

# CHAPTER PRESIDENT'S HANDBOOK

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## ADDITIONAL REFERENCE MATERIALS

Chapter Leadership Program Survey - Survival Guide for Small Chapters  
Risk Management Policy - Pledge Manual  
National Membership Policy - Pledge Manual  
National Pledge Standards - Pledge Manual  
Growing Pains manual  
"Same Page" manual

# INTRODUCTION

**Every chapter of Alpha Phi Omega elects a President.  
Every chapter President is expected to preside at meetings.  
But what else should a President do?**

The answer varies from chapter to chapter. The environment in which your chapter functions will have a tremendous impact on your role as President. The size of your chapter, its structure, and the perception that you and your chapter have of the type of leadership it requires will also affect your role.

No publication can provide all of the answers to that question. We won't even attempt to do so in this handbook. Instead, we provide some guideposts as you plan your term of office. This booklet should give you a better understanding of your role as the chapter's President.

As President you will serve as the leader for the executive committee in achieving their goals. Remember, it is not your function as Chapter President to direct or "run" the Chapter. Rather, you can best serve the Chapter by creating and maintaining an environment in which the Leadership Skills of your fellow Chapter officers, Brothers and Pledges are developed and their expression encouraged.

It is recommended that during the term of your office you work on creating a supplement to this handbook to assist the future Presidents of your chapter. The following information should be included:

- Chapter Bylaws
- Contact information for the current Section Chair, Region Director, and Advisory Chair
- General procedures for reserving space on campus including contact information
- Procedure to register as a student group on campus
- Guidelines on monetary procedures, such as bank account management
- Information to assist in advertising on campus
- Schedule of general events throughout the school year
- Same Page Booklet

Throughout your service as President remember that you have chapter advisors and a Sectional Chair (and staff) who are willing and able to assist you. Use their talents and experience.

# RESPONSIBILITIES

The President has the ultimate responsibility for the growth of the chapter's service program and membership. The basic goal of every President therefore should be to leave the chapter stronger at the end of his/her term than at the beginning. The responsibilities of the President can be broken down into several areas: National, Campus, Chapter, and Conceptual. The President's responsibilities include:

## **National Responsibilities:**

- Knowing and upholding Alpha Phi Omega's National Bylaws, Standard Chapter Articles of Association, National Risk Management Policy, National Membership Policies, and the Chapter's Bylaws. (see chapter checklist on page 16)
- Establishing and maintaining a working relationship with the chapter's advisors. Making sure that the chapter has the required number of advisors: 2 faculty/ staff, 1 Scouting/Youth Services, and 1 community advisor.
- Assuring that the chapter complies with the reporting requirements established by the National Fraternity including financial responsibilities.

## **Campus Responsibilities:**

- Establishing and maintaining contacts with key campus officials so that they are ready to assist the chapter when such events require assistance.
- Representing your chapter to the campus and community and within Alpha Phi Omega.
- Registering as a student group on campus.

## **Chapter Responsibilities:**

- Establishing, with the other officers, a comprehensive plan for the chapter to conduct a balanced service program, an effective membership program and other activities.
- Conducting well-planned meetings of the Executive Committee and of the chapter.
- Assuring that the chapter's committees have sufficient membership and are properly functioning.
- Assuring that the chapter conducts a Chapter Program Planning Conference (CPPC): a comprehensive review and goal setting for the chapter, so that your successor has a solid base on which to plan for the next semester/year.

## **Conceptual Responsibilities:**

- Assuring that the chapter membership works together and being available to mediate disagreements between Brothers.
- Assuring that the chapter has an ongoing program of leadership development which provides opportunities for personal growth for all Brothers.
- Ensuring that there are qualified Brothers available to fill leadership positions in the future.
- Establishing and maintaining a working relationship with the other chapter officers.
- Establishing and maintaining a working relationship with the Brothers of the chapter.
- Serving as a role model for members and pledges.

