Recruitment Advisor
► Risk Management Advisor
► Ritual Advisor
► Standards Advisor
Why is a COA Necessary?

When the business model of Pi Kappa Phi is examined on its most basic level, it is essentially set up as a series of “franchises” all across the nation. The day to day operations of each franchise is ran by an Executive Council of 18-22 year old males. Furthermore, majority of Executive Councils completely change membership every year. Also, the entire membership of each chapter or “franchise” changes every 3 to 4 years.

The COA provides support and guidance for the chapter and its officers to ensure that the system of government within each chapter remains stable and relatively consistent. They teach the chapter officers the basic systems of operation that keep the chapter running and prevent each EC from having to “reinvent the wheel” every year.

The council provides supervision and mentoring to the chapter, specifically the chapter officers. This not only gives officers an “expert” in their particular realm of responsibility, but also frees up time for the Chapter Advisor to take a more supervisory role and deal with other chapter issues. The key is that the COA and the Chapter Advisor are to be supervisors and mentors and are not there to relive their college days or run the chapter from behind the scenes.

What does a COA member do?

► Focus on a specialty relative to an area of chapter operations and advise the chapter leaders who oversee that particular area.
► Ensure that those leaders have clear goals reinforced by plans / programs to ensure that the chapter is successful in that particular area.
► Council these leaders to ensure that they are continually striving to achieve these goals by regularly executing these plans / programs, their successes and failures, and adapting accordingly.

How we help volunteers be successful?

► Offering opportunities for subsidized volunteer training lead by staff and award winning volunteers is made available several times annually. Trainings include Regional Governor Training, Chapter Advisor Symposium, Member Education Training and the Certified Ritualist program.
► Providing extensive resources to help provide insight on advising and further knowledge of content being advised.
► Connecting volunteers to others with knowledge and experience, providing staff leads to provide support and direction, Regional Governors to connect volunteers at the local level and peer-to-peer collaborative networks through social media.

Frequently asked questions

*How much time is required?*

Time commitments will vary based on the number of advisors, the needs of the chapter, and of course your availability. While we ask that our advisors have a frequent presence with the chapter and its members, there is flexibility in how this is carried out that is determined by your availability and the needs of the chapter. Typically, this may range from a few times per month to a few hours per week. In some cases, advising may only need to take place during designated times throughout the year.

*Do I need to be a member?*

It’s not required that you be a member to hold any position with the acceptance of ritual advisor. What Pi Kappa Phi hopes to achieve for each of its chapters is a Council of Advisors with a variety of backgrounds and experiences, but we also encourage having members serve on the COA in some capacity whenever possible.
Can I be involved from a distance?
With today’s technology and the connectedness of students, its easier than ever to advise remotely. While we do expect frequency of communication and presence from our advisors, this can be done in the form of phone or video conferencing. While this works for a number of positions, we require chapter advisors to be local and advocate that some additional advisors are local in order to be physical present when necessary.

Terms In Office

- The Director of Volunteer Services appoints the COA member, with the recommendation of the Regional Governor and/or Chapter Advisor.
- A review will occur following each year on the BOAA to evaluate performance and determine whether or not the volunteer needs further training and/ or tools be successful in their position subject to both the national office’s and the volunteer’s desire to continue in the position.
COA PERFORMANCE EXPECTATIONS
Alumni Relations Advisor

Role
To supervise the chapter Historian and provide alumni with an avenue to get involved with the chapter and stay in touch with chapter activities.

Overview of the Position
The Alumni Relations Advisor assists in Pi Kappa Phi’s endeavor of promoting life-long brotherhood. This advisor will ideally be a member of Pi Kappa Phi Fraternity and have established contacts with the chapter alumni.

They provide alumni with an avenue to get involved with the chapter or its activities. The Alumni Relations Advisor should help the chapter keep alumni informed about other alumni and the chapter.

The Advisor works closely with the Historian. The Historian should keep the chapter material up to date (i.e. web-site, newsletter, scrapbook, local history and documented events).

They should keep track of alumni news and current happenings (i.e. weddings, births, job changes, promotions, people moving, success stories). He should also play an integral part in making sure the chapter is prepared for any alumni events they may be hosting.

