



## SPRING 2020 CHAPTER BUSINESS CHECKLIST

Use the following checklist to ensure each executive officer and department is maintaining operations while leading remotely in the spring 2020 term.

*Tip: The action items in bold are priority operations and should be completed first.*

### CHAPTER BUSINESS ACTION ITEMS

Officer(s) Responsible: Chapter President

- Hold elections for a chapter delegate and alternate delegate for Convention.**
- Review and discuss Bylaw amendments with the chapter to ensure the chapter delegate can vote on behalf of the chapter at Convention.**
- Share Gamma Phi Beta and university COVID-19 communication and resources with members.
- Monitor and/or create a contingency plan for university or Gamma Phi Beta-mandated statuses (e.g., supervision, probation, etc.).
- Meet regularly with the executive council to monitor progress.
- Work with chapter advisor and collegiate chapter supervisor to create a retention plan for new and initiated members.

### ADMINISTRATIVE DEPARTMENT ACTION ITEMS

Officer(s) Responsible: Administrative Vice President

- Update roster (move new members to deferred status, pending resignations, etc.).**
- Follow up with other departments to ensure they have made appropriate updates.**
- Support the technology needs of the executive council and other chapter officers to ensure they can complete their responsibilities remotely.
- Review spring chapter calendar and evaluate events that need to be moved to the fall term (e.g., Moonball).
- Collect and distribute officer reports for the remainder of the term.

### EDUCATION DEPARTMENT ACTION ITEMS

Officer(s) Responsible: Education Vice President, Academics Chairwoman, New Member Educator and Sisterhood Chairwoman

- Plan virtual Senior Celebration activities/programming.**
- Brainstorm virtual sisterhood activities to keep members connected; ask the chapter for suggestions as well!**
- Transition to virtual new member education and activities to keep new members engaged (if applicable).**
- Evaluate the academics plan and consider revising to a virtual format to support sisters academically, especially those on academic probation.

- Share mental health resources with the chapter and support sisters during this time of uncertainty.
- Reschedule spring Initiation for the fall term before any recruitment-related activities begin so new members can fully participate in recruitment.

### FINANCIAL DEPARTMENT ACTION ITEMS

Officer(s) Responsible: Financial Vice President

- Complete 2020-21 chapter budget with input from executive council officers.**
- Send 2020-21 chapter budget to financial advisor, chapter advisor, finance supervisor and collegiate chapter supervisor for review.**
- Review and discuss chapter budget with chapter members.**
- Hold a chapter vote on 2020-21 chapter budget.**
- Evaluate 2019-20 chapter budget by reviewing funds collected, expenditures to date and necessary summer/fall expenses (e.g., Senior Celebration, Convention, REAL Leadership Experience, recruitment, Bid Day and new member education).**
- Based on evaluation, work with financial advisor, chapter advisor, finance supervisor and collegiate chapter supervisor to create a plan for refunding a portion of member dues.**
- Work with financial advisor and finance supervisor to complete all action items for the OmegaFi transition.**

### MEMBERSHIP DEPARTMENT ACTION ITEMS

Officer(s) Responsible: Membership Vice President

- Create continuous open bidding (COB) plans for fall term in consultation with recruitment advisor and supervisor.**
- Create recruitment school plans for fall primary recruitment, if applicable.**
- Create primary recruitment plans for fall primary recruitment, if applicable.**
- Share all plans with recruitment advisor, chapter advisor, recruitment supervisor and collegiate chapter supervisor and implement suggested changes.**
- Schedule a planning call with recruitment advisor and recruitment supervisor.
- Create and execute a plan for virtual recruitment education through the spring term and summer.
- Participate in or view recordings of Officer 201 recruitment webinars.
- Consult Panhellenic affairs vice president to stay updated on recruitment-related developments from the College Panhellenic Council.
- Communicate all plans with chapter members.

### PANHELLENIC AFFAIRS DEPARTMENT ACTION ITEMS

Officer(s) Responsible: Panhellenic Affairs Vice President

- Check in with college Panhellenic and share updates with executive council and chapter members on Panhellenic updates and discussion.**

- Attend virtual Panhellenic meetings, if applicable.
- Inquire about fall primary recruitment and relay all discussions and outcomes to the membership vice president and executive council.

#### PUBLIC RELATIONS DEPARTMENT ACTION ITEMS

Officer(s) Responsible: Public Relations Vice President, Philanthropy Chairwoman and Social Chairwoman

- Cancel all spring social events with vendors and inquire about refunds.**
- Create a plan for recognizing and engaging sisters on social media.**
- Review and evaluate all fall social events to determine their value to members.
- Move Moonball to fall.