# GOAL SETTING

Upon election as President, the first thing you should do is establish a set of personal goals for your term. What do you want to accomplish as President? You might, for example, believe that the chapter needs to: implement a stronger committee system, increase visibility on campus, increase participation in sectional conferences or begin to operate on a written budget.

If you expect to achieve any of your personal goals, you will have to win the support of your fellow officers and the majority of the Brothers. Keep chapter goals in mind when developing your personal goals. You will almost certainly find that you will be able to “sell” some of your ideas while others will have to be modified or dropped altogether. Ideas proposed by other Brothers will appeal to you as better suited for the chapter’s situations. In short, chapter goals must be adopted by the Brothers...your personal goals are only one part of the package.

But what do we mean by a “goal”?

A goal is a milestone to be achieved. Goal setting is a method of developing a plan to meet your responsibilities as a leader. In addition to goals you will need to establish objectives, which are the more specific tasks you want to accomplish along the way to achieving the goal.

Goals must be SMART:

**S**pecific  
**M**easurable  
**A**ttainable  
**R**elevant  
**T**imely

A goal is measurable when it is stated in terms that are specific.

Look again at the goal referred to above: “a stronger committee system”. How would you decide if you had accomplished this at the end of your term? If, instead, the goal were stated: “By the end of my term, there will be four functioning chapter committees (executive, service, membership and finance) and every chapter activity will be coordinated by a committee,” you will be able to quickly decide if the goal was met. Finally, a time within which the goal is to be achieved must be set. “Someday, we’ll have these committees” eliminates your incentive to achieve the goal. A well-stated goal, without a timetable in which it is to be achieved, is meaningless.

Why are goals important?

Generally, goal setting means that you have a plan for your term in office. This plan will, if developed properly, be the core around which you and your fellow officers will work as a team and which will enable you to build greater unity within the chapter.

Some of the benefits are:

- Better leadership results (success).
- Improved communication
- Improved decision making
- Framework upon which to build motivation
- Improved commitment through participation

- Better use of organization - responsibilities are clarified, allowing for better delegation
- Identification of problem areas
- Increased creativity and innovation

Making your SMART goals SMARTER will help your chapter set more effective goals, and will help maintain continuity, even after you leave office. To accomplish this, take your SMART goals and then

**E**valuate  
**R**evises

For example, if your goal was to add 25 new members during the fall and spring semesters, and your chapter activates 30 Brothers in the fall semester, your goal should change. If your goal was to complete 1,000 service hours as a chapter, but you only get 900, you should examine why you missed your goal. This can help you identify areas of opportunity in your chapter (“We aren’t planning enough service projects,”) or areas of opportunity in your goals (“We have 20 Brothers, and not everyone can complete 50+ hours a semester”).

A set of goals developed by the Brothers and officers will mean that everyone will be working together. How do you develop this plan? After all, each of the chapter officers will be setting personal goals and their efforts must be coordinated.

To be effective as a unity builder, the plan must “belong” to the entire chapter. The best way to do this is to involve the entire Brotherhood in a planning conference. While there are several ways to do this, the Fraternity has developed a suggested format. This is called the “Chapter Program Planning Conference (CPPC)”. It provides the chapter with a way to evaluate its present condition and determine where it wants to go. A guidebook for conducting a CPPC is available from the National website.

The Chapter Program Planning Conference is usually held at the end of the academic year. Many chapters find that it is useful to hold one every semester. This gives the chapter the opportunity to evaluate the previous goals, modifying those that have yet to be achieved, and creating new goals that are needed. It should lead to a written set of goals which the chapter wants to achieve. Working together, the executive committee must then prioritize the goals and establish a plan to achieve them. This plan with the chapter’s input should include objectives, assign responsibilities for achieving each of these objectives to a specific officer or committee and be flexible enough to adjust to changing conditions.

Once the plan has been developed and approved by the chapter, it will be your responsibility, as President, to ensure that it is carried out. You should regularly review the chapter’s progress and see that adjustments are made as appropriate.

### **SAMPLE CHAPTER GOALS:**

#### **1) Membership Growth/Retention**

- a) We will initiate 25 new Brothers this year.
- b) We will contact every Brother who misses two consecutive meetings.