Best Practices

▶ Ensure that at least two alumni newsletters are sent each year to all chapter alumni and the director of alumni services at headquarters.
▶ If the chapter is participating in the newsletter program offered by the National Headquarters, he is the chapter liaison.
▶ Ensures that the chapter is performing a graduating senior ritual each year and assists with the ceremony.
▶ Encourages the chapter to sponsor at least one alumni event per term.
▶ Works with the chapter webmaster to have a website that is up-to-date, informative, and appropriate.
▶ Is the primary contact person for chapter alumni and/or representative of the alumni chapter or and housing corp to contact when they have a change of any news or major current happening (i.e. baby, wedding, promotion, etc.).
▶ Educates the chapter on how to effectively communicate with chapter alumni about what is important to them.
▶ Educates the undergraduate members on the benefits involved with life-long brotherhood in Pi Kappa Phi Fraternity.
▶ Serves as the liaison between the chapter and the alumni chapter/housing corporation, if one exists.
Faculty Advisor

Objective
To be a liaison between the local institution and local chapter; to promote scholastic excellence and support the educational growth of the chapter

Overview of the Position
The Faculty Advisor shall be an adult who is involved with your host College/University. The Faculty Advisor must understand the importance of academics, campus involvement and cultivating a diverse chapter. It is not necessary for this person to be a Pi Kappa Phi member. If a brother of this caliber is involved with your College/University, recruit him, otherwise recruit a person who is right for the chapter.

Faculty Advisors are also called upon at times to represent the chapter during College/University events or programs. Therefore, the Faculty Advisor should openly support and promote the success of Pi Kappa Phi fraternity on campus.

The Faculty Advisor helps the Pi Kappa Phi chapter by serving as a liaison to the university and identifying the programs and resources offered by the university that can assist the chapter. They also assist the chapter in managing and fulfilling requirements and regulations set forth by the university. To accomplish this, the Faculty Advisor will need to become familiar with the entire chapter.

The Faculty Advisor will also assist the chapter to promote involvement in campus organizations and utilize campus resources to promote and encourage a smooth transition to the working world.

In some cases the Faculty Advisor may also work with the chapter to assist in the development and implementation of the chapter’s scholarship program. In these cases, they should work closely with the chapter’s Scholarship Advisor.

Best Practices
- Assist the chapter in communicating with the university through the proper channels and understanding university requirements.
- Review individual member scholastic achievement, and offer support agencies and services through the University/College.
- Educate the chapter on campus wide scholastic programs.
- Guide members in career decisions and identify different agencies, services, contacts, etc., on campus that will promote self-awareness and career discovery.
- Assist chapter members in becoming involved on campus and help to promote a healthy level of campus involvement within the chapter.
- Represent the Pi Kappa Phi chapter when appropriate during any College/University setting.
- Attend at least two chapter events each semester.
- Is available to meet with brothers individually when necessary.
Financial Advisor

Objective
Ensure that the chapter is operating on a sound financial basis and saving for the future.

Overview of the Position
The Financial Advisor is a person who provides knowledge and guidance to the undergraduate chapter so that they can create a consistent bookkeeping system, learn financial accountability, and keep out of debt. It is not necessary for this person to be a Pi Kappa Phi member.

The Financial Advisor helps the chapter treasurer prepare and a chapter utilize a budget. This budget should be approved by the chapter each term/year prior to the start of the next term/year in which the budget takes effect. The Financial Advisor should meet with the Treasurer a minimum of twice a semester to review the budget and expenditures of the chapter (once a month, preferred).

The Financial Advisor should review the financial statements provided by OmegaFi or other bookkeeping system and be familiar with the chapter financial status as found within.

A chapter should financially plan for the future. The Financial Advisor should ensure that a chapter is placing a certain amount of money into some type of investment strategy each semester (a savings account is recommended). The Financial Advisor should then oversee this investment so that the chapter maximizes its potential and keeps assets liquid.

The Financial Advisor can also be of assistance when it comes to the collection of dues and other payments. There is also many financial procedures and records management protocol that must be established within the chapter. The Financial Advisor should provide assistance in this area and ensure that the system is consistent from year to year.

