## ARCHON ADMINISTRATIVE DUTIES
### SPRING

<table>
<thead>
<tr>
<th>ITEM TO BE COMPLETED</th>
<th>PERSON RESPONSIBLE</th>
<th>DUE DATE</th>
<th>DATE COMPLETED</th>
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</thead>
<tbody>
<tr>
<td>Order bid cards</td>
<td>Vice Archon</td>
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<tr>
<td>Order <em>White Diamonds</em> and associate member pins for spring class</td>
<td>Secretary</td>
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<tr>
<td>Plan spring Leadership Consultant visit</td>
<td>Archon / Secretary</td>
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<tr>
<td>Submit associate member education program to National Headquarters</td>
<td>Warden</td>
<td>7 days before Pre-Initiation</td>
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<tr>
<td>Submit budget to Chapter Relationship Manager</td>
<td>Treasurer</td>
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<tr>
<td>Conduct Pre-Initiation Ceremony for new associate members</td>
<td>Chaplain</td>
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<tr>
<td>Report new associate members on Chapter Gateway</td>
<td>Secretary</td>
<td>within 3 days of ceremony</td>
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<tr>
<td>Submit Pre-Initiation fees to National Headquarters</td>
<td>Treasurer</td>
<td>within 3 days of ceremony</td>
<td></td>
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<tr>
<td>Ensure new associate members claim their Chapter Gateway accounts</td>
<td>Warden</td>
<td>within 24 hours</td>
<td></td>
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<tr>
<td>Submit fall grade report</td>
<td>Archon</td>
<td>February 1</td>
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<tr>
<td>Submit spring Green Report</td>
<td>Secretary</td>
<td>February 10</td>
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<tr>
<td>Encourage members to apply for Pi Kapp College for Emerging Leaders</td>
<td>Archon</td>
<td>February 14</td>
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<tr>
<td>Submit fall new member insurance adjustments</td>
<td>Secretary</td>
<td>March 1</td>
<td></td>
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<tr>
<td>Submit chapter content for spring <em>Star &amp; Lamp</em></td>
<td>Secretary</td>
<td>March 1</td>
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<tr>
<td>Remind chapter about spring Foundation scholarship deadline</td>
<td>Archon</td>
<td>March 11</td>
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<tr>
<td>ITEM TO BE COMPLETED</td>
<td>PERSON RESPONSIBLE</td>
<td>DUE DATE</td>
<td>DATE COMPLETED</td>
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<tr>
<td>Pay fall new member insurance</td>
<td>Treasurer</td>
<td>within 30 days of billing</td>
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<tr>
<td>Pay spring member dues and housing assessment</td>
<td>Treasurer</td>
<td>within 30 days of billing</td>
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<tr>
<td>Deadline to apply for summer Leadership London or Leadership Dublin</td>
<td>Archon</td>
<td>March 15</td>
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<tr>
<td>Ensure chapter is current on all administrative items</td>
<td>Archon / Secretary</td>
<td>March 15</td>
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<tr>
<td>Order member badges</td>
<td>Secretary</td>
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<tr>
<td>Ensure associate members complete Part I of GreekLifeEdu</td>
<td>Warden</td>
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<tr>
<td>Perform Ritual of Initiation for associate member class</td>
<td>Chaplain</td>
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<tr>
<td>Report new initiates on Chapter Gateway</td>
<td>Secretary</td>
<td>within 3 days of Ritual</td>
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<tr>
<td>Submit initiation fees to National Headquarters</td>
<td>Treasurer</td>
<td>within 3 days of Ritual</td>
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<tr>
<td>Secure off-site storage for personal belongings in chapter house</td>
<td>House Manager</td>
<td>April 30</td>
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<tr>
<td>Pay first installment of Supreme Chapter registration fee</td>
<td>Treasurer</td>
<td>within 30 days of billing</td>
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<tr>
<td>Conduct Graduating Senior Ritual</td>
<td>Chaplain</td>
<td>April 30</td>
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<tr>
<td>Order fall recruitment merchandise</td>
<td>Vice Archon</td>
<td>May 1</td>
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<tr>
<td>Submit spring Seven Objectives of Chapter Excellence to consultant</td>
<td>Archon</td>
<td>May 1</td>
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<tr>
<td>Submit volunteer hours to The Ability Experience</td>
<td>Philanthropy Chair</td>
<td>May 1</td>
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<tr>
<td>Submit outstanding Ability Experience fundraising</td>
<td>Treasurer</td>
<td>May 1</td>
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<tr>
<td>Ensure chapter is current on all administrative items</td>
<td>Archon / Secretary</td>
<td>May 7</td>
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<tr>
<td>Submit insurance &amp; risk management assessment adjustments</td>
<td>Secretary</td>
<td>May 21</td>
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<tr>
<td>Pay insurance &amp; risk management assessment (10% discount)</td>
<td>Treasurer</td>
<td>May 21</td>
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