#### **2) Sectional/Regional Participation**

- a) We will send our President and at least 10 Brothers to the Sectional Conference.
- b) We will ask the Section to select us as the host of the next Sectional Conference.
- c) We will invite our Sectional Chair and Sectional Representative to a chapter meeting in September.

### **3) National Participation**

- a) We will establish a travel fund for the National Convention and allocate \$300 a semester.
- b) We will pay Annual Active Membership Dues (AAMD) to the National Office by October 1st.

### **4) Fiscal**

- a) The Treasurer, with the help of the Executive Committee, will prepare a budget and submit it by September 15th for the approval of the Brotherhood.

### **5) Alumni**

- a) Our Alumni Secretary will set up a program to contact 12 alumni living in this area this year and to invite them to a chapter event.

### **6) Advisors**

- a) We will secure two more advisors from the faculty, administration or staff of this school by November 1st.
- b) We will secure a Scouting or other youth services advisor, and one advisor from the community by November 1st.
- c) We will ask each advisor to work with one of the officers this year.

### **7) Leadership Development**

- a) Our President, Membership VP, and Service VP will attend a Launch training session the next time it is offered.

### **8) Friendship**

- a) We will plan two chapter fellowship events this year.
- b) We will have a chapter salute to the graduating Brothers in recognition of their service to the chapter.

### **9) Service**

- a) We will increase our service program by adding two off-campus projects this year.
- b) We will have each project assigned to a committee with a project chair.

### **10) Public Relations**

- a) We will write an article about one of our projects for use in Torch & Trefoil and submit it to the National Executive Director.
- b) We will write an article about each of our major service projects and send a copy to both the campus and community newspapers.
- c) We will write an article about one of our service projects and submit it to the Service Project database on the National website.
- d) We will create and maintain a chapter website to advertise to students and the community.

A list generated as above can be overwhelming at times. It is suggested that after the goals are generated that the Executive Committee determine which are most important. Narrowing your list to those of most importance ensures that you will focus and not feel overwhelmed.

# WORKING WITH PEOPLE

One of your major responsibilities will be keeping the Brothers involved in the chapter's programs. One way to do this is to involve everyone in the goal setting process. But there are other crucial things you will need to do.

You must learn as much as you can about the interests of each of the Brothers; one way to do this is through the use of the Personal Interest Survey that is included with the Chapter Program Planning Conference guide. This will enable you to ask each of the Brothers to take on a responsibility that matches his/her abilities and needs. This can be done by conducting a survey of each Brother's interests, experience and availability.

You must encourage each of the Brothers. Give them credit for a job well done—and do it in front of the chapter. If a Brother appears to need help with a project, offer it. The key is to let everyone know that you want their ideas and help...and are ready to provide them with the same support and cooperation. Involve the entire executive committee in recognizing chapter members that are involved.

Outstanding contributions by a Brother, whether Active, Alumni, Advisory or Honorary may be recognized by the presentation of a Life Membership in the National Fraternity, upon payment of the applicable Life Membership Fee. This recognition is most meaningful when the Fee is paid by individual contributions from among the Brothers, rather than by appropriation from the Chapter Treasury.

Finally, if a Brother is not doing the job at all, it is your responsibility to change that situation. The first step is to examine yourself. Have you established clearly what is expected? Have you given enough support? Then, evaluate the situation of your “non-performer”. Is this Brother over-extended, or has he/she been experiencing academic or personal problems? (This is one of the reasons it is important for you to know as much as possible about every Brother.)

Once you have done as much of this as possible, you are ready to meet (privately) with this Brother. If you do not feel comfortable meeting with this person, perhaps an Advisor or a close friend of the Brother would be better. This meeting will require you to listen carefully to what is said and to develop an understanding of the Brother's situation. Your goal for this meeting is to resolve whatever problems have been preventing the Brother from doing the job. In this way, you will be building confidence, not destroying it, and you will be strengthening ties with the chapter, not weakening them. Of course, it is not always possible to succeed, and you will then have to decide whether the chapter's best interest lies in working around the situation or in reassigning the responsibility.