Best Practices
- Shall have a working understanding of & regular update on OmegaFi or whatever bookkeeping system is used by the Chapter and role it plays in the advised Chapter.
- The Financial Advisor should be listed as an administrator on chapter accounts, including OmegaFi.
- Ensure that the chapter has a sound budget and accounting practices, aligned with recommended “best practice” templates used by Pi Kappa Phi.
- Attend the chapter meeting in which the budget is voted on by the chapter.
- Meets with the Treasurer and Budget and Finance Committee, if applicable, at least twice per semester to review executed budget to actual expenses.
- The Advisor should consistently review all expenditures of the chapter to assure that priorities are maintained and that the chapter is operating in sound financial condition. The Advisor should regularly provide feedback on ways to be more efficient with expenditures.
Accounts receivables should be reviewed monthly. Where it is evident that the chapter is unable to control their accounts receivable, the Financial Advisor will exert whatever means are necessary to correct such problems, upon approval from the National Headquarters.

The Financial Advisor should make certain that an annual audit is conducted of the chapter’s financial records.

Ensure that the chapter completes and submits a Form 990 to the Internal Revenue Service.

Support the collection of insurance, initiation fees, pre-initiation fees and student dues, and make sure they are sent into the National Headquarters on time.

Make certain the chapter is current in its IFC and student organization dues as well as with any other businesses or organizations.

Assure the chapter is utilizing the financial expulsion process (30/60/90), as required by Supreme Law. Understand this process in detail, to advise the chapter on when this process takes place in a timely manner.

Review the chapter dues allocation and collection process to ensure that it meets the operational needs of the chapter.

Provide guidance on keeping chapter operations fundraising initiatives separate from Push America efforts, to ensure that funds are collected and accounted for properly.

Ensure that the chapter maintains chapter banking accounts separately between the physical house fund, chapter fund, Push America fund, and other savings accounts.

Maintain relationship with the national headquarters.

Is an integral member of the Council of Advisors.
Member Education Advisor

Objective
Supervise the Warden and Chaplain, advise the Member Education Committee, and support the chapter’s transition and/or implementation of the national associate education resources.

Overview of the Position
The Member Education Advisor is a person who understands the importance of leading the chapter by example and developing a positive environment for the associate and active members. The Member Education Advisor ensures that the Member Education Committee is providing the Associate Members with valuable learning opportunities that focus on the core values of Pi Kappa Phi, leadership development, and self-awareness. The associate process should incorporate positive local history and subordinate rituals within the new member education framework. The ideal length of the associate process is 6-8 weeks of educational programming.

Member Education should be for ALL brothers. Associates must learn Pi Kappa Phi, but actives must live by the values and principles shared with the Associate Members. In collaboration with all men of Pi Kappa Phi, the Member Education Advisor should seek to motivate actives, advisors, and alumni to live by the ritual and to lead the associate members through the journey to the Ritual of Initiation.

Performance Expectations
- Help establish and advise the Member Education Committee made up of at least the Warden, Chaplain, and two active brothers
- Ensure the chapter has both written Member Education and Associate Member Education programs
- Help the chapter infuse their current associate member education program within the national associate education framework.
- Monitor the associate program to diminish the opportunity for hazing
- Meet at least 2 times per semester with the associate member class to support their learning process by facilitating, answering questions, and being a resource
- Ensure the chapter incorporates at least 5 sub-rituals in their associate program
- Actively evaluate the retention rate of associate members for the chapter
- Within one year of appointment, participate in member education training with national office

Best Practices
- Develop a working rapport with the associate and active membership
- Identify what the chapter body values in member education, and help them incorporate healthy learning experiences that support the identified values
- Assist in the recruitment of chapter alumni and Student Affairs professionals to participate actively and positively in the member/associate member education processes
- Challenge the active brothers to live by the ritual and lead by example regularly
- Work with the chapter to create a continued education plan for undergraduate members between initiation and graduation that encourages life-long learning and membership
- Assess the progress of the associate class and offer feedback to the Member Education Committee at least twice a semester
- If possible, meet with staff representative during previously schedule site visits (i.e. Leadership Consultant, Director of Leadership)
Push America Advisor

Objective
To ensure that the undergraduates have a positive experience in the participation in, creation of, and expansion of a well balanced Push America and/or Philanthropy program.

