



# PI KAPPA PHI

## RECRUITMENT RESPONSIBILITIES MONTH-BY-MONTH

*Below you will find a timeline of Vice Archon responsibilities, including ongoing duties and those which should be handled month-by-month. There are separate action items for fall, spring, and summer recruitment, so be sure to read thoroughly and complete the action items that are most appropriate for your campus.*

ONGOING	
<p><b>Consider This:</b> How are you balancing responsibilities in each of your major areas: prospecting, recruiting, &amp; marketing?</p> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate with your Council of Advisors counterpart as needed</li> <li><input type="checkbox"/> Communicate with your Leadership Consultant (LC) as needed</li> <li><input type="checkbox"/> Attend executive council meetings</li> <li><input type="checkbox"/> Manage recruitment chair and committee including recruitment team</li> <li><input type="checkbox"/> Maintain your chapter's PNM list</li> <li><input type="checkbox"/> Review chapter roster with Archon and Recruitment team</li> </ul>	<p><b>Resources Needed:</b></p> <ul style="list-style-type: none"> <li>• Legacy/Alumni Referrals/Mutual Friends/ Siblings</li> <li>• Chapter Builder Account</li> <li>• Growth Strategy Plan</li> <li>• Growth Budget</li> <li>• Club Directory</li> <li>• Sorority Contacts</li> <li>• Pi Kappa Phi Growth Goal from the National Office</li> <li>• Year in the Life</li> </ul> <p><b>Partner With:</b></p> <ul style="list-style-type: none"> <li>- Recruitment Team</li> <li>- Executive Council</li> <li>- Council of Advisors Counterpart</li> <li>- Leadership Consultant (LC)</li> <li>- General members for leads and referrals</li> </ul>

December
<p><b>Consider This:</b> Congratulations on being elected to Vice Archon! Get acquainted with your new role and review all Vice Archon materials, including your transition notes. Work with executive council on planning the upcoming calendar.</p> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review any notes from officer transitions regarding challenges and successes of recruitment</li> <li><input type="checkbox"/> Meet with your Council of Advisors counterpart to establish a relationship and communication schedule (If available)</li> <li><input type="checkbox"/> Call LC to establish and build relationship</li> <li><input type="checkbox"/> Acquire and revise 365 recruitment plan</li> <li><input type="checkbox"/> Complete Pi Kapp College for Chapter Officers (PKCCO) Vice Archon modules</li> <li><input type="checkbox"/> Finalize your chapter's Spring recruitment schedule and communicate dates to the chapter</li> <li><input type="checkbox"/> Elect/Appoint Recruitment Chair and Committee</li> <li><input type="checkbox"/> Manage your chapter's prospect list and begin outreach over winter break to invite prospective new members to Spring recruitment events               <ul style="list-style-type: none"> <li>o If your campus utilizes Chapter Builder, clean and update your account with prospective new members</li> </ul> </li> <li><input type="checkbox"/> Over winter break, begin familiarizing yourself with resources relevant to your position, including:               <ul style="list-style-type: none"> <li>o Year in the Life</li> <li>o Gold Book</li> <li>o Chapter Bylaws</li> <li>o IFC Recruitment Rules</li> </ul> </li> </ul>

January
<p><b>Consider This:</b> Pi Kapp College for Chapter Officers (PKCCO) is held this month. How best will you take what you've learned and apply back to your local chapter? Hit the ground running with your spring recruitment events if your chapter primarily recruits in the Winter/Spring academic term.</p> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attend Pi Kapp College for Chapter Officers (PKCCO)</li> <li><input type="checkbox"/> Schedule time to talk with your Leadership Consultant (LC) about Spring recruitment</li> <li><input type="checkbox"/> Meet with your recruitment team before the start of spring recruitment</li> <li><input type="checkbox"/> Execute your Spring recruitment and recruit to your chapter's Spring recruitment goal</li> <li><input type="checkbox"/> Meet with your school's Fraternity Life Advisor to establish open communication</li> <li><input type="checkbox"/> Review your budget with your chapter's treasurer and Recruitment Chair</li> </ul>

February
<p><b>Consider This:</b> If you recruit primarily during Summer or Fall, it's time to begin planning for recruitment! Start by scheduling all your chapter's recruitment workshops &amp; recruitment team meetings for the remainder of the academic term.</p> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Once recruitment is complete, attend first or second associate member education meeting to transition new members to your chapter's Warden to ensure strong retention and to begin prospecting for Fall. Ask what went well in recruitment and what didn't go well to help prepare for next term's recruitment</li> <li><input type="checkbox"/> Ask new associate members for names and friends that might be interested in joining Pi Kappa Phi</li> <li><input type="checkbox"/> Host recruitment workshop for the newest chapter members, including Fall and Spring classes to get them acclimated to 365 Recruitment</li> </ul>

