

**The Appendix of the Alpha Alpha Chapter of Alpha Phi Omega
Adopted April 15, 2018**

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Elected Officers

President

- I. Overview: Preside over chapter.
- II. Committee Responsibilities:
 - Chair the Executive Board.
- III. Oversee Appointed Officers:
 - Summer Chair
- IV. Officer Responsibilities:
 - Preside over meetings of the Chapter.
 - Call special meetings of the Chapter and Executive Board.
 - Prepare and file any reports required.
 - Maintain contact with the Advisory Chair and National Fraternity.
 - Represent the organization to the University.
 - Serve as the spokesperson for the Chapter.
 - Serve as a secondary signatory on financial accounts.
 - Serve as an ex- officio member of standing committees.
 - Organize Executive Board Orientation
 - Ensure the duties and obligations of the Chapter are met.
 - Enforce the Chapter and National Bylaws in a manner consistent with the spirit of Alpha Phi Omega.
 - Solicit applications for all officer positions, as well as any Ad Hoc Positions necessary to carry on the programs of the chapter.
 - Appoint committees not otherwise provided for.
 - Appoint an active member to any absent or vacant officer or committee position, to be ratified at the next Chapter meeting.
 - Remain fair and impartial during the organizational decision making process.
 - Report list of new elected officers to Alpha Phi Omega National Office after elections at the end of the term.
 - Ensure all apo-aa.org email passwords are changed by the first chapter meeting of the semester.

Executive Vice President

- I. Overview: Oversee long-term goals of the Executive Board and assist chapter officers in carrying out their roles.
- II. Committee Responsibilities:
 - Serve on the Executive Board.
 - Chair the Strategic Planning Committee.
- III. Officer Responsibilities:
 - Assume the duties of the President in their absence.
 - Serve as an ex-officio member of standing committees.
 - Facilitate officer, Executive Board, and committee transitions.
 - Organize the Executive Board and officer orientations.
 - Organize Chapter Assessment and Planning Session and Mid-Semester Review.
 - Collect evaluations from officers on each chapter program, and assist elected and appointed officers in developing goals for their appropriate programs.
 - Assist all officers in the fulfillment of their duties as necessary to the best of their ability.
 - Plan an Advisor Appreciation event with the Executive Board.
 - Coordinate with the Advisory Chair to appoint each Executive Board member as a point of contact to an Advisor.
 - Be objective and take a chapter-wide view of issues being discussed.
 - Gather feedback to evaluate the progress towards the Executive Board's goals from the Chapter's Strategic Plan.
 - Update the Chapter's Strategic Planning Map when necessary.
 - Collect all officer reports and ensure that they are passed onto the successor for each position and that a backup copy is kept in the EVP's drive.

Vice President of Membership

- I. Overview: Oversee chapter membership through tracking of requirements, data analysis, and discussion of chapter problems.
- II. Committee Responsibilities:
 - Serve on the Executive Board.
 - Chair the Membership Committee.
- III. Oversee Appointed Officers:
 - Membership Committee Director
 - Banquet Chair
 - Awards Chair
 - Traditions Chair
 - Recruitment Director
 - Alumni Relations Chair
 - Data Analysis Chair
 - New Active Engagement Chair
 - Old Active Engagement Chair
- IV. Officer Responsibilities:
 - Supervise the active membership program.
 - Monitor APO Online profiles to ensure all information fields are complete.
 - Maintain the chapter membership file, containing applications for pledgeship, active membership, transfer membership, advisory membership, including membership numbers, and a list of members away from campus.
 - Work with the appropriate chapter officers to develop, execute, and evaluate programs for use with the pledge class and active body using chapter, national, campus and community resources.
 - Distinguish requirements for associate and graduate student active members from those of full active members.
 - Record attendance (with assistance from committee members) at all business meetings. Ex. Chapter, All Hands on Deck, Elections etc.
 - Report active members (Fall Charter Reaffirmation) and graduating seniors (Spring Semester) to APO National Office.
 - Coordinate the implementation of the Awards Committee and provide them with information on brother's membership records in regards to awards eligibility such as Distinguished Service Certificates and Distinguished Service Keys.
 - Present reactivation statements at Chapter Meetings 2, 3, and 4 per chapter bylaws.
 - Chair the Pledge Review meeting with the Membership Committee and provide a recommendation to the chapter.
 - At the last meeting of each semester present evaluation of chapter programs and reasons why brothers are leaving or have left the chapter, and suggest programs or other measures to improve the chapter's membership retention.

Vice President of Finance

- I. Overview: Oversee the chapter budget, fund allocation, and dues collection.
- II. Committee Responsibilities:
 - Serve on the Executive Board.
 - Chair the Finance Committee
 - Chair the Budget and Appropriations Committee
- III. Oversee Appointed Officers:
 - Finance Committee Director
 - Philanthropy Director
 - Relay For Life Chair
 - Dance Marathon Chair
 - Apparel Chair
- IV. Officer Responsibilities:

- Collect all dues and fees from all chapter members and keep a record thereof.
- Transmit all fees and necessary accompanying forms to the national office.
- Pay all authorized bills incurred by the chapter and promptly make all authorized payments.
- Work in accordance with the regulations of the University of Illinois.
- Maintain an up-to-date itemized list of all expenses incurred and payments made stating the present balance of the chapter accounts.
- Report the financial condition of the chapter during at least two business meetings (halfway through the semester and at the final Chapter Meeting).
- Evaluate whether the chapter should apply for non-profit organizational status with the Internal Revenue Service at the beginning of each calendar year.
- Maintain budgets spent for each officer.
- Apply for S.O.R.F. funding as needed.
- Deposit all money designated to go into the chapter's University Account within two days of receipt and the chapter's outside bank accounts within one week or receipt.

