



**ARCHON ADMINISTRATIVE DUTIES
SPRING**

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 spring class	Secretary		
Plan spring Leadership Consultant visit	Archon / Secretary		
Submit associate member education program to National Headquarters	Warden	7 days before Pre-Initiation	
Submit budget to Chapter Relationship Manager	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 fall grade report	Archon	February 1	
Submit spring Green Report	Secretary	February 10	
Encourage members to apply for Pi Kapp College for Emerging Leaders	Archon	February 14	
Submit fall new member insurance adjustments	Secretary	March 1	
Submit chapter content for spring <i>Star & Lamp</i>	Secretary	March 1	
Remind chapter about spring Foundation scholarship deadline	Archon	March 11	

ITEM TO BE COMPLETED	PERSON RESPONSIBLE	DUE DATE	DATE COMPLETED
Pay fall new member insurance	Treasurer	within 30 days of billing	
Pay spring member dues and housing assessment	Treasurer	within 30 days of billing	
Deadline to apply for summer Leadership London or Leadership Dublin	Archon	March 15	
Ensure chapter is current on all administrative items	Archon / Secretary	March 15	
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	
Secure off-site storage for personal belongings in chapter house	House Manager	April 30	
Pay first installment of Supreme Chapter registration fee	Treasurer	within 30 days of billing	
Conduct Graduating Senior Ritual	Chaplain	April 30	
Order fall recruitment merchandise	Vice Archon	May 1	
Submit spring Seven Objectives of Chapter Excellence to consultant	Archon	May 1	
Submit volunteer hours to The Ability Experience	Philanthropy Chair	May 1	
Submit outstanding Ability Experience fundraising	Treasurer	May 1	
Ensure chapter is current on all administrative items	Archon / Secretary	May 7	
Submit insurance & risk management assessment adjustments	Secretary	May 21	
Pay insurance & risk management assessment (10% discount)	Treasurer	May 21	