# EFFECTIVE MEETINGS

There are two kinds of meetings which you will be expected to chair: executive committee and chapter. Each of these meetings requires planning if it is to be effective. It is your responsibility to assure that the appropriate person conducts the meeting on your behalf in your absence.

When we talk about effective meetings, what do we typically mean?

- **Good Attendance:** Quorum is present and all officers with items on the agenda are there. Requiring officers to notify you if they will be unable to attend helps the agenda to run more smoothly as well.
- **Time Efficient:** Keeping a meeting around an hour makes attendees feel that the meeting was successful and not a waste of time. This can be achieved by closely following the agenda and taking care of details in committee meetings.
- **Clarity of Information:** Overload can happen when too much information is given out. Repeating the same information over and over can be very irritating- not only to the speakers, but also to those attending. Members may give up on taking notes and decide that they just will not come to that project. Consider handing out fact sheets with important details outlined. Or write them on a chalkboard so that members can write at their own speed.
- **Limited Speakers, but all Opinions Heard:** This can be difficult with a very large chapter. An effective meeting will let everyone speak who wishes to speak on a subject. By publishing the agenda in advance (via e-mail or on a bulletin board) it allows members to compose their thoughts on any issues that may be discussed.
- **Orderly:** Things proceed in an organized fashion, with limited interruptions from the attendees. This is also achieved by the advance publishing of the agenda. Using *Robert's Rules of Order* can also be useful in keeping the meeting organized.
- **Fun:** Although not generally considered a part of an effective meeting, it is important. Fun and humor at the meeting will increase enjoyment and increase attendance. Incorporate games and skits to entertain members and help them get to know each other. There are many sources for icebreakers and team building activities available on the Internet and in books at your local library.

# EXECUTIVE COMMITTEE

The Executive Committee is charged with the operation of the chapter and its programs. A typical executive committee might consist of the current President, Past President, Advisory Chair, Service Vice President, Membership Vice President, Fellowship Vice President, Pledge Trainer, Secretary, Treasurer, and Historian.

This committee's responsibilities are:

- To coordinate chapter activities
- To develop the chapter's calendar for chapter approval
- To formulate and carry out a plan to achieve the goals set by the Chapter Program Planning Conference
- To evaluate the chapter's condition on a continuing basis
- Review details of everything before presenting to the whole chapter

In order to meet these responsibilities, each meeting of the executive committee should include:

- a report from each officer on the status of the program he/she is responsible for
- a review of upcoming events
- a review of the status of the chapter's plan and its progress toward achieving its goals/objectives.
- a review of the activity level of the Brotherhood (Are there some recently initiated Brothers who are not participating? How about the "old-timers"?)
- What can be done to improve the participation level?
- an open forum during which each officer can raise issues or concerns
- a discussion of the agenda for the next chapter meeting

Remember, it is your job to manage the meeting. Be sure that each of the officers knows in advance that you expect a report and the kind of information you will expect. Be sure to cover the essential business first. Leave the brainstorming to the end.

# CHAPTER MEETINGS

The chapter meeting is the best vehicle for disseminating information and motivating your chapter. It provides an opportunity to develop better friendships and plan future activities. Good meetings are staged, and you stage them. Meeting formats will vary. Some will include a program of interest to the Brothers. Some may be coordinated committee meetings, where committees meet for a portion of the meeting and plan their next projects, on which they then report. Your meeting may just cover business items, but you should always look for opportunities to inject fellowship. To be successful, meetings must be organized, interesting, and reasonably brief.

The three phases of successful meetings are:

## I. Before the meeting:

1. Select a time and place most convenient for the majority of the Brothers and advisors.
2. Inform the Brothers of the time and place.
3. Develop, with the Executive Committee, an agenda for the meeting.
4. Insure that the meeting room is open and necessary physical arrangements have been made.

## II. Meeting Conduct:

1. Formal opening (ON TIME)
2. Minutes of last meeting (short)
3. Committee meetings (optional)
4. Officer/committee reports
5. Old Business
6. New Business
7. Program feature (optional)
8. Closing thought or ceremony (utilize your advisors)
9. Toast song

## III. After the Meeting

1. Review any assignment made for officer follow-up.
2. Contact Brothers who were not present. Tell them what happened and that they were missed.
3. Get feedback and constructive criticism when possible to make each meeting more productive.

# RESOURCES AVAILABLE TO YOUR CHAPTER

One of the primary benefits of your National affiliation is the wealth of support the Fraternity can supply. Use these resources often.

## **YOUR ADVISORS**

They will bring experience and background to your chapter. Many advisors serve Alpha Phi Omega for many years; some have served on many campuses. School advisors can open many doors for you; Scouting and youth services advisors as well as a community advisor, can offer names of prospectives and valuable community project ideas. Most advisors disappear not because you wear them out, but because you neglect them. A strong group of advisors is a key to the long term success of the chapter. Each chapter must have at least four advisors. Review the Standard Chapter Articles of Association, Article VI, Advisors.

## **VOLUNTEER LEADERSHIP**

Volunteer alumni of Alpha Phi Omega offer a wealth of ideas and other resources to you. Let them know what you are doing and where you need assistance. These volunteers have been elected or appointed to serve in various capacities. They are:  
Chapter Advisors: Faculty and Staff Advisors are invaluable when difficulties with administration on campus arise. They can provide extensive advice on promoting Alpha Phi Omega on campus.

Chapter Alumni: This source can provide historical perspectives and can be a source for service projects.

Sectional Chair and Staff: (elected annually for a local geographic area)

Elected by the chapters in your section, the Section Chair is responsible for the maintenance and growth of Alpha Phi Omega in your section. Staff members are appointed to assist in this by assuming various assignments. Staff members often are available to help run CPPC's and leadership workshops.

Regional Director: (elected biennially for a broad geographic area)

This is your direct representative to the National Board of Directors. The Regional Director works closely with your Sectional Chair, so you should share your views on Fraternity issues with them and let them know where and how your chapter needs assistance.

National Officers: We have a President, Vice-President and six Program Directors: Membership/Extension; Alumni/Internal Volunteer Development; Finance/Operations; Leadership Development; Service/Communications; and Marketing. Each has specific assignments to develop the necessary support for your chapter. They are located throughout the nation and seek your ideas.

# NATIONAL OFFICE

## A. NATIONAL EXECUTIVE DIRECTOR

One of the full time professionals in Alpha Phi Omega, the National Executive Director is responsible for the effective operation of our National Office. When that responsibility permits, the Executive Director travels to conferences, visits college administrators and develops support for Alpha Phi Omega throughout the nation. You may contact the Executive Director at the National Office, 14901 E. 42nd Street, Independence, MO 64055-9932. (816) 373-8667. E-mail: [executive.director@apo.org](mailto:executive.director@apo.org)  
Website: <http://www.apo.org/>

## B. NATIONAL PROGRAMS (Please visit <http://www.apo.org> for direct contact with individual chairs)

**Membership & Extension:** Promotes and encourages programs and activities that serve and support Chapters. Promotes and encourages programs and activities for the enhancement of Membership recruitment, retention and reporting in the Fraternity. Promotes and encourages programs and services for Chapter Advisors. Promotes and encourages the reactivation of previously voided charters. Promotes and encourages the formation of new Chapters. International Relations: Coordinates the international affairs of Alpha Phi Omega National Service Fraternity (USA), including its participation in the International Council of Alpha Phi Omega.

**Alumni Relations/Internal Volunteer Development:** Coordinates all the alumni affairs of the Fraternity, promotes continued alumni interest in the Fraternity's ideals and programs, and serves as the governing body of the Fraternity's alumni. Also initiates and coordinates identification, recruitment, development, retention and recognition programs for volunteers to work within and for the Fraternity.

**Finance/Operations:** Proposes ways and means to finance the Fraternity adequately, proposes expenditures through annual budget recommendations and a written report, oversees and coordinates the Fraternity's fund-raising programs and activities. Evaluates National Office personnel practices and operational procedures for the purpose of providing recommendations, advice and counsel to the National President, the National Executive Director and the National Board of Directors regarding personnel and operational matters.

**Leadership Development:** Establishes and coordinates leadership development programs on the Sectional, Regional, and National levels. Areas of focus include seminars and programs such as APO LEADS, leadership documents such as the one you are reading, and encouraging leadership development activities and programs within chapters.

**Service/Communications:** Stimulates effective and well-rounded service programs by instigating resource development and distribution. Encourages high-quality Chapter service programs through an effective program of promotion and recognition of Chapter service activities, opportunities and incentives; and to coordinate the Fraternity's youth-service activities, including those related to scouting organizations, such as the Boy Scouts of America, the Girl Scouts of the United States of America, and similar associations. Publicizes the Fraternity's success and leadership in service and volunteerism so as to foster good relations with college and university administrators and faculties and with the general public. Promotes and encourages effective communication within the Fraternity through all available resources and methods, including printed publications and electronic means.

There is a sixth Program Director position that focuses on an area of emphasis determined by the National President. For the 2006-2008 term, that focus is Marketing. The Marketing Program Director is responsible for planning, development and implementation of a consistent marketing program, focusing on external audiences such as college students, campus administrators and the general public. The position works in conjunction with the Service and Communications Program Director who takes the lead with internal audiences such as chapter members, advisors and alumni volunteers.

## **C. LEADERSHIP PROGRAMS**

### **APO LEADS**

#### **LAUNCH - launching your leadership development**

This 3-hour introductory leadership session is the launching point in the personal odyssey of leadership development and is a prerequisite session for the other **APO LEADS** components. LAUNCH has participants examine:

- o What is leadership?
- o What is the difference between leadership and management skills?
- o What are characteristics of a good leader?
- o How to provide leadership through the Servant Leader
- o Organizational support of leadership according to the Servant Chapter model
- o Effective communication review
- o Introduction to conflict resolution
- o Dealing with change
- o Goal setting using the SMARTER model

#### **EXPLORE - exploring personal leadership strengths and potential**

Presented as a full-day (seven hours including lunch) session, EXPLORE provides an opportunity to expand your personal odyssey in leadership development by increasing your understanding of individual leadership skills.

EXPLORE will cover:

- o Leadership values and qualities
- o The model of Situational Leadership and importance of the interaction between leader and follower
- o A more in-depth view of Ethics, Morals and Values and its' impact on leadership
- o How to make good decisions and effectively problem solve
- o Conflict, factors leading to conflict and how to resolve conflict effectively

#### **ACHIEVE - achieving success through teams**

This 3-hour session focuses on the interaction of members in the chapter, the leader(s) and the factors that lead to team success. Utilizing a mixture of interactive exercises and discussion, ACHIEVE takes the participants through a learning process that energizes, empowers and recognizes the team. ACHIEVE centers skill development on the Team Achievements model (© Career Dimensions 1996) and celebrating success. This course includes:

- o The importance of being a good follower
- o Understanding the interaction of various members of a team
- o Knowing the roles people may play in a team
- o Respecting and utilizing the diversity of a team
- o Utilizing effective skills for team achievements
- o Celebrating individual and team success

Presenter Development Guide

**DISCOVER - discovering personal strengths and success skills**

As a leader you will find yourself utilizing personal success strategies. This 3-hour session focuses on strategies including time and stress management, assertive communication, and self-motivation techniques. The DISCOVER course will be an opportunity to look at yourself, your personal strengths and to develop a plan for continued personal and professional success.