Vice Presidents of Pledge Training

- I. Overview: Coordinate the chapter's pledging program. Two Vice Presidents shall be elected for the purpose of pledge training, whenever pledging is to take place the following semester.
- II. Committee Responsibilities:
 - Serve on the Executive Board.
 - Chair the Pledge Training Committee.
- III. Oversee Appointed Officers:
 - Pledge Training Committee Director
 - Pledge Project Chair
 - Pledge Training Assistants (PTAs)
- IV. Officer Responsibilities:
 - Supervise the pledge program throughout the semester.
 - Collaborate with the Recruitment Director to organize an effective rush program at the beginning of each semester.
 - Assist the Pledge Training Director with the organization of the pledge ritual and initiation ceremonies and report pledges/newly initiated members to APO National Office within 10 days of each ceremony.
 - Coordinate pledge programming to ensure that the chapter upholds National Pledging Standards, Risk Management Policies and all relevant University Policies.
 - Encourage active members to participate in the pledge program and help facilitate the development of pledge-active relationships.
 - Inform the chapter of the progress of the pledge program.
 - Serve as a mentor for pledges during the pledging process.

Vice President of Service Internal

- I. Overview: In charge of service to the chapter and to the campus, while focusing on building relationships with service partners.
- II. Committee Responsibilities:
 - Serve on the Executive Board.
- III. Oversee Appointed Officers:
 - Service Task Force Director
 - Independent Hours Chair
 - Environmental Concerns Chair
 - Service Trip Chair
- IV. Officer Responsibilities:
 - Encourage members to attend service projects.
 - Actively seek out new service projects.
 - Maintain a summary of all chapter projects, project contacts, and a record of service hours for all actives for the semester, pertaining to the definition of Vice President of Service External.

- Present the service point projections by the second chapter meeting with the Vice President of Service External
- Correspond with internal project contacts throughout the semester.
- Notify members of their progress toward the completion of active service requirements.
- Serve as the main contact between APO and RSOs.
- Maintain a current list of RSOs and their contact information.
- Oversee the programming of National Service Week (fall) and Youth Service Day (spring).
- Report National Service Week (fall) or Youth Service Day (spring) project to APO National Office.
- Monitor Post-Service Feedback form

Vice President of Service External

- I. Overview: In charge of service to the community and to the nation, while focusing on maintaining relationships with service partners.
- II. Committee Responsibilities:
 - Serve on the Executive Board.
- III. Oversee Appointed Officers:
 - Service Task Force Director
 - Project Coordinator Director
 - Scouting and Youth Services Chair
 - Project Coordinators (PCs)
- IV. Officer Responsibilities:
 - Encourage members to attend service projects.
 - Maintain relationships with contacts and organizations in the community and national level.
 - Seek out potential weekly and one-time events in the community and nation.
 - Appoint any members necessary to assist in their responsibilities as needed.
 - Maintain a summary of all chapter projects, project contacts, and a record of service hours for all actives for the semester, pertaining to the definition of Vice President of Service External.
 - Present the service point projections by the second chapter meeting with the Vice President of Service Internal

Vice President of Leadership

- I. Overview: Coordinate and promote the chapter leadership development program.
- II. Committee Responsibilities:
 - Serve on the Executive Board.
- III. Oversee Appointed Officers:
 - Leadership Committee Director
 - Healthy Lifestyles Chair
 - Professional Development Chair
 - Diversity Chair
 - Inclusive Communities Chair
- IV. Officer Responsibilities:
 - Promote leadership development within the chapter.
 - Oversee the organization of committee-planned Leadership events
 - Take meeting minutes for leadership committee
 - Assist the Vice Presidents of Pledge Training in creating a program to train pledges in how to be an active member.
 - Present the leadership point projections by the second chapter meeting

Vice President of Friendship

- I. Overview: Coordinate programming to promote the core principle of friendship.
- II. Committee Responsibilities:
 - Serve on the Executive Board.
 - Chair the Friendship Committee.

- III. **Oversee Appointed Officers:**
 - Fellowship Committee Director
 - Dynasty Committee Director
 - Social Chair
 - Retreat Chair
- IV. **Officer Responsibilities:**
 - Oversee direction and goals of the pillar.
 - Assist pillar directors with their leadership development.
 - Point of contact for changes within the pillar.
 - Confirm the director-approved pillar programming throughout the semester.
 - Select and oversee large-scale programming for the semester.
 - Present the Fellowship and Dynasty point projections by the second chapter meeting.

Vice President of Communications

- I. **Overview:** Oversee chapter media and manage interchapter communication.
- II. **Committee Responsibilities:**
 - Serve on the Executive Board.
 - Chair the Communications Committee.
- III. **Oversee Appointed Officers:**
 - Communications Committee Director
 - Conference Chair
 - Fraternal Relations Chair
 - Marketing Chair
 - Media Chair
 - Social Media Chair
 - Technology Chair
- IV. **Officer Responsibilities:**
 - Purchase appropriate items from the national office.
 - Inform the chapter of all sectional and regional activities. Plan the delegations for section, region and national conferences/conventions.
 - Organize submission of applications for sectional, regional, and national APO awards and University and community awards for which the chapter or members in the chapter are eligible.
 - Maintain and update the chapter's LISTSERV.
 - Monitor appropriateness of postings to the LISTSERV.
 - Delegate administrative privileges of all social media accounts.