Overview of the Position
The Push America Advisor should be a person who is interested in volunteer work, fundraising and/or someone who has a relationship with a non-profit organization. This person should be well organized and interested in teaching the students the value of volunteerism. The individual should be open to new ideas and genuinely interested in promoting awareness in the undergraduates. The Philanthropy/Push America Advisor will maintain contact with the Push America office.

Working directly with the Push America Chairman, the Philanthropy/Push America Advisor will ensure that the undergraduates have a positive experience while creating a well-balanced fund-raising, awareness raising and volunteerism relationship.

Best Practices
- Communicate national Push America events to the undergraduates and encourage their attendance.
- Aid in the recruitment and training of a new Push America Chairman.
- Aid in the establishment and servicing of a Push America Committee, headed by the Push America Chairman.
- Monitor the development of an awareness event (empathy training, speaker with disability, etc.)
- Assist the chapter in establishing and/or developing a volunteer relationship with a local organization.
- Monitor and evaluate the local volunteer relationship.
- Monitor all Push America fund-raising and finances including establishment and/or management of spate Push America chapter checking account.
- Serve as a resource for fundraising events and provide feedback to Push America chairman/committee a out such events as needed.
- Promote Push America in the local community.

NOTE: A significant number of our chapters have both a Philanthropy Chair and a Push America Chair, though only one advisor position is needed.
Recruitment Advisor

Objective
Provide knowledge and experience in the area of recruitment for the chapter.

Overview of the Position
This person’s main mission is to provide knowledge and experience for the purpose of marketing the fraternity on its campus to better position itself for recruitment. The Recruitment Advisor must understand the concept of recruiting new members specific to the advised Chapter. This person must be capable of teaching the undergraduates how to design a chapter-marketing program as well as ensure that the chapter is prepared for their recruitment period. This person does not necessarily have to be a member of Pi Kappa Phi Fraternity.

The Recruitment Advisor works closely with the Vice-Archon and the Recruitment Chairmen. They should have a presence on the chapter recruitment committee. The Recruitment Advisor is encouraged to develop a working rapport with the undergraduate members.

The Recruitment Advisor helps the Vice-Archon design a recruitment program for formal and informal recruitment. Many students do not know how to recruit. The Recruitment Advisor can be of tremendous help with teaching the students recruitment skills such as how to shake hands, conduct introductions, create eye contact, stimulate conversations, ask pertinent and open-ended questions, say good-bye and request the person to visit again. The advisor should also teach the members the theory of sales & marketing related to personal recruitment.

Many of these skills can be taught to the undergraduate members through a Recruitment Workshop at the beginning of the year. The Recruitment Advisor will ensure that a Recruitment Workshop takes place at least once a year. If a facilitator cannot be found to lead the Recruitment Workshop, the Recruitment Advisor should be the one who leads this workshop.

Best Practices
- Assist the Vice Archon and Recruitment Chair/Committee in developing realistic and appropriate recruitment program including goals and strategies for the short and long term.
- Ensures that a Recruitment Workshop takes place each academic year and helps facilitate or schedule a facilitator.
- Ensures that the Chapter has a written recruitment program in place and updated each academic year.
- Ensures that the Chapter considers recruitment 24 hours a day, 7 days a week, 365 days a year, as allowed by campus policy.
- Teach members how to sell Pi Kappa Phi Fraternity and develop a marketing plan for the chapter.
- Familiar with Pi Kappa Phi and campus recruitment policies.
- Attends one chapter recruitment event each semester, as requested by the Chapter.
- Meets with the Vice-Archon and/or Rush Chairmen at least two times per semester.
- Reviews each term’s recruitment schedule with the Recruitment Committee to provide feedback on the schedule, looking for ways to improve the overall process.
- Ensure that all recruitment events are dry.
- Assess chapter’s progress with recruitment goals
- Works with chapter advisor & new member education advisor on retention strategies.
- Helps ensure submission of new member records and fees to national office post pre-initiation.
Risk Management Advisor

Objective
Ensure that the chapter has the tools and know needed maintain an environment conducive to risk management policies.

