



## STANDARDS BOARD CHAIRMAN FIRST 30 DAYS CHECKLIST

Congratulations on your new role as Standards Board Chairman! Thank you for your commitment to Pi Kappa Phi and ensuring the success of your chapter. There is a lot to do! While this is not an exhaustive list to govern your entire term, it can get you started on tasks you will need to complete during your first 30 days in office.

### COMPLETE TRANSITION PAPERWORK

- Share your contact information with the Secretary, so he can update chapter officer information via Chapter Gateway and submit similar paperwork for the IFC and university.

### MEET WITH YOUR CONTACTS

- Meet with the outgoing Standards Board Chairman to transition your roles.
  - Review the chapter's current Strategic Plan and any upcoming projects.
  - Obtain copies of previous Standards Board decisions and pending sanctions.
  - Analyze the strategy, effort, and results of the previous year's Standards Board meetings.
  - Discuss successes, challenges, and issues you might expect during your term in office.
- Contact your Standards Board Advisor and introduce yourself.
  - Set up a time to meet within the next two weeks.
  - Analyze the strategy, effort, and results of the previous year's Standards Board meetings.
  - Discuss successes, challenges, and issues you might expect during your term in office.
- Contact your Chapter Advisor and introduce yourself.
- Attend the officer transition meeting with the incoming Executive Council to prepare for the year.

### REVIEW THE CHAPTER'S STATUS

- Obtain and review copies of your chapter's current:
  - Constitution and Bylaws;
  - Code of Conduct;
  - Strategic Plan;
  - Budget; and
  - Seven Objectives of Chapter Excellence Report.

## LEARN THE ROPES

- [The Gold Book](#) of Pi Kappa Phi
- Pi Kappa Phi [Risk Management Policy](#) and other [risk management resources](#)
- Handbook/manual of student organization rules and regulations for your campus
- IFC constitution, bylaws, and risk management policy
- Review any campus fraternity/sorority life standards and/or awards programs