Secretary

- I. **Overview:** Ensure that chapter information is correctly noted, stored, and passed onto future generations. Serve as the main point of contact for the chapter with various groups on campus and in the community, including securing space for chapter events.
- II. **Committee Responsibilities:**
 - Serve on the Executive Board.
 - Chair Records Committee.
- III. **Officer Responsibilities:**
 - Keep and distribute minutes and notes of each business meeting of the organization.
 - Send out a newsletter to all members at least once a week.
 - Keep the active listserv up-to-date.
 - Maintain storage and cubicle spaces.
 - Record major events and changes for the semester to be presented at the last Chapter Meeting of the semester.
 - Report all agendas and relevant discussion items to the Advisory Committee following Executive Board meetings.
 - Obtain appropriate facilities for organizational activities.
 - Serve as primary officer responsible for placing room requests for events, ceremonies, meetings,

- etc.
- Serve as a representative of APO-AA to the Wesley Church, University Place Christain Church, Student Affairs and the RSO Complex, and the University Archives.
- Handle all official correspondence of the organization.
- Prepare an agenda with the President for all meetings and distribute agenda for each meeting of the organization.
- Provide follow-up to organizational tasks.

Sergeant-at-Arms

- I. Overview: Coordinate Internal Review of the Chapter.
- II. Committee Responsibilities:
 - Serve on the Executive Board.
 - Chair the Judicial Review Committee as outlined in the Combined Policies.
- III. Oversee Appointed Officers:
 - Internal Review Committee Director
 - Risk Management Director
 - Audit Committee Chair
 - Nominations Committee Chair
 - Parliamentarian
- IV. Officer Responsibilities:
 - Appoint the IRC members as outlined in the Alpha Alpha Bylaws in a fair and impartial manner (the members selected should represent the diversity of the active membership and be willing to express their ideas openly).
 - Schedule meetings whenever necessary to ensure that all concerns of the active membership are brought to the attention of the committee and are properly addressed.
 - Present reports of IRC discussion to the Executive Board and active body.
 - Maintain up-to-date copy of the Alpha Alpha Bylaws, Bylaw Appendices, Chapter Risk Management Policy, Chapter Social Responsibility Code and general Chapter Operating Policies on the website and in the office upon request, as well as an electronic backup copy.
 - Guard the door at meetings and ceremonies.
 - Carry out all disciplinary and parliamentary procedures deemed necessary by the chair.
 - Diligently consider all parliamentary questions and advise the chair and chapter on any such question.
 - Assist in clarifying any questions or discrepancies of Alpha Alpha's governing documents.
 - Supervise Chapter Elections or appoint some other person to supervise in the case that the Sergeant-at-Arms is running for an elected office or cannot attend.
 - Mediate between officers when problems arise; if unable to do so, seek other counsel to intervene in place.
 - Appoint an appropriate replacement in the event that the Sergeant-at-Arms cannot carry out their assigned duties at meetings and ceremonies.

Advisory Chair

- I. Overview: Lead advisor effort to advise chapter.
- II. Committee Responsibilities:
 - Serve as the Advisory Committee Representation on the Executive Board.
 - Chair the Advisory Committee.
- III. Oversee Appointed Officers:
 - Advisory Committee Members
- IV. Officer Responsibilities:
 - Call and chair all Advisory Committee meetings.
 - Communicate all suggestions from the Advisory Committee members to the chapter.
 - Correspond with the national office.
 - Call a meeting of the active membership upon a written request of one-third of the actives in accordance with the National Articles of Association.

Appointed Officers

For all appointed positions it is up to the discretion of the respective Vice President how many members will hold each position.

President:

Summer Chair

- I. Overview: Preside over the chapter's summer programming. This position should be selected at the beginning of the Spring Semester and serve until the beginning of the next Fall Semester.
- II. Committee Responsibilities:
 - Chair the Summer Committee.
- III. Officer Responsibilities:
 - Call and chair all Summer Committee meetings - subcommittee members including but not limited to Service, Fellowship, Finance, Fundraising and Recruitment.
 - Organize a summer reunion and invite members who are not in town to attend.
 - Prepare the chapter for transition into the Fall Semester.

Executive Vice President:

Strategic Planning Director

- I. Overview: To evaluate, revise, and update the Chapter's Strategic Plan.
- II. Reports to: Executive Vice President
- III. Committee Responsibilities:
 - Co-Chairs Strategic Planning Committee
- IV. Officer Responsibilities:
 - In charge of collecting feedback from the active body, Executive Board, and Advisory Board on the Strategic Plan.
 - Co-Chair the Strategic Planning Committee and oversee committee duties pertaining to pillar collaboration and accountability.
 - Host events educating and receiving feedback on our current strategic plans.
 - Assist the Executive Vice President in the planning and execution of Mid-Semester Review and organizing feedback after the event concludes.

Membership:

Membership Committee Director

- I. Overview: Assist the Vice President of Membership
- II. Reports to: Vice President of Membership
- III. Committee Responsibilities:
 - Serve on the Membership Committee.
 - Chair the Membership Committee.
- IV. Officer Responsibilities:
 - Take attendance or coordinate taking attendance at each business meeting.
 - Take meeting minutes at all Membership Committee meetings.
 - Explore the retention rates of pledge classes and present measures to improve the chapter's membership retention with the VP of Membership.

Recruitment Director

- I. Overview: Oversee the Rush Program.
- II. Reports to: Vice President of Membership
- III. Committee Responsibilities:
 - Serve on the Membership Committee.
 - Oversee Recruitment Coordinators.
- IV. Officer Responsibilities:
 - Encourage active participation in the rush program.
 - Collaborate with the VPs of Pledge Training to organize an effective rush program at the beginning of each semester.
 - Actively recruit a diverse rush class consistent with the demographics of the university.

- Use diverse methods for publicizing recruitment to the campus.
- Plan for the following recruitment cycle and execute the plan drafted by the previous director.
- Work with the VP of Communications and the Marketing Chair to create any advertising material needed for the recruitment program and to increase off-season recruitment presence.

Banquet Chair

- I. Overview: Coordinate and promote the Spring Banquet.
- II. Reports to: Vice President of Membership
- III. Committee Responsibilities:
 - Serve on the Membership Committee.
 - Chair the Banquet Committee, if needed, in the Spring Semester.
- IV. Officer Responsibilities:
 - Plan and execute a Banquet to celebrate the Chapter as a whole.
 - Coordinate fundraisers for a Banquet.
 - Compile awards to be presented at the Spring Banquet.
 - Coordinate with the Awards Chair to Present Awards and Banquet
 - Promote attendance at the Spring Banquet from both alumni and active brothers.

Awards Chair

- I. Overview: Coordinate the annual awards nomination, selection, and presentation procedure. This position is selected to serve during the spring semester only.
- II. Reports to: Vice President of Membership
- III. Committee Responsibilities:
 - Serve on the Membership Committee
 - Chair the Awards Committee
- IV. Officer Responsibilities:
 - Chair the Awards Committee as a non-voting member
 - Complete any logistical planning for the Awards Committee by working with the Vice President of Membership to create an ideal timeline, without disclosing any information.
 - Oversee all of the duties of the Awards Committee as designated in the Policies.
 - Coordinate with the Banquet Chair(s) to present awards at Banquet
 - Coordinate with the Advisory Chair to report DSKs to the national fraternity

Traditions Chair

- I. Overview: Promote chapter awards and traditions
- II. Reports to: Vice President of Membership
- III. Committee Responsibilities:
 - Serve on the Membership Committee
- IV. Officer Responsibilities:
 - Promote leadership and recognition by encouraging brothers to nominate other brothers for weekly awards (Exemplar, Brother of the Week, Grub and Blue and Gold Brother) and select and present winners at Chapter Meetings.
 - Create the polls and present the winners of chapter traditions at Elections or the last Chapter Meeting of the semester (Fleur, Duh, Lay, MIA, MVA).
 - Work with past winners of the other chapter traditions (Teddy Bear, North Star, etc.) to select a new winner each semester.
 - Manage the Bronze, Silver, Gold and Platinum LFS Awards

Alumni Relations Chair

- I. Overview: Coordinate contact with alumni and keep records of alumni contact information
- II. Reports to: Vice President of Membership
- III. Committee Responsibilities:
 - Serve on the Membership Committee
- IV. Officer Responsibilities:

- Coordinate at least one alumni gathering per semester.
- Maintain a permanent file of alumni information.
- Publish and send newsletters to all alumni each semester.
- Work with appropriate chapter, section, region, and national alumni associations

Data Analysis Chair

- I. Overview: Gather, organize, and analyze chapter-wide data
- II. Reports to: Vice President of Membership
- III. Committee Responsibilities:
 - Serve on the Membership Committee
- IV. Officer Responsibilities:
 - Create chapter surveys and collect results.
 - Organize all data collected from the chapter.
 - Help the Vice President of Membership draft a report after each survey is sent to the chapter.
 - Work with the rest of the Executive Board to help interpret their results and improve on suggestions if necessary.

New Active Engagement Chair

- I. Overview: Coordinate new active programming to boost retention and prepare new actives for full active duties
- II. Reports to: Vice President of Membership
- III. Committee Responsibilities:
 - Serve on the Membership Committee
- IV. Officer Responsibilities:
 - Plan and hold New Active Transition Meetings.
 - Track the retention of the new active pledge class & develop ways to increase engagement and retention of new actives.

Finance:

Finance Committee Director

- I. Overview: Assist the Vice President of Finance with various procedural tasks. This brother will not have access to the PayPal account nor will they give reimbursements.
- II. Reports to: Vice President of Finance
- III. Committee Responsibilities:
 - Serve on the Finance Committee.
 - Serve on the Audit Committee.
- IV. Officer Responsibilities:
 - Manage the Krzysztof J Jablonski Scholarship Fund.
 - Help the Vice President of Finance develop the budget for the chapter's officers.
 - Assist the Audit Committee Chair in mitigating financial risk
 - Approve all chapter fundraisers

Philanthropy Director

- I. Overview: Responsible for fundraising through the chapter both internally and externally.
- II. Reports to: Vice President of Finance
- III. Committee Responsibilities:
 - Serve on the Finance Committee.
 - Chair the Philanthropy Committee.
- IV. Officer Responsibilities:
 - Provide fundraising opportunities, both within the Chapter and in the Community.
 - Set an appropriate fundraising goal with the Vice President of Finance.

Relay For Life Chair

- I. Overview: Coordinate chapter's Relay For Life team(s). This position should be selected in the Fall

semester and last a whole academic year.

- II. Reports to: Vice President of Finance.
- III. Committee Responsibilities:
 - Serve on the Finance Committee.
 - Chair the Relay For Life Committee.
- IV. Officer Responsibilities:
 - Maintain contact with the organizers of the University of Illinois Relay For Life event benefiting the American Cancer Society.
 - Recruit members and pledges to participate in Relay For Life.
 - Arrange fundraising events for the Chapter's Relay For Life team(s).

Dance Marathon Chair

- I. Overview: Coordinate the chapter's involvement in Dance Marathon (Illinithon). This position should be selected in the Fall semester and last a whole academic year.
- II. Reports to: Vice President of Finance.
- III. Committee Responsibilities:
 - Serve on the Finance Committee.
 - Chair the Dance Marathon Committee.
- IV. Officer Responsibilities:
 - Maintain contact with the organizers of the University of Illinois Dance Marathon (Illinithon) event.
 - Recruit active brothers and pledges to participate in the event.
 - Arrange fundraising events for the chapter's Dance Marathon team.

Apparel Chair

- I. Overview: Design, order, and distribute apparel for the chapter.
- II. Reports to: Vice President Finance.
- III. Committee Responsibilities:
 - Serve on the Finance Committee.
 - Chair the Apparel Committee.
- IV. Officer Responsibilities:
 - Create a list of potential items for the round(s) of apparel and create an interest survey.
 - Design apparel based on the most popular items from the interest survey.
 - Contact licensed vendors/make sure the vendors become licensed.
 - Create an online order form and open the order for 2+ weeks.
 - Sort and distribute apparel.

Pledge Training:

Pledge Training Committee Director

- I. Overview: Assist the Vice President of Pledge Training.
- II. Reports to: Vice Presidents of Pledge Training.
- III. Committee Responsibilities:
 - Serve on the Pledge Training Committee.
 - Chair the Pledge Lock-in Committee.
- IV. Officer Responsibilities:
 - Attend all pledge meetings.
 - Track the chapter's supply of pledge and service pins.
 - Organize the pledge ritual and initiation ceremonies.
 - Plan and execute a Pledge Lock In.
 - Track attendance at pledge meetings.
 - Plan and execute Pledge Reflection.
 - Send out weekly pledge meetings and Pledge Training Committee recap emails.
 - Host Director Dates with the Pledge Project Director.

Pledge Project Chair

- I. Overview: Responsible for assisting the Vice Presidents of Pledge Training in designing the structure of the pledge project and using the Pledge Project Coordinators in project planning and analysis.
- II. Reports to: Vice Presidents of Pledge Training.
- III. Committee Responsibilities:
 - Serve on the Pledge Training Committee.
- IV. Officer Responsibilities:
 - Attend all pledge meetings.
 - Hold a Pledge Project Orientation for all Pledge Project Facilitators and Pledge Project Coordinators.
 - Model number of pledge project points needed and present plan to meet that need.
 - Hold weekly meetings outlining goals for each project.
 - Host Director Dates with the Pledge Training Director.

Pledge Training Assistants (PTAs)

- I. Overview: Assist the Vice Presidents of Pledge Training.
- II. Reports to: Vice Presidents of Pledge Training
- III. Committee Responsibilities:
 - Serve on the Pledge Training Committee.
- IV. Officer Responsibilities:
 - Attend all pledge meetings.
 - Assist in the integration of pledges into the active body.
 - Attend various chapter functions.
 - Keep track of pledge attendance and monitor requirement progress.
 - Check on pledge progress through individual conferences.
 - Facilitate a particular part of the pledge program as assigned by the Vice Presidents of Pledge Training.

Service:

Service Task Force Director

- I. Overview: Promote Service within the Chapter and coordinate task forces focused on semesterly initiatives.
- II. Reports to: Vice Presidents of Service
- III. Committee Responsibilities:
 - Serve on the Service Committee.
 - Chair the Service Task Force Committee.
- IV. Officer Responsibilities:
 - Oversee all task force operations.
 - Seek out service opportunities and partnerships between APO and campus organizations.
 - Coordinate weekly organic events to be hosted by the service task force committee
 - Oversee the execution of donation drives, and National Service Week.
 - Create and implement a semesterly active project.

Independent Hours Chair

- I. Overview: Promote and keep records of independent service projects.
- II. Reports to: Vice President of Service Internal
- III. Committee Responsibilities:
 - Serve on the Service Committee.
- IV. Officer Responsibilities:
 - Monitor the independent hours form and confirm projects with organizations.
 - Maintain and promote a database of outside service opportunities for brothers.

Environmental Concerns Chair

- I. Overview: Promote environmental awareness and service projects.

- II. Reports to: Vice President of Service Internal
- III. Committee Responsibilities:
 - Serve on the Service Committee.
 - Chair the Environmental Concerns Committee.
- IV. Officer Responsibilities:
 - Coordinate projects with local and regional park districts.
 - Work with other sustainable organizations to create service and awareness events.
 - Coordinate organic events to be hosted by the Environmental Concerns Committee.

Service Trip Chair

- I. Overview: Coordinate service events during extended breaks. This position should be selected in the Fall semester and last a whole academic year.
- II. Reports to: Vice President of Service Internal
- III. Committee Responsibilities:
 - Serve on the Service Committee.
- IV. Officer Responsibilities:
 - Coordinate a service trip with an alternate spring break organization (such as Students Today Leaders Forever).
 - Organize and coordinate fundraisers to fund the trip and to appropriate the organization.
 - Hold information sessions for interested participants.
 - Promote attendance at the spring break service trip.

Project Coordinators Director

- I. Overview: Assist the Project Coordinators in planning their weekly projects and one time events.
- II. Reports to: Vice President of Service External
- III. Committee Responsibilities:
 - Serve on the Service Committee.
 - Chair the Project Coordinator Committee.
- IV. Officer Responsibilities:
 - Assist the Vice Presidents of Service in filling Project Coordinator positions and managing new weekly events.
 - Monitor the Project Coordinators to make sure they are performing their weekly responsibilities.
 - Plan bi-monthly meeting agendas and send reminder emails prior to the meetings.
 - Participate in the execution of the Service Appreciation Dinner.