Overview of the Position
The Risk Management Advisor provides education, training, and mature adult guidance to the undergraduate students in order to help ensure the chapter is in compliance with Pi Kappa Phi’s risk management policy (FIPG). In order to accomplish this, the Risk Management Advisor should meet with the Archon, Risk Management Chairman, and Chapter Advisor on a regular basis.

Best Practices
► The Risk Management Advisor should be familiar with Pi Kappa Phi’s risk management policy (FIPG).
► The Risk Management Advisor should assist the chapter in developing written risk management procedures.
► The Risk Management Advisor should assist the Executive Council and Risk Management Chairman in ensuring they have created an environment that is in compliance with the FIPG Policy.
► The Risk Management Advisor should assist the chapter in developing written prevention plans to reduce high-risk behavior and create a safer chapter environment for members and guests.
► The Risk Management Advisor should attend all chapter alcohol education programs provided by the National Fraternity (i.e. Ladder of Risk and Alcohol Skills Training Program).
► The Risk Management Advisor should attend a risk management training in conjunction with Mid Year Leadership Conference in order to further assist the chapter.
Scholarship Advisor

Objective
Promote and assist in the development of a comprehensive scholarship program in order to improve the academic success of the chapter.

Overview of the Position
The Scholarship Advisor should be an adult who is involved with your host College/University. The Scholarship Advisor must understand the importance of scholarship and be able to identify student’s weaknesses and strengths. It is not necessary for this person to be a Pi Kappa Phi member. If a brother of this caliber is involved with your College/University, recruit him; otherwise recruit a person who is right for the chapter.

Scholarship Advisors are also called upon at times to represent the chapter during College/University events or programs. Therefore, the Scholarship Advisor should openly support and promote the success of Pi Kappa Phi fraternity on campus.

The Scholarship Advisor helps the Pi Kappa Phi chapter recognize and promote scholastic success on campus. Ultimately the advisor will supervise the chapter progress and maintain a working relationship with the entire chapter. To accomplish this, the Scholarship Advisor will need to develop relationships with the membership.

Best Practices
- In conjunction with the scholarship chairman, help create an acceptable program of scholastic excellence, which includes design of awards and incentives, thus helping to establish an appropriate chapter environment for scholastics.
- Review individual member scholastic achievement, and offer support agencies and services through the University/College.
- Work with chapter members who have fallen below or are at risk of falling below the minimum academic expectations through the creation and monitoring of individual academic improvement plans.
- Guide members in career decisions and identify different agencies, services, contacts, etc., on campus that will promote self-awareness and career discovery.
- Represent the Pi Kappa Phi chapter when appropriate during any College/University setting.
- Educate the chapter on campus wide scholastic programs.
- Attend at least two chapter events each semester.
- Is available to meet with brothers individually when necessary.
- Assist the chapter leadership in promoting and upholding grade requirements.
Standards Advisor

Objective
To ensure that the undergraduates maintain appropriate standards on a consistent basis.

Overview of the Position
The Standards Advisor does not need to be an initiated member of Pi Kappa Phi, but have a good working knowledge of greek letter organization standards.
The Standards Advisor supports the chapter’s Standards Board in the documentation of standards, enforcement of these standards, and ongoing improvement actions.

Best Practices
- The Standards Advisor should meet at least once a semester with the chapter Standards Board to ensure that proper review of minimum chapter standards of members is taking place.
- The Standards Advisor should have a current copy of the chapter’s Code of Conduct and Standards Board procedures.
- The Standards Advisor should be in attendance at all chapter Standards Board meetings, where possible.
- The Standards Advisor should have a copy of the previous term grade performance by members, to ensure that chapter standards are consistently enforced.

