

Program Manager – Student Chapter Development

COACH AND MENTOR CHAPTER ADVISORS WORKING WITH STUDENT OFFICERS UTILIZING THE CHAPTER ACHIEVEMENT PATHWAY AND CHAPTER OPERATIONS RESOURCES

Coach and mentor chapter Advisors working with student officers utilizing the Chapter Achievement Pathway and Chapter Operations resources

District Assemblies

- Plan the logistics of and execute the Fraternity curriculum for the District Assembly

Chapter Officer Workshops

- Assist with the delivery of training for student chapter officers
- Utilize the Chapter Business Plan to analyze chapter results and coach chapters on their activities
- Use the Needs Assessment to set goals for chapters and coach chapter officers to attain goals
- Guide chapter advisors through coaching on the Chapter Achievement Pathway, and facilitating the chapter officer workshop and the chapter officer transition
- Follow-up with the chapter advisor to understand what transpired in the chapter officer retreat
- Work with and coach the chapter advisor on follow up and action items from the chapter officer retreat

Chapter Officer Transitions

- Walk chapter advisors through and coach them on the Chapter Achievement Pathway, month by month, adhering to the chapter advisors checklist, chapter officer checklists, and the cyclical nature of AKPsi

Process Standardization

- Ensure chapters are executing Bridge to Brotherhood as expected
- Ensure chapters continuously work with the chapter advisor, reviewing the Chapter Business Plan and working to meet goals and objectives

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- Champion the benefits of electing chapter officers in accordance with the Volunteer Support Guide
 - Ensure chapter advisors are following the monthly chapter advisor checklist
 - Advise chapter officers to ensure that officer-elects are properly reported in MyAKPsi

Promotion of Fraternal Events

- Recognize chapter officers and student members through the Fraternity awards process
- Coach chapter advisors and chapter officers on sharing the benefits of the AKPsi Certificate Program
- Coach chapter officers on the importance of promoting Fraternity event attendance to all members
- Recognize student members who complete certificates and chapters with 30% of members with a completed certificate at the District Assembly and Elevate
- Promote AKPsi products, resources, processes, and reports to engage chapter advisors, chapter officers, and student members

General

- Coach chapter advisors on the Aging Report and how to support chapters in meeting their financial obligations in a timely manner
- Ensure chapter advisors and chapter officers are aware of the MyLearning courses
- Ensure chapters utilize the document storage capability offered by AKPsi through MyAKPsi
- Provide the local, contextual approach on the How to support the What of training
- Review Chapter Bylaws to ensure they are current, valid, and accessible

GOALS, METRICS, AND OBJECTIVES

Membership increases or maintains at all chapters (YE size for sustainability)

Initiates increase 3% YoY Fraternity-wide

50% completion of a facilitated Executive Workshop/Officer Transition (60% Exceed Goal, 70% Stretch Goal)

30% of student members participating/completing Birkman AND/OR Certificate Courses (40% Exceed Goal, 50% Stretch Goal)

Chapters Financially sound

No more than 20% of chapters more than 60+ days past due on December 31 and June 30
70% of chapters submit/approved budget in CSP (80% Exceed Goal, 90% Stretch Goal)

Chapter advisor roles = at least 70% filled (80% exceed, 90% Stretch)

100% of appointed CA completed Orientation/Onboarding/MyAKPsi courses

Zero pledge incidents of hazing/alcohol

Each chapter has Bridge/CBP reviewed and no pledge incidents (or small %)
Chapter officers complete onboarding and monthly check-ins with chapter advisor

Fraternity Events/Programs

60% of chapters attend Elevate
75% Chapters represented at Pathways
75% of chapter advisors at Volunteer Summit
450 undergraduate members attend 2024 Convention

60% of chapters host at least one (1) campus/community wide leadership, philanthropic, professional activity.

RESOURCES for Regional Directors, Program Managers, and Chapter Advisors

- Volunteer Development Process
- Volunteer Central
- Chapter Business Plan
- Chapter Achievement Pathway Video and Graphic
- Knowledge Base
- MT Dashboards/Reports in MyAKPsi
- Needs Assessment Guidebook
- Monthly Chapter Advisor and Chapter Officer Checklist emails
- MyLearning (MyAKPsi)
- All Volunteer/Officer Courses
- Weekly Aging Report
- Membership History