



ARCHON FIRST 30 DAYS CHECKLIST

Congratulations on your new role as archon, and 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 the tasks you will need to complete during your first 30 days in office.

COMPLETE TRANSITION PAPERWORK

- Submit your updated officer and key committee chairman contact information to National Headquarters.
 - Work with the outgoing secretary to complete the Officer Election Report on Chapter Gateway [Membership Management → Actions → Update Officer Information (GR Part 4)].
- Submit your updated officer and key committee chairman contact information to the appropriate campus offices (e.g., student activities, fraternity/sorority life, etc.).
- Register for Pi Kapp College for Chapter Officers.
 - Required officers will receive an email with registration information.
 - Check the Events section of pikapp.org for the most up-to-date information.
- Update officers in [OmegaFi](#).
 - Work with the outgoing archon and treasurer to update your list of officers with your chapter services representative.
 - Update user permissions in OmegaFi to allow necessary user access.

MEET WITH YOUR CONTACTS

- Meet with the outgoing archon to transition your roles.
 - Review the chapter's current strategic plan and any upcoming projects and events.
 - Review the chapter's Founders' Report for the current semester.
 - Discuss successes, challenges and other issues encountered during his term in office.
 - Gather suggestions on how to lead the chapter effectively in the coming year.
- Contact your chapter advisor.
 - Set up a time to meet/talk in the next two weeks.
 - Review your position description and set expectations together.
 - Provide the contact information for all newly elected or re-elected officers.
 - Share the date, time and location for the chapter's [officer transition meeting](#), and invite your chapter advisor to attend.
 - Set up a time and method for weekly communication.
- Contact your housing corporation president (if applicable).
 - Set up a time to meet/talk in the next two weeks.
 - Review your position description and set expectations together.
 - Provide the contact information for all newly elected or re-elected officers.
 - Review any outstanding balances with the housing corporation and establish clear payment deadlines.
 - Set up a time and method for ongoing communication.
 - Ensure the treasurer also meets/talks to the housing corporation president.

- Contact your alumni chapter president (if applicable).
 - Set up a time to meet/talk in the next two weeks.
 - Review your position description and set expectations together.
 - Provide the contact information for all newly elected or re-elected officers.
 - Set up a time and method for ongoing communication.
 - Ensure the historian also meets/talks to the alumni chapter president.
- Contact your fraternity/sorority life advisor.
 - Set up a time to meet/talk in the next two weeks.
 - Review your position description and set expectations together.
 - Provide the contact information for all newly elected or re-elected officers.
 - Review any campus-specific standards of excellence or minimum expectations for chapters.
 - Set up a time to meet regularly.
- Attend an IFC meeting and introduce yourself to the other community leaders.
- Introduce yourself to current sorority chapter presidents, Panhellenic council officers and leaders of other campus organizations with whom you will work regularly.
- Contact your [director of chapter services](#) to introduce yourself.

REVIEW THE CHAPTER'S STATUS

- Obtain (from your [director of chapter services](#) or outgoing officers) and review copies of your chapter's current:
 - Constitution and Bylaws
 - Strategic Plan
 - Budget
 - Founders' Report on Chapter Gateway [Administrative Items → Founders' Report → Reports → Founders' Report (By Term & Year)]
 - Events calendar and the campus academic and activities calendar
 - Membership Roster on Chapter Gateway [Membership Management → Reports → Current Chapter Roster]
 - If applicable, any current risk management sanctions/action plans from the university, IFC or [Pi Kappa Phi](#)
- Check your chapter's account balance with IFC or any other campus board/council (e.g., All-Greek Programming Board, Greek Council, Multi-Cultural Council, etc.).
- Check current account balances for checking, savings and miscellaneous accounts (housing fund, scholarship fund, The Ability Experience fund, OmegaFi Bill Pay).
- Make signature changes for the checking account at the bank.
- Schedule and lead the [officer transition retreat](#) (available in the Governance section of the [Resource Library on pikapp.org](#)).

LEARN THE ROPES

- [The Gold Book](#) of Pi Kappa Phi
- Review the Founders' Report
- [Risk Management Resources](#) (available in the Risk Management section of the Resource Library)
- [A Year in the Life of a Pi Kappa Phi Chapter](#)
- Review archon resources in the [Resource Library](#)
- Policies and fees schedule for your chapter's bank account
- 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 or awards programs