NOTE: This position is often covered by the Chapter Advisor. However, it can be a standalone advisor position.
ALUMNI ORGANIZATIONS
Alumni Organizations

Another major component to the volunteer structure of the fraternity is the alumni organization. Pi Kappa Phi has two forms of alumni organizations — the alumni chapter and the housing corporation. Both fulfill important needs of the fraternity. The alumni chapter’s focus is predominantly the engagement of alumni from a specific chapter. This mainly takes place in the form of regular communication and events, but also aims to give back the undergraduate chapter in the form of funding for things like scholarships and assistance in ensuring that advisors are present for the chapter. Housing corporations are focused on maintaining sufficient housing for the undergraduate chapter, working with the undergraduates and the national headquarters to ensure that the property is sustained and occupied.

Both types of organizations require involvement of alumni from the designated chapter. These groups are a great way for alumni to remain engaged in the fraternity, reconnect with chapter brothers and give back to their chapter. To learn specifically how to start or maintain either of these organizations, visit the resource library at pikapp.org for more in-depth resources.
**Alumni Chapter**

**Overview**

The Alumni Chapter is the primary alumni organization in charge of alumni relations and is composed of alumni from a given undergraduate chapter. Members of the group do not have to live in close proximity of their undergraduate chapter. Alumni chapters serve as the main alumni relations tool for a local chapter, by providing social opportunities for alumni and their families. They also interact with the undergraduate chapter by providing networking opportunities for graduating seniors. The alumni chapter should also help the Council of Advisors with resources and contacts to make a better local chapter.

**Expectations**

- To form an alumni chapter, at least ten members of the same chapter must sign a petition and submit it with $100.00 to the national office.
- Alumni chapters must have a written Constitution and Bylaws submitted to the national office.
- Alumni chapters must meet at least two times a year, sending in the minutes from the annual meeting to the national office, along with their annual dues.
- Each successive year the national dues are $100.00 per organization.
Housing Corporation

Overview
The Housing Corporation is the primary alumni organization in charge of maintaining property inhabited by a designated chapter and is composed of alumni from that undergraduate chapter. Members of the group do not have to live in close proximity of their undergraduate chapter.

Expectations
- If a chapter house is owned, a housing corporation is the legal entity, which must hold title to the real estate, and the furniture and equipment used in its operation.
- If a chapter house is being rented, a housing corporation should be involved as the lessee of such property.
- Local housing corporations have jurisdiction over the largest share of assets within the domain of the fraternity. This makes their primary focus the physical structure of the fraternity.
- Housing corporations do play a role in alumni relations. Since a housing corporation’s membership is made up of alumni, then it is logical that they do meet and update their perspective membership. Housing corporations should come into close contact with the local alumni chapter, and both entities should share resources.
- It is important to remember though, that housing corporations and alumni chapters are not the same entity. They both have a different focus and mission and these should be separated when having meetings. A separate housing corporation manual is available from the national office.
CITY EVENT COORDINATOR
City Event Coordinator

What does a City Event Coordinator Do?

- Helps connect alumni within the metro-area in which he resides.
- Plans and hosts area alumni events in coordination with national staff and other local volunteers.

What makes a good City Event Coordinator?

- Someone who is charismatic, socially adept, who is skilled at connecting people.
- A belief in lifelong brotherhood and can encourage affiliation in others.
- Good local knowledge of ideal places to host social events (i.e. restaurants, bars, sports facilities).
- Basic event planning skills.
- Skilled at being a regular user of social media; knows how to use it as a platform to connect others.

Who do they work with?

- This position works predominantly with alumni; for those who’d prefer to work with alumni rather than undergraduate chapters, this is a good opportunity.
- Most often, the CEC will coordinate events with the regional governor and the director of special events with the national headquarters.
- Depending on the make up of the region, the CEC will also collaborate with area chapters, alumni chapters or housing corporations to encourage the greatest turnout possible.
How much time is required?

- Typically, a metro-area should plan to have a few annual events (i.e. Founder’s Day, JOH arrivals, sports outings, etc). Smaller events like happy hours should typically be held more frequently.
- All together, this means that there is anywhere from a CEC is likely to coordinate events on every two to four months.
- A CEC can expect to put a few hours per event including scouting and securing locations, hosting events and communicating with staff and other regional volunteers.

