



## **WARDEN FIRST 30 DAYS CHECKLIST**

Congratulations on your new role as warden! 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 warden to transition your roles.
  - Review the chapter's current strategic plan and any upcoming projects.
  - Analyze the success of the previous year's member education program.
  - Discuss successes, challenges and issues you might expect during your term of office.
- ☐ Meet with the outgoing scholarship chairman.
  - Review the chapter's academic resources.
  - Discuss successes, challenges and issues you might expect during your term of office.
- ☐ Contact your member education advisor and introduce yourself.
  - Set up a time to meet within the next two weeks.
  - Analyze the success of the previous year's member education program.
  - Discuss successes, challenges and issues you might expect during your term of office.
- ☐ Meet with the incoming chaplain and archon.
  - Review the ritual and member education calendar.
  - Discuss expectations of officers, brothers and associates during member education.
- ☐ Contact your chapter advisor and introduce yourself.
- ☐ Contact your fraternity/sorority life advisor and introduce yourself.
- ☐ Attend an IFC meeting and introduce yourself to the fraternity leaders.
- ☐ Attend the officers' transition retreat with the incoming executive council to prepare for the year.
  - Report on the membership status, present plans for the year and discuss chapter priorities and goals.

### **REVIEW THE CHAPTER'S STATUS**

- ☐ Obtain and review copies of your chapter's current:
  - Model Associate Member Education Program
  - Constitution and Bylaws
  - Strategic Plan
  - Budget
  - Scholarship Report

- Founders' Report
  - Events calendar and the campus academic and activities calendar
  - Membership roster
- Collect and inventory member education materials including:
- *The White Diamond*, associate member pins, workbooks and lesson plans and calendars

## LEARN THE ROPES

- Submit the chapter's associate member education program at least seven days before Pre-Initiation on Chapter Gateway
- Review *The Gold Book* of Pi Kappa Phi
- [Scholarship Program Template](#)
- Review the Founders' Report
- Review the warden resources in the [Resource Library](#)
- Pi Kappa Phi's [Risk Management Policy](#) and other [risk management resources](#)
- Handbook/manual of student organization rules and regulations for your campus
- IFC constitution, bylaws and risk management policy