



ALPHA SIGMA PHI FRATERNITY
alphasigmaphi.org

GRAND CHAPTER ADVISOR ANNUAL CHECKLIST

ANNUAL CHECKLIST:

- Attend one prudential committee meeting per month—minimum.
- Attend one chapter general meeting per month - minimum.
- Complete and submit a grand chapter advisor's report to headquarters by June 15 of each academic year (send to the Director of Alumni Engagement).
- Solicit involvement of other alumni to serve on the chapter council as needed; ritual, financial, service, etc. advisors
- Meet with Greek 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 Be a historical reference for the chapter.
- Complete a current advisor/student organization Statement of Understanding.
- Attend volunteer programming each year; e.g. Academy of Leadership; Grand Chapter—Volunteer Track, Volunteer webinars, etc., as available.
- Ensure that all dates for action/payments are being followed by the chapter.
- Conduct an officers' retreat shortly after new elections to insure a smooth transition of chapter programs and to set goals for the ensuing 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 Chapter Council's financial advisor has: reviewed the chapter budget at least annually; ensured IRS Form 990 has been filed; and has confirmed that adequate Workers' Compensation insurance is being paid, as necessary.
- Plan to attend or have an alternate attend the Grand Chapter in even years.
- Have conducted a minimum of two meetings with chapter council.
- Communicated weekly with Chapter President during the school year.
- Communicated monthly with Chapter President during summer break.
- The Chapter Council remained focused on long term impact outside of organizational operations.
- The Chapter Council planned a minimum of one undergraduate retreat during the academic year.
- Acted with leadership to ensure that each Chapter Council advisor maintained a positive relationship with their undergraduate officer.
- Review the crisis management guidelines.
- Yearly reviews of FIPG Risk Management Policy with Chapter Council.
- Has updated and certified Chapter Council roster on Portal.