<ul style="list-style-type: none"> <li><input type="checkbox"/> Host a meeting with the recruitment team</li> <li><input type="checkbox"/> Manage your chapter's prospect list and update from Spring recruitment results</li> <li><input type="checkbox"/> Attend IFC recruitment roundtables (if applicable)</li> </ul>
<b>March</b>
<p><b>Consider This:</b> Do you have any outstanding decisions related to recruitment? Work with your Council of Advisors counterpart as well as your Leadership Consultant (LC) to help finalize these.</p>
<p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Host recruitment workshop for the entire chapter</li> <li><input type="checkbox"/> Host a meeting with the recruitment team. Review what went well and what didn't (Start, Stop, Continue)</li> <li><input type="checkbox"/> Attend IFC recruitment roundtables (if applicable)</li> <li><input type="checkbox"/> Plan your summer marketing calendar to include social media promotion for your Fall and Summer recruitment calendar</li> <li><input type="checkbox"/> Announce recruitment dates and the deadline for recruitment excuses to the chapter</li> </ul>
<b>April</b>
<p><b>Consider This:</b> Finalize any recruitment and summer plans, along with your summer marketing calendar</p>
<p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Order and purchase items needed for Summer and Fall recruitment (including apparel, activity needs, nametags, etc.)</li> <li><input type="checkbox"/> Host a recruitment workshop for the entire chapter</li> <li><input type="checkbox"/> Review Social media plan and posts</li> <li><input type="checkbox"/> Host a meeting with the recruitment team</li> <li><input type="checkbox"/> Identify events and cities for summer recruitment events</li> <li><input type="checkbox"/> If applicable, host a meeting with local housing volunteers about using the facility for recruitment purposes</li> <li><input type="checkbox"/> Review recruitment plans with your Council of Advisors counterpart and Leadership Consultant (LC)</li> <li><input type="checkbox"/> Assign any remaining tasks, with deadlines, to recruitment team members to complete during the break</li> </ul>
<b>May</b>
<p><b>Consider This:</b> Finish the academic term strong. Once finals are over, make sure all your plans for the next academic term are finalized.</p>
<p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review with the executive council ways they can support the recruitment process</li> <li><input type="checkbox"/> Manage your chapter's prospect list and update with committed students joining your community next Fall</li> <li><input type="checkbox"/> Submit Fall recruitment calendar to IFC (if applicable)</li> <li><input type="checkbox"/> Launch summer marketing plan to prospective new members through member outreach and social media</li> <li><input type="checkbox"/> Establish who will be there for summer recruitment and the importance of attendance for summer events</li> </ul>
<b>June &amp; July</b>
<p><b>Consider This:</b> Recruitment is almost here! Take advantage of the summer to finish all outstanding items on your to-do list.</p>
<p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Host and execute summer recruitment events and zoom calls</li> <li><input type="checkbox"/> Ensure that the summer marketing plan is running smoothly</li> <li><input type="checkbox"/> Prepare for Fall recruitment activities</li> <li><input type="checkbox"/> Provide the chapter with an overview of the recruitment dates that include times of the recruitment events, and also the times chapter will meet before the recruitment day begins and times that you anticipate starting/ending the membership selection process</li> <li><input type="checkbox"/> Meet with your chapter's Leadership Consultant (LC)</li> <li><input type="checkbox"/> Conduct outreach to prospective new members to welcome them to campus and invite to Fall recruitment events</li> <li><input type="checkbox"/> Outreach to potential new members identified through the Pi Kappa Phi Recommendation form (if applicable)</li> </ul>
<b>August</b>
<p><b>Consider This:</b> Ready, set, GO! Welcome back to campus and hit the ground running with your Fall recruitment events.</p>
<p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Execute Fall recruitment to achieve your chapter's fall recruitment goal</li> <li><input type="checkbox"/> Check and update the chapter roster</li> <li><input type="checkbox"/> Meet with your chapter's Leadership Consultant (LC)</li> <li><input type="checkbox"/> Once recruitment is complete, attend first or second associate member education meeting to transition new members to your chapter's Warden to ensure strong retention and to begin prospecting for Fall. Ask what went well in recruitment and what didn't go well to help prepare for next term's recruitment</li> <li><input type="checkbox"/> Ask new associate members for names and friends that might be interested in joining Pi Kappa Phi</li> </ul>
<b>September &amp; October</b>
<p><b>Consider This:</b> Is your Fall recruitment this month? If so, it's go time! If recruitment was in August, tie up any loose ends to transition into the fall.</p>
<p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Debrief with the recruitment team, your Council of Advisors counterpart, and your Leadership Consultant (LC)</li> <li><input type="checkbox"/> Debrief with new members to see what went well and what didn't go well</li> <li><input type="checkbox"/> Manage your chapter's prospect list and update from Summer &amp; Fall recruitment results</li> <li><input type="checkbox"/> Meet with IFC to wrap up any business (if needed)</li> <li><input type="checkbox"/> Identify candidates to run for Vice Archon</li> <li><input type="checkbox"/> Start creating a transition plan for new Vice Archon</li> </ul>
<b>November</b>
<p><b>Consider This:</b> Officer transitions are around the corner. What do you need to prepare for your incoming Vice Archon?</p>
<p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Finalize all transition materials</li> <li><input type="checkbox"/> Incoming and outgoing Vice Archons should meet for officer transitions</li> <li><input type="checkbox"/> Create a plan to keep interested PNM's connected with the chapter throughout winter break</li> <li><input type="checkbox"/> Host recruitment workshop for the entire chapter with the incoming Vice Archon to prepare for Spring recruitment</li> </ul>