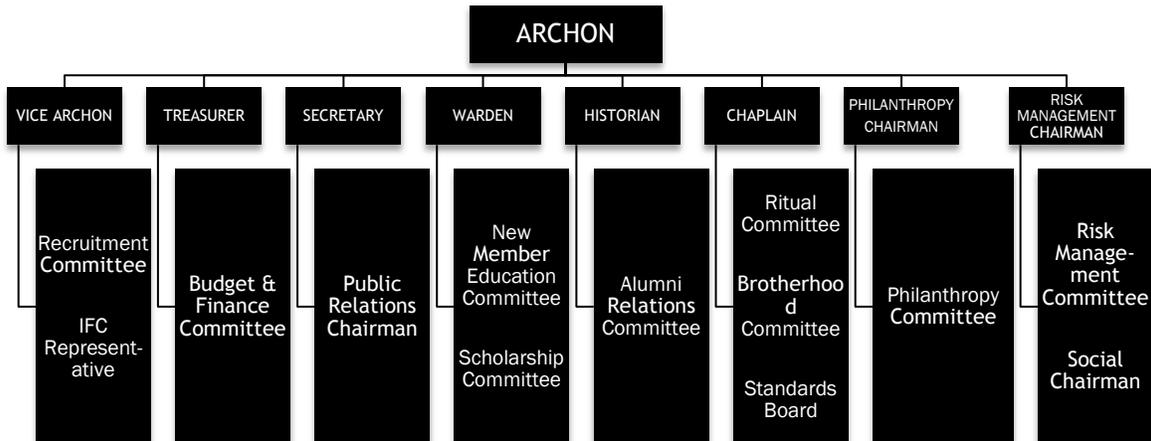




COMMITTEE DESCRIPTIONS



RECRUITMENT

New members are the lifeblood of any student chapter; therefore, the recruitment committee is one of the most important committees in the chapter. Through resources provided by the National Headquarters, members are taught the skills necessary to effectively recruit new members. The execution of the chapter's recruitment plan is the responsibility of the recruitment committee, chaired by the vice archon or recruitment chairman.

Other suggested responsibilities of the recruitment committee include...

- Hosting an annual recruitment retreat for the chapter.
- Creating an exhaustive calendar of relevant dates for recruitment.
- Creating, and continuously updating a list of names and contact information of potential new members.

IFC REPRESENTATIVE/FRATERNITY RELATIONS

The Interfraternity Council is the self-governing body of fraternity chapters that is responsible for setting the policies and standards of the fraternity community at its host institution. The IFC representative is responsible for attending weekly meetings held by the Interfraternity Council and reporting updates back to the chapter's executive council. The IFC Representative should also work proactively to foster positive relations with other fraternity chapters at your host college or university.

BUDGET & FINANCE

The treasurer serves as the chairman of the Budget & Finance Committee. This committee assists with the creation of the chapter budget.

Other suggested responsibilities of the budget & finance committee include...

- Work with the treasurer and financial advisor to file the chapter's IRS form 990 by the appropriate deadline annually.

PUBLIC RELATIONS

The public relations committee seeks to promote the activities and efforts of the chapter both on campus, and within the community. One of the pathways to brand success is brand consistency. The PR committee ensures that the chapter is represented in a manner that is consistent with Pi Kappa Phi's brand standards and reputation for developing exceptional leaders.

Other suggested responsibilities of the public relations committee include...

- Creating promotional materials, such as informational brochures, handouts, and t-shirts, for chapter events and initiatives.
- Managing the chapter's website and social media accounts.
- Creating and circulating press releases for events such as Ability Experience fundraisers.

MEMBER EDUCATION

The Warden serves as the chairman of the Member Education Committee. Consisting of the Warden, plus two other members, the Member Education Committee executes the chapter's associate member education program. The committee also coordinates educational programs for initiated members.

Other suggested responsibilities of the new member education committee include...

- Ensuring that the chapter's Associate Member Education plan is up to date, in compliance with national standards, and on file with the National Headquarters.

SCHOLARSHIP

Composed of the Scholarship Chairman, the Warden, and at least one other member, the Scholarship committee is responsible for ensuring that all members meet Pi Kappa Phi's minimum academic standards.

Other suggested responsibilities of the scholarship committee include...

- Ensuring that the chapter's scholarship plan is up to date and on file with the National Headquarters.
- Implementing creative incentives for brothers to perform academically.

ALUMNI RELATIONS

The Historian serves as the chairman for the Alumni Relations Committee. This purpose of this committee is to promote effective chapter alumni relations. The committee assists the Historian or the Alumni Chapter in producing an Alumni Newsletter and hosting various alumni events throughout the year.

Other suggested responsibilities of the alumni relations committee include...

- Managing a record of alumni contact information.
- Recruiting an alumni initiate each semester.

RITUAL

The Ritual Committee aides the Chaplain in hosting subordinate rituals for brothers and associate members, as well as the Ritual of Initiation at least once each semester.

BROTHERHOOD

The Brotherhood Committee plans weekly, brothers-only events to foster fellowship and fraternity among the chapter's members.

Other suggested responsibilities of the brotherhood committee include...

- Hosting an annual brotherhood retreat for members of the chapter.

STANDARDS BOARD

Pi Kappa Phi Fraternity is a values-based membership development organization that focuses on building brotherhood through character enhancement, leadership development, academic achievement, commitment to service, lifelong friendship, and social experiences. The Fraternity exists on the basis of shared values and principles. Members of the Fraternity are expected to uphold and abide by certain standards of conduct as established in the Constitution, Supreme Laws, policies and resolutions of the Supreme Chapter, and Ritual of the Fraternity. Additionally, members are expected to hold each other accountable to these standards. When members of Pi Kappa Phi fail to exemplify these values, the standards board is tasked with facilitating conduct proceedings to assert and uphold these expectations.

Other suggested responsibilities of the standards board include...

- Creating and maintaining a written chapter code of conduct.

PHILANTHROPY

As the only fraternity to establish and operate its own philanthropy, Pi Kappa Phi is an interfraternal leader in our commitment to service. In addition to implementing the chapter's Ability Experience program, this committee plans opportunities for participation in other philanthropy events including those hosted by other organizations on campus.

Other suggested responsibilities of the philanthropy committee include...

- Recruiting members to participate in national team events, such as Build America camps and Journey of Hope.

RISK MANAGEMENT

The Risk Manager serves as the chairman of the Risk Management Committee. This committee ensures that all chapter events are in compliance with FIPG policy.

SOCIAL

The Social Committee is responsible for planning social events with sororities, including socials, formal events, & date-functions. The Risk Manager sits as a member on the Social Committee.