

Job Description: Serve as a resource to the sergeant-at-arms

Responsibility: Advise the sergeant-at-arms on the management of and goal setting for the chapter's judicial board

- Estimated time requirement – 2 weekends per semester to support goal setting, bylaws revisions, and board training
 - Bi-weekly communication with sergeant-at-arms.
 - Occasional support during judicial board activities if involving suspension or expulsion

Judicial Board: Recommended composition:

- 1st Year (Freshman)
- 2nd Year (Sophomore)
- 3rd Year (Junior)
- 4th Year (Senior)
- Member-at-Large

Recommended Bi-Weekly Task:

- Communicate with sergeant-at-arms during pre-scheduled times;
Sample Agenda:
 - Review of goals/strategic priorities for judicial board operations
 - Address progress towards completion of semester goals
 - General planning updates
 - Advisor question: "Are you delegating and utilizing your board?"
 - Review of action plan moving forward
 - Any budget items that need to be addressed
 - Review of next call time & date

Recommended Monthly Tasks:

- Attend/Call-in to a judicial board meeting as needed (advisor should not vote or engage in board meeting aside from advising on procedure)
- Communicate with AAB chairman and/or the AAB via phone or email
- Review of position goals

Recommended Quarterly Tasks:

- Educate and promote the importance of chapter accountability by assisting as needed with education provided to new members, members, potential members about Fraternity *Standards* as well as expectations of the chapter
- Assist with officer/chairman transitioning

Recommended Annual Task:

- Assist in review and revision of chapter bylaws
- Assist judicial board with goal setting
- Assist the judicial board in creating a system for addressing behaviors within the chapter
- Assist the judicial board in creating a system for educating chapter on Fraternity *Standards*
- Assist the judicial board in creating a system for reviewing chapter bylaws
- Ensure the chapter signs the Fraternity's *Standards* and *Position on Hazing* Statements
- Attend PIKE *University* Leadership Summit

Checklists for best practices within the judicial board (gathered from Chapter Self Assessment and www.pikes.org):

Accountability

1. Are members held accountable to chapter bylaws? Yes/No
2. Are the members educated on what is and what is not acceptable conduct? Yes/No
3. Does the chapter have a functioning judicial board? (established, trained, operating) Yes/No
4. Does the chapter distribute to and discuss with all members the *True Pike, Vision, and Mission*? Yes/No

Ritual

1. Does the chapter possess all regