

GCA ANNUAL CHECKLIST

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- Communicate weekly with the Chapter President during the school year
- Communicate monthly with the Chapter President during summer break
- Attend one Prudential Board meeting per month
- Attend one general chapter meeting per month
- Chapter Council is current and updated on Vault
- Chapter Council has the required positions filled
 - Member Retention Advisor
 - Growth Advisor
 - Financial Advisor
 - Standards Advisor
 - Ritual & Traditions Advisor
- Solicit involvement of other alumni to serve on the Chapter council as needed
- Meet with the Fraternity & Sorority Advisor or other school administration once during the fall and spring semesters
- Maintain a current file system of chapter minutes, correspondence, and publications
- Be a historical reference for the chapter
- Ensure that all dates for action items/payments are being followed by the chapter on Vault
- Conduct a Shared Vision and Officer Transition retreat shortly after elections to ensure a smooth transition of chapter programs and to set goals for the upcoming term
- Meet with new members to explain your role and the Chapter Council's role, as well as to explain the International Fraternity, local chapter history and to reinforce the concept of life-long membership
- Ensure the Financial Advisor has: reviewed the chapter budget at least annually, ensured the IRS Form 990 was filed and confirmed that adequate Workers' Compensation insurance was paid, as necessary
- Conduct a minimum of two meetings with the Chapter Council
- The Chapter Council remains focused on the long-term impact outside of organizational operations
- The Chapter Council plans a minimum of one undergraduate retreat during the academic year
- Act with leadership to ensure that each Chapter Council advisor maintains a positive relationship with their undergraduate officer
- Review with the Chapter Council the crisis management guidelines including Incident Reporting, Amnesty Policy, Health and Safety Policies as well as the FIPG Risk Management Policy

ANNUAL REPORT

- Chapter Council hosts 5+ meetings per year and a meeting confirmation is submitted on Vault
- The GCA and/or a Chapter Council member attends a combination of 12+ chapter meetings, Prudential Board Meeting or events throughout the academic year
- Communicate with Fraternity Staff at least eight times throughout the year, this can be phone, email, etc.
- All nine positions on the Chapter Council are filled