- o Personality Styles
- o Assertiveness
- o Time Management
- o Stress Management
- o Motivation

**SERVE - serving the fraternity by using management skills in your chapter**

SERVE will be a weekend experience giving participants an opportunity to learn strategies and skills needed to operate a chapter. Participants will network with others who are charged with the daily operational needs of the chapter. The strategies and skills presented in SERVE will help participants succeed in their odyssey. Topics may include:

- o Project Management/SPEED
- o Organization Time Management
- o Delegation
- o Meeting Management
- o PR/Marketing
- o Friendship building

MODULAR SEMINARS: Staff guides for presenting seminars of 60 to 90 minutes have been distributed to every Sectional Chair. These can be used at Sectional Conferences or to address a situation facing a particular chapter. To date, guides for Chapter Finance, Chapter Advisors, and Officer Transition Program have been published and several others are in the works.

**D. SERVICE PROGRAMS**

NATIONAL SERVICE WEEK (NSW): The theme for National Service Week is adopted by the National Convention every two years and is designed to encourage every chapter to conduct at least one service project that meets a particular need. NSW is the first full week of November. Chapters are urged to have a service project in which they can include other service organizations and/or individuals. Mailings are sent to chapters in the fall with reports due by December 1.

YOUTH SERVICE GRANTS: This program is based on the goal of creating positive outreach programs, or to support existing programs, that address social issues. The goal is to help mold the young people of today in a more positive way, before they are negatively affected. Funding for the APO Youth Service program is endowed by a grant. The grants range from \$150 to a maximum of \$500. Applications are sent to chapters in the fall with a submittal deadline of December 15 each year.

NATIONAL SPRING YOUTH SERVICE DAY: A new program, National Spring Youth Service Day gives chapters the opportunity to do a project to benefit youth during the month of April in conjunction with National Youth Service Day. This program is a major component of the Fraternity's commitment to America's Promise.

**PRESIDENT'S STUDENT SERVICE AWARDS:** The Fraternity is also a partner in the President's Student Service Awards program which recognizes students age 25 and younger who have performed 100 hours of service over a 12-month period. Those who qualify can be recommended by the chapter, who will pay a nominal fee to honor the Brother with a special pin and certificate. This program will help the Fraternity better track service hours nationally and help publicize the many positive things we do. More information can be found at the National Website: <http://www.apo.org/>

# UTILIZING SECTIONAL, REGIONAL AND NATIONAL LEADERS

The National Board consists of 11 Regional Directors, National President and Vice-President, six Program Directors, and the following ex-officio Members: The National Executive Director, National Legal Counsel, National Archivist, International Relations Director, Past National Presidents, Life Members of the Board, and a representative of the National Council of the Boy Scouts of America. These volunteers are willing to visit your chapter if they can provide assistance and support.

- To ensure maximum benefit from their visit:
- Make your invitation early in the year.
- Make sure your invitation includes date, time, and place.
- Indicate their role in the program. Do not invite them just to fill out a banquet table.
- Arrange for necessary accommodations.
- Allow time for them to meet with the Brothers and introduce them.
- Respect their time, effort, and expense. Make the visit meaningful.
- Learn something about their background.
- Send them a note of appreciation.

## CHECKLIST OF CHAPTER OBLIGATIONS

**Each chapter of Alpha Phi Omega is required to:**

1. Pay a **\$32 Pledge Fee** for each new Pledge, to the National Fraternity no later than ten business days after the Pledge Ritual is conducted.
2. Pay a **\$35 Initiation Fee** for each new Brother, to the National Fraternity no later than ten business days after the Initiation Ritual is conducted.
3. Submit the annual **Chapter Reaffirmation** information; which includes a roster of active Brothers, **Pay Annual Active Membership Dues (AAMD) of \$32** for each active Brother, to the National Fraternity not later than November 15 of each year.
4. Have the chapter's financial records audited on an annual basis by an official approved by the college at which the chapter is located and send confirmation of the audit to the National Fraternity.
5. File Form 990 or electronic card with the Internal Revenue Service each year. (Also file any forms required by the state and/or city in which the chapter is located.)
6. Maintain a post office box or other permanent chapter mailing address.
7. Maintain an advisory committee of at least four advisors including, at minimum, two from faculty, administration or staff of this Educational Institution, one representing Scouting or other youth services, and one from the community.
8. Have a minimum of two chapter meetings per month throughout the academic year, as permitted by the college calendar.