Scouting & Youth Services Chair

- I. Overview: Coordinate activities with the Boy Scouts of America and the Girl Scouts of the USA, and youth in the local community.
- II. Reports to: Vice President of Service External
- III. Committee Responsibilities:
 - Serve on the Service Committee.
 - Chair the Scouting Committee.
- IV. Officer Responsibilities:
 - Serve as the primary contact between the chapter and both the Boy Scouts of America and the Girl Scouts of the USA.
 - Coordinate all activities between the chapter and the local Boy and Girl Scout councils.
 - Communicate regularly with the chapter's Scouting and Youth Services Advisor.
 - Execute events that are with children.

Project Coordinators (PCs)

- I. Overview: Manage relationships with organizations that Alpha Alpha volunteers with on a recurring basis.
- II. Reports to: Project Coordinator Director
- III. Committee Responsibilities:

- Serve on the Project Coordinator Committee.
- IV. Officer Responsibilities:
 - Maintain a service relationship with one specific organization that Alpha Alpha volunteers with on a recurring basis.
 - Manage the recurring projects on the APO Online website, which includes but is not limited to posting, approving, and monitoring projects to ensure they run smoothly.
 - Create a one-time service event to benefit the specific organization.
 - Participate in the planning of the Service Appreciation Dinner.
 - Maintain a project archive document with relevant project information to be passed along to future Project Coordinators.

Leadership:

Leadership Committee Director

- I. Overview: Assist the Vice President of Leadership.
- II. Reports to: Vice President of Leadership
- III. Committee Responsibilities:
 - Chair the Leadership Committee.
 - Manage all leadership committee-related forms.
- IV. Officer Responsibilities:
 - Assist in the organization and implementation of large-scale events.

Healthy Lifestyles Chair

- I. Overview: Oversee the Healthy Lifestyles Program.
- II. Reports to: Vice President of Leadership
- III. Committee Responsibilities:
 - Serve on the Leadership Committee.
 - Chair the Healthy Lifestyles Committee.
- IV. Officer Responsibilities:
 - Post weekly healthy lifestyle events.
 - Set up workshops with McKinley Health Center.
 - Promote the well-being of all brothers.

Professional Development Chair

- I. Overview: Oversee professional development within chapter.
- II. Reports to: Vice President of Leadership
- III. Committee Responsibilities:
 - Serve on the Leadership Committee.
 - Chair Professional Development Committee
- IV. Officer Responsibilities:
 - Promote campus events that lead to professional development of brothers.
 - Organize events that connect brothers within the chapter to professional leadership development opportunities by facilitating and communicating opportunities to the chapter to help further our brother's professional goals.

Diversity Chair

- I. Overview: Program diversity events for the chapter.
- II. Reports to: Vice President of Leadership
- III. Committee Responsibilities:
 - Serve on the Leadership Committee.
 - Chair the Diversity Committee.
- IV. Officer Responsibilities:
 - Work with other appointed officers to incorporate diversity in other events.
 - Plan and organize an International Dinner and/or a similar large-scale event.

Inclusive Communities Chair

- I. Overview: Oversees the Inclusive Communities Committee and serves as an advocate for members with disabilities and/or mental health disorders. This chair also acts as a liaison for any member who experiences stressful unforeseen circumstances throughout the semester by providing information about relevant campus resources or seeking accommodations through the VP of Membership, as necessary.
- II. Reports to: Vice President of Leadership
- III. Committee Responsibilities:
 - Serve on the Leadership Committee.
 - Chair the Inclusive Communities Committee
- IV. Officer Responsibilities:
 - Act as an advocate for or liaison between members and the Vice President of Membership or Vice President of Pledge Training and relevant campus resources.
 - Program leadership events to promote the supportive discussion of sensitive topics among members as it relates to disabilities, mental health, and other topics as suggested by members.
 - Research and reach out to potential service partners for whom we could serve individuals with disabilities.
 - Work with the Recruitment Directors to provide considerations for individuals of diverse abilities.

Leadership Outreach Coordinator

- I. Overview: Coordinate all external leadership programming to provide additional leadership opportunities for actives and pledges with campus partners (cultural houses, ILC, etc.).
- II. Reports to: Vice President of Leadership
- III. Committee Responsibilities:
 - Serve on the Leadership Committee
- IV. Officer Responsibilities:
 - Post external leadership events to APO Online
 - Conduct outreach to potential campus partners to find new programming opportunities.
 - Track attendance at all external events and assign points accordingly.

Friendship:

Fellowship Committee Director

- I. Overview: Oversee fellowship committee programming.
- II. Reports to: Vice President of Friendship
- III. Committee Responsibilities:
 - Serve on the Friendship Committee.
 - Chair the Fellowship Committee.
- IV. Oversee Appointed Officers:
 - Recreation Chair
- V. Officer Responsibilities:
 - Assist in the organization and implementation of large-scale events.
 - Approve weekly committee member events.
 - Manage all fellowship committee-related forms.

