



## RISK MANAGEMENT CHAIRMAN FIRST 30 DAYS CHECKLIST

Congratulations on your new role as risk management chairman! Thank you for your commitment to Pi Kappa Phi and for ensuring the success of your chapter. There is a lot to do! While this is not an exhaustive list to govern your entire term of office, it can get you started on the 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 risk management chairman to transition your roles.
  - Review Pi Kappa Phi's [Risk Management Policy](#) and other [risk management resources](#).
  - Review and finalize the chapter's written risk management procedures that you worked on at Pi Kapp College for Chapter Officers.
  - Analyze the success of the previous year's event planning and opportunities for improvement.
  - Discuss successes, challenges and issues you might expect during your term of office.
- Meet with the outgoing/incoming social chairman (if there is a separate position).
  - Discuss the role of the social chairman and risk management chairman and the scope of responsibilities.
  - Discuss successes, challenges and issues you might expect during your term of office.
- Contact your chapter advisor and introduce yourself.
- Contact your fraternity/sorority life advisor and introduce yourself.
  - Discuss university and/or IFC policy. Inquire about any event registration process for events.
  - Inquire about any university or IFC resources, education or meeting in the area of risk management.
- Attend the officer transition retreat with the incoming Executive Council to prepare for the year.
  - Report the membership status, present plans for the year and discuss chapter priorities and goals.

### REVIEW THE CHAPTER'S STATUS

- Obtain and review copies of the current:
  - University risk management policy
  - IFC risk management policy
  - Chapter written risk management procedures
  - If applicable, any current risk management sanctions/action plans from the university, IFC, or National Headquarters

## LEARN THE ROPES

- [The Gold Book](#) of Pi Kappa Phi
- Pi Kappa Phi's [Risk Management Policy](#) and other [risk management resources](#)
- Pi Kappa Phi's [Emergency Management Plan](#)
- Handbook/manual of student organization rules and regulations for your campus
- IFC Constitution, bylaws and risk management policy
- IFC or university event registration process
- Review any campus fraternity/sorority life standards or awards programs in the area of risk management