Position Responsibilities

- Works with the regional governor and national staff to establish a localized alumni engagement strategy (i.e. number and type of events, attendance, correlation to national initiatives, etc)
- Assists the national staff in site selection for alumni events and provides them with all necessary details to successfully market to area alumni.
- Keeps record of those attending events and provides the national staff with attendance list.
- In the absence of national staff or the regional governor, acts as the official host of the event.
- On occasion, collaborates with Chapter Advisors or Alumni Relations Advisors from area chapters, as well as area representatives of alumni chapters to inform of events to assist in driving attendance.

Support

- The regional governor will support the CEC by:
  - Ensuring that events do not overlap with other major events regionally or nationally.
  - Connecting the CEC to other appropriate volunteers in the area (such as alumni organizations) to ensure optimal success.
- The national staff will support the CEC by:
  - Providing marketing for alumni events including email blasts to local alumni, postings and event registration on pikapp.org and advertising on Pi Kappa Phi’s national social media.
  - Providing resources and training as needed.
  - Providing updates on important events going on both nationally and regionally that should be considered in planning.
Facilitator

Objective
Carries out student-lead curriculum designed for undergraduate members at the national or chapter level.

Overview of the Position
The facilitator role at Pi Kappa Phi is a crucial aspect of our educational strategy since the creation of Pi Kapp College in 1959. The facilitator role is different from the classic lecture role represented in many classrooms across the country. Facilitation is student-centered, and a successful facilitator creates active discussion to help meaning making occur. Pi Kappa Phi facilitator opportunities require various levels of facilitating and fraternity experience depending on the program. Each year student members, alumni and friends of the fraternity serve in the facilitator capacity.
Mid Year Leadership Conference

Each January, Pi Kappa Phi hosts the Mid Year Leadership Conference in four cities across the country. Over 1,300 undergraduates and volunteers representing every chapter in the fraternity attend this officer training.

Mid Year teaches the basics of chapter operations and provides newly elected officers with the training and resources necessary to effectively fulfill their responsibilities. A unique learning experience lead by two co-facilitators is offered for each of ten key positions including archon, vice archon, secretary, treasurer, warden, historian, chaplain, Push America chairmen, Standards Board chairmen and risk management chairmen. The two co-facilitators deliver an interactive curriculum, generate conversations and lead activities over the weekend. Participants will leave better equipped to articulate their specific duties, gather resources and ideas for their position and prepare for the year. There are 16-18 facilitator slots available per Mid Year city location.

Performance Expectations

A successful Mid Year Leadership Conference facilitator will meet following criteria:

► Moderate to high knowledge of Pi Kappa Phi Fraternity
► Experience leading group discussion
► Experience teaching college-aged men and/or adults
► Little to moderate experience facilitating groups
► Participate in Conference Call Training
► Attend Facilitator training on-site
► Maintain the integrity of the curriculum
► Demonstrate good judgment when sharing personal experiences
► Attend breakout sessions and general sessions
► Adhere to participant expectations including dress code and staff alcohol policy
Pi Kapp College

In 1959, Pi Kappa Phi established one of the first leadership schools in the fraternity world. Fifty years later, Pi Kapp College transformed from an officer training conference to an emerging leaders institute. By using the Fraternity’s Ritual of Initiation and the Social Change Model as the foundation of the six-day institute, participants are challenged to explore issues of personal identity development, values congruence, and role of individual strengths in creating sustainable change within the chapter.

Pi Kapp College is a six day journey made up of large group learning and small “huddle” group breakouts. Large sessions are led by two lead facilitators (one alumnus, one friend of the fraternity) and huddles are led by an alumni member and friend of the fraternity. Pi Kapp College’s challenging curriculum is delivered by a group of devoted facilitators who volunteer a week to the development of Pi Kappa Phi youngest leaders. Participants leave with a refined self-awareness, a commitment to lifelong brotherhood, and individual action plans to create change within their chapter. There are 8-12 Huddle facilitator slots available per Pi Kapp College session.

