



**ARCHON ADMINISTRATIVE DUTIES
FALL 2018**

ITEM TO BE COMPLETED	PERSON RESPONSIBLE	DUE DATE	DATE COMPLETED
Order bid cards	Vice Archon		
Order <i>White Diamonds</i> and associate member pins for Fall 2018 class	Secretary		
Plan Fall 2018 Leadership Consultant visit	Archon / Secretary		
Submit associate member education program to National Headquarters	Warden	7 days before Pre-Initiation	
Submit budget to Leadership Consultant	Treasurer		
Conduct Pre-Initiation Ceremony for new associate members	Chaplain		
Report new associate members on Chapter Gateway	Secretary	within 3 days of ceremony	
Submit Pre-Initiation fees to National Headquarters	Treasurer	within 3 days of ceremony	
Ensure new associate members claim their Chapter Gateway accounts	Warden	within 24 hours	
Submit Spring 2018 grade report	Archon	September 1	
Submit Fall 2018 Green Report	Secretary	September 10	
Pay 2018-2019 insurance & risk management assessment	Treasurer	September 21	
Fall deadline for Foundation scholarship applications	Archon	October 8	
Submit chapter content for <i>Star & Lamp</i>	Secretary	October 15	
Deadline to apply for Spring 2019 Leadership London or Leadership Dublin	Archon	October 15	

ITEM TO BE COMPLETED	PERSON RESPONSIBLE	DUE DATE	DATE COMPLETED
Pay Fall 2018 member dues and housing assessment	Treasurer	within 30 days of billing	
Ensure chapter is current on all administrative items	Archon / Secretary	October 30	
Order member badges	Secretary		
Ensure associate members complete Part I of GreekLifeEdu	Warden		
Perform Ritual of Initiation for associate member class	Chaplain		
Report new initiates on Chapter Gateway	Secretary	within 3 days of Ritual	
Submit initiation fees to National Headquarters	Treasurer	within 3 days of Ritual	
Submit Fall 2018 Seven Objectives of Chapter Excellence to consultant	Archon	November 15	
Submit 2017-2018 IRS 990 (June 30 fiscal year-end)	Treasurer	November 15	
Encourage emerging leaders to apply for Pi Kapp College 2019	Archon	November 15	
Secure off-site storage for personal belongings in chapter house	House Manager	November 30	
Conduct Graduating Senior Ritual	Chaplain	November 30	
Registration/Payment Due for Pi Kapp College for Chapter Officers	Treasurer	December 1	
Order spring recruitment merchandise	Vice Archon	December 1	
Submit volunteer hours to The Ability Experience	Philanthropy Chair	December 1	
Submit outstanding Spring 2018 Ability Experience fundraising	Treasurer	December 1	
Ensure chapter is current on all administrative items	Archon / Secretary	December 4	