9. Maintain a permanent chapter email address.
10. Conduct a service program involving all four fields of service.

**Each chapter of Alpha Phi Omega should:**

1. Conduct a Chapter Program Planning Conference on an annual basis and complete the H. Roe Bartle Chapter Award/Review.
2. Have a minimum of 20 active Brothers and establish a goal each semester for growth.
3. Maintain an effective committee system.
4. Conduct an effective public relations program.
5. Have a fund to assist delegates in attending Sectional, Regional, and National conferences and Conventions.
6. Have a fund to assist the chapter president and vice-president in attending National Leadership Workshops.
7. Have a fund to assist Brothers in participating in leadership development opportunities.
8. Operate on a written budget, which has been approved by the chapter.
9. Have a leadership development program within the chapter that gives every Brother the opportunity to develop his or her leadership skills to the fullest.
10. Keep the Sectional Chair and Regional Director informed of activities and programs within the chapter.
11. Submit at least two articles to the National Fraternity for publications in *Torch & Trefoil* every year.
12. Participate in National Service Week, the first full week of November every year. Complete the National Service Week report form and submit it to the National Office.
13. Have an active fellowship program that promotes unity and spirit within the chapter.
14. Incorporate activities with Scouting into the service program.
15. Have a written membership policy available to all Brothers and prospective Brothers.

# RECOGNITION

While membership in Alpha Phi Omega should not be promoted on the basis of personal recognition, it is important to let your Brothers know that the chapter appreciates their efforts. The form of recognition is not nearly as important as the sincerity of the presentation. Many chapters have adopted a “Brother of the Month” award, for example. Presidents should find new and unusual ways to recognize outstanding service and Brotherhood. Many recognition items will add spirit and humor to the chapter.

The simplest form of recognition is a sincere “thank you” expressed by you or another Brother. There are often means of recognizing achievement, which are more formal. The following formal awards are available:

## **Naming a Pledge Class**

The naming of a pledge class is a distinctive honor bestowed upon an individual by a chapter. The Fall Pledge Class each year is dedicated by the National Fraternity. The chapter may vote to name its Spring Pledge Class in honor of a person of its choice.

## **Best Pledge Award**

Each chapter may select a Pledge who has best demonstrated growth in leadership, friendship and service, and present an appropriate Best Pledge Award.

## **Chapter Certificate of Appreciation**

This award recognizes Brothers, advisors, and others for exceptional service to the chapter, college and community. It is available from the National Office.

## **Chapter Distinguished Service Key (DSK)**

This may be awarded to an outstanding Brother or advisor who has gone beyond the normal requirements of service to the chapter over a period of time. This is available from the National Office and is worn on a blue ribbon.

## **Honorary Membership**

Chapters have the privilege of conferring Honorary Membership upon persons who have given outstanding service to the nation, campus or community. Former Presidents of the United States and University Presidents have been honored in this way.

There is a \$25 fee for Honorary Membership. This type of membership is not available to undergraduates, except for students at institutions where extension efforts would be allowed by the Fraternity but cannot be attempted due to institutional regulations. If you have questions, please contact your Sectional Chair or Regional Director.

# CONCLUSION

It should be clear by now that we have not attempted to provide you with an answer to every question, problem, or crisis. Your chapter believed enough in your leadership ability to elect you its President. To be effective you must share that confidence.

We have suggested approaches you can take and noted resources which are available to you. In addition, you should take advantage of the next opportunity you have to participate in the Chapter Program Workshop. This weekend long program is designed to give you “hands-on” experience in dealing with various situations before you actually confront them. Contact the National Office for information about the next program.

Finally, remember that when your term of office is over, your responsibility to the chapter does not end. You will have learned a great deal about what the chapter expects from its President and what the chapter needs. When you plan your officer transition retreat, share this information with your successor. Make sure he/she knows you will be around and willing to help.