Dynasty Committee Director

- I. Overview: Oversee dynasty committee programming.
- II. Reports to: Vice President of Friendship
- III. Committee Responsibilities:
 - Serve on the Friendship Committee.
 - Chair the Dynasty Committee.
- IV. Oversee Appointed Officers:
 - Family Chair
 - Dynasty Heads
- V. Officer Responsibilities:

- Assist in the organization and implementation of large-scale events.
- Approve small-scale dynasty events.
- Create and lead a 3-minute person at each chapter.
- Track Dueling Dynasty Points

Social Chair

- I. Overview: Coordinate and promote all Social Events.
- II. Reports to: Vice President of Friendship
- III. Committee Responsibilities:
 - Serve on the Fellowship Committee.
- IV. Officer Responsibilities:
 - Plan and publicize Chapter social events.
 - Prepare and submit for approval a budget prior to the beginning of the semester, including necessary funds for all social events, specifically bar rentals, wristbands and shirts.
 - Understand all bylaws and policies regarding social programming and risk management.
 - One Social Chair must remain sober during all Chapter Social Events and oversee sober patrol along with the Risk Management Director and Executive Board member, or appropriate substitution as approved by the President and Sergeant-at-Arms if the Risk Management Director cannot attend.
 - Communicate regularly with the Vice President of Friendship, President, and Sergeant-at-Arms before any large-scale social events to discuss and confirm their understanding of the Social Responsibility Code, and the Financial, Social Events, and the Sober Patrol policies.

Dynasty Heads

- I. Overview: Oversee specific Dynasty and assist the Dynasty Committee Director.
- II. Reports to: Dynasty Director
- III. Committee Responsibilities:
 - Serve on the Dynasty Committee.
 - Chair the Dynasty Subcommittee.
- IV. Officer Responsibilities:
 - Collaborate with the Dynasty Director to program large-scale dynasty events.
 - Oversee subcommittee member planning of weekly, small-scale dynasty events.
 - Assist in the separating of pledges into pledge families.
 - Facilitate the integration of brothers into their respective dynasties.

Family Chair

- I. Overview: Oversee the Chapter's Family program.
- II. Reports to: Dynasty Director
- III. Committee Responsibilities:
 - Serve on the Dynasty Committee.
 - Chair the Family Subcommittee.
- IV. Officer Responsibilities:
 - Administer a questionnaire for future parents and pledge kids to match families.
 - Plan Family Orientations at the beginning of the semester and screen parents before they can receive pledge children.
 - Attend all rush information sessions and at least one rush event.
 - Plan the family matching meetings to be implemented in the beginning of the semester.
 - Check final family matching selections to ensure there is no bias from the Dynasty Heads.
 - Encourage active and pledge involvement in their families through the organization of and attendance at family related events.

Retreat Chair

- I. Overview: Plan and organize the semesterly Chapter Retreat.
- II. Reports to: Vice President of Friendship

- III. **Committee Responsibilities:**
 - Serve on the Friendship Committee.
 - Chair the Retreat Committee.
- IV. **Officer Responsibilities:**
 - Appoint a committee of appropriate numbers of Retreat Leaders - optional positions include pledge retreat leaders and an outdoor facilitator.
 - Prepare a budget prior to the beginning of the semester including attendee cost, driver fee, food, location, etc.
 - Keep an inventory and oversee the maintenance of all Retreat materials.
 - Scout out different locations and set a date in advance to avoid conflicting with major chapter events.
 - Plan content for Retreat that allows all facets of the chapter to come together in a bonding experience.

Recreation Chair

- I. **Overview:** Oversee the Recreation Program and intramurals.
- II. **Reports to:** Fellowship Director
- III. **Committee Responsibilities:**
 - Serve on the Fellowship Committee.
- IV. **Officer Responsibilities:**
 - Organize team captains for each sport.
 - Encourage members of the chapter to participate in intramural sports events and properly sign up chapter teams for the events.
 - Supervise all chapter intramural teams.
 - Promote free/low-cost events that are hosted by or through Campus Rec to brothers.

Communications:

Communications Committee Director

- I. **Overview:** Assist the Vice President of Communications by overseeing general committee members, Conference Chair, Fraternal Relations Chair, Social Media Chair, Marketing Chair, Media Chair, and Technology Chair.
- II. **Reports to:** Vice President of Communications
- III. **Committee Responsibilities:**
 - Serve on and/or chair the Communications Committee.
- IV. **Officer Responsibilities:**
 - Oversee the Communications Committee.
 - Oversee any fundraising efforts for conferences or conventions.
 - Take meeting minutes (if not chairing) at Communications Committee Meetings.

Conference Chair

- I. **Overview:** Coordinate Alpha Alpha's attendance at APO conferences.
- II. **Reports to:** Communications Committee Director
- III. **Committee Responsibilities:**
 - Serve on the Communications Committee.
 - Oversee the Conference Task Force.
- IV. **Officer Responsibilities:**
 - Recruit actives and pledges to attend conferences.
 - Coordinate with the Finance Director to plan fundraisers to offset costs of attending conferences for non-voting delegates.
 - Collaborate with the Finance Director in creating and editing application questions for the Krzysztof J. Jablonski Scholarship.
 - Collect and distribute contact information for all Alpha Alpha actives, pledges, and advisors attending conferences.

- Encourage all Alpha Alpha non-voting delegates to participate in workshops and service opportunities offered during conferences.
- Host informational and/or bonding sessions prior to attending conferences.

Fraternal Relations Chair

- I. Overview: Foster bonds between Alpha Alpha and other chapters.
- II. Reports to: Communications Committee Director
- III. Committee Responsibilities:
 - Serve on the Communications Committee.
 - Oversee the Fraternal Relations Task Force.
- IV. Officer Responsibilities:
 - Plan inter-chapter events.
 - Organize Alpha Alpha attendance at events with other chapters.
 - Create communication lines between Alpha Alpha and officers of other chapters.