Performance Expectations

The ideal Pi Kapp College Huddle facilitator will:

- Demonstrate a commitment to the development of college-aged men
- Have extensive experience working with college-aged men
- Moderate to good knowledge of Pi Kappa Phi Fraternity
- Model leadership behavior and act with integrity
- Develop meaningful relationships with cluster participants throughout weekend
- Have experience facilitating leadership programs
- Prepare to learn as well as teach while sharing your authentic self
- Challenge participant thinking and encourage reflection
- Commit to signing the Pi Kapp College Learning Agreement, including staying substance free
- Demonstrate knowledge of the fraternal community
- Commit to being fully engaged and present during the week, and do their best to leave the stresses and responsibility of work and personal life behind
- Attend Huddle facilitator 1.5 day training provided on site
- Maintain a high level of energy during a full week of early mornings and late nights
- Trust the process and have fun!
Alcohol Skills Training Program (ASTP) Facilitator

ASTP is unlike most alcohol programs because it acknowledges that college students drink, and rather than try to impose abstinence on college students, it acknowledges that any steps toward reduced risk are steps in the right direction. The goal of ASTP is to educate Pi Kappa Phi members about alcohol-related behavior while increasing members’ interest in critically examining their drinking patterns and eventually implementing the skills they learn. In doing so, members can learn to recognize high-risk situations and to minimize the potential negative consequences through prevention action, reduced consumption, or abstinence.

An ASTP facilitator training is held in June in even years. Once trained, facilitators travel within their geographic area to deliver the 2.5 hour program at the chapter level. Facilitators are reimbursed for all travel expenses plus a $100 stipend.

Performance Expectations

The ideal ASTP facilitator will:

- Experience leading group discussion
- Experience facilitating groups
- Participate in one day training
- Maintain the integrity of the curriculum
- Demonstrate good judgment when sharing personal experiences
- Demonstrate a commitment to the development of college-aged men
- Good knowledge of Pi Kappa Phi risk management policy
- Challenge participant thinking and encourage reflection
Ladder of Risk Program

The Ladder of Risk Program is basic FIPG information (Fraternal Information & Programming Group // www.fipg.org) delivered by a dynamic facilitator who educates and facilitates discussion. This program is required for every member and associate member every other year. Through this 2.5 hour program, members and associate members will learn how to host a safe chapter event and ways to reduce their risks as a chapter through scenarios, crisis management planning, group discussions and the introduction of resources.

A Ladder of Risk facilitator training is held in conjunction with the Pi Kappa Phi Mid-Year Leadership Conference every January. Once trained, facilitators travel within their geographic area to deliver the 2.5 hour program at the chapter level. Facilitators are reimbursed for all travel expenses plus a $100 stipend.

Performance Expectations

The ideal Ladder of Risk facilitator will:

- Experience leading group discussion
- Experience facilitating groups
- Participate in weekend training in January
- Maintain the integrity of the curriculum
- Demonstrate good judgment when sharing personal experiences
- Demonstrate a commitment to the development of college-aged men
- Strong knowledge of Pi Kappa Phi risk management policy and available resources
- Challenge participant thinking and encourage reflection
Answer the Call to Serve

Pi Kappa Phi’s alumni and friends of the fraternity who choose to answer the call have the ability to leave an indelible impact on our members, both undergraduates and alumni, and help shape the path they take. By answering the call, you don’t just have an opportunity to get involved, you have the chance to help others leave a legacy. Will you choose to lead? To answer the call?

Fill Out the Interest Form

[Click here](#) to complete the interest form and be entered for candidate review.

Who to Contact

- **Working with chapters** – for positions including Regional Governors, Chapter Advisors, and COA Members, contact:
  - Chris Shade, Director of Alumni & Volunteer Services
cshade@pikapp.org
  980-318-5309

- **Working with alumni** – To become a City Event Coordinator or establish an alumni organization, contact:
  - Chris Shade, Director of Alumni & Volunteer Services
cshade@pikapp.org
  980-318-5309

- **Facilitating a program** – To become a facilitator for Ladder of Risk or the Alcohol Skills Training Program, contact:
  - Dr Lori Hart, Director of Alcohol Education
  lhart@pikapp.org
  404-816-0111

- **Facilitating a Conference** – To become a facilitator at a conference such as Mid Lead Leadership Conference or Pi Kapp College, contact:
  - Justin Angotti, AED of Education & Accountability
  jangotti@pikapp.org
  980-318-5305