



## VICE ARCHON FIRST 30 DAYS CHECKLIST

Congratulations on your new role as vice archon! 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, 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

- ☐ Contact your [leadership consultant](#) to introduce yourself and discuss your chapter's recruitment goal.
- ☐ Meet with the outgoing vice archon to transition your responsibilities.
  - Review the chapter's current Strategic Plan and any upcoming projects/events.
  - Review the chapter's recruitment plan.
  - Review and learn to maintain the chapter's Names List (list of PNM contact information).
  - Discuss successes, challenges and issues you might expect during your term of office.
- ☐ Contact your chapter's recruitment advisor and introduce yourself.
  - Set up a time to meet within the next two weeks.
  - Review the chapter's current recruitment plan, goals and Names List management.
  - Discuss successes, challenges and issues you might expect during your term of office.
- ☐ Appoint a recruitment chairman and identify three to eight committee members.
  - Choose a time to meet within the next two weeks and on a consistent basis for the semester.
  - Designate committee member responsibilities for current and future recruitment efforts.
- ☐ Contact your Greek advisor and introduce yourself.
- ☐ Contact the IFC Recruitment officer and introduce yourself.
- ☐ Attend the officer transition retreat with the incoming executive council to prepare for the year.
  - Report on the recruitment goal for the upcoming year/term.

### REVIEW THE CHAPTER'S STATUS

- ☐ Obtain and review copies of your chapter's current:
  - Constitution and Bylaws
  - Strategic Plan
  - Recruitment Plan
  - Dude's List/Name's List/Chapter Builder Account
  - Seven Objectives of Chapter Excellence Report
  - Events Calendar and the Campus Academic and Activities Calendar
  - Membership Roster

- IFC Recruitment Rules

## LEARN THE ROPES

- *The Gold Book* of Pi Kappa Phi
- Review Monthly the [Vice Archon 365 Recruitment Calendar](#)
- Review the Founders' Report
- [Risk Management Resources](#) (available under the risk management tab of the Resource Library)
- [A Year in the Life of a Pi Kappa Phi Chapter](#)
- Review the [Recruitment Resources](#) for vice archons
- Handbook/manual of student organization rules and regulations for your campus
- Review any campus fraternity/sorority life standards or awards programs