Marketing Chair

- I. Overview: Oversee all internal and external chapter marketing and serve as brand officer.
- II. Reports to: Vice President of Communications
- III. Committee Responsibilities:
 - Serve on the Communications Committee.
 - Chair the Promotions Team.
- IV. Officer Responsibilities:
 - Serve as the Alpha Alpha Brand Officer.
 - Ensure compliance with National Branding Guidelines.
 - Promote major events within chapter upon request of chapter officers.
 - Create promotional campaigns for events with non-brothers.
 - Coordinate the submission of articles to the Torch and Trefoil.
 - Submit chapter success stories to the Torch and Trefoil for recognition.
 - Be responsible for submitting ads to the Daily Illini.
 - Work with other officers to ensure external events are properly advertised to the Campus and the Champaign-Urbana Community.

Media Chair

- I. Overview: Support publicity efforts of chapter hosted events and provide visual summaries of these events.
- II. Reports to: Communications Director
- III. Committee Responsibilities:
 - Serve on the Communications Committee.
 - Chair the Promotions Team.
- IV. Officer Responsibilities:
 - Manage the APO Alpha Alpha YouTube Channel.
 - Attend various chapter events to get coverage of events.
 - Assist all chapter officers with publicity/review videos of events.
 - Engage brothers with videography to ensure succession of the position.

Social Media Chair

- I. Overview: Positively promote Alpha Alpha on all social media accounts.
- II. Reports to: Communications Director
- III. Committee Responsibilities:
 - Serve on the Communications Committee.
 - Chair Social Media Subcommittee.
- IV. Officer Responsibilities:
 - Manage the social media accounts (Facebook, Twitter, Instagram, etc.).

- Make positive social media posts that highlight the successes of brothers and events in the Chapter.
- Ensure that no inappropriate posts are being made on any of the pages (including but not limited to: harassment, profanity, drug or unwarranted alcohol references, or sexual references).

Technology Chair

- I. Overview: Serve as the webmaster for the website (apo-aa.org) and regularly update information.
- II. Reports to: Communications Director
- III. Committee Responsibilities:
 - Serve on the Communications Committee.
- IV. Officer Responsibilities:
 - Maintain and update the apo-aa.org website.
 - Collaborate with other chapter officers to keep the website updated (meeting minutes, pledge program, awards, etc.).
 - Maintain financial obligations for the website (including the apo-aa.org domain and website account).

Sergeant-at-Arms:

Internal Review Committee Director

- I. Overview: Work closely with the Sergeant-at-Arms in leading the Internal Review Committee.
- II. Reports to: Sergeant-at-Arms
- III. Committee Responsibilities:
 - Chair the Internal Review Committee.
- IV. Officer Responsibilities:
 - Work closely with the Sergeant-at-Arms to set the agenda for committee meetings.
 - Delegate projects, such as bylaw and policy updating and consolidating, to Internal Review Committee members.
 - Prepare educational resources for the chapter relating to our governing documents.
 - Maintain a strong understanding of the Alpha Alpha and the National Fraternity Bylaws, and Policies and preferably Robert's Rules.

Risk Management Director

- I. Overview: Serve as the face of risk management in the chapter and lead the chapter's Risk Management Education Initiative.
- II. Reports to: Sergeant-at-Arms
- III. Committee Responsibilities:
 - Serve on the Internal Review Committee.
 - Chair the Risk Management Task Force.
- IV. Officer Responsibilities:
 - Create and implement the chapter's Risk Management Training Program to keep the content informative and relevant, trying to involve the advisors as much as possible.
 - Coordinate with the Vice Presidents of Pledge Training to create and implement the Pledge Risk Management Training Program.
 - Outline risks and/or prevention for large-scale or other events as the need may arise.
 - Maintain a visible presence at all social events as an Event Coordinator, unless a substitute is approved by the Sergeant-at-Arms.
 - Maintain a strong understanding of the Alpha Alpha and the National Fraternity Bylaws, and Policies.
 - Understand the laws, the University Policies, and both the Alpha Alpha and National Fraternity Risk Management Policy.

Audit Committee Chair

- I. Overview: Work to mitigate our financial risk.

- II. Reports to: Sergeant-at-Arms
- III. Committee Responsibilities:
 - Serve on the Internal Review Committee.
 - Chair the Audit Committee.
- IV. Officer Responsibilities:
 - Maintain a relationship with an advisor who will help review the finances of the chapter.
 - Lead financial inspections throughout the semester by auditing the chapter's finances and assets every eight weeks.
 - Create and present a report on the internal audit review at the eighth week of the semester and the end of the semester, which includes all transactions completed since the last report.
 - Work with the Secretary to oversee the logistics of Alpha Alpha's storage space.
 - Work with the Finance Director and Sergeant-at-Arms to minimize the chapter's risks.

Nominations Chair

- I. Overview: Create a report of the nominated candidates for the next semester's Executive Board.
- II. Reports to: Sergeant-at-Arms
- III. Officer Responsibilities:
 - Give accessible updates to the chapter during any major events pertaining to the Nominations Process.
 - Complete any logistical planning for nominations and elections by working with the Sergeant-at-Arms and President to create an ideal timeline.

Parliamentarian

- I. Overview: Serve as the Chapter's chief resource on parliamentary procedure and Robert's Rules of Order.
- II. Reports to: Sergeant-at-Arms
- III. Committee Responsibilities:
 - Serve on the Internal Review Committee.
- IV. Officer Responsibilities:
 - Sit with the Sergeant-at-Arms at business meetings to ensure that order is maintained and proper parliamentary procedure is followed.
 - Answer questions concerning procedure as they arise.
 - Have a strong understanding of Robert's Rules of Order.
 - Prepare educational programming on parliamentary procedure and Robert's Rules of Order for active members.
 - Minimum biweekly chapter presentations to teach/remind the chapter of basic parliamentary procedure.
 - Lead at least one workshop on parliamentary procedure and Robert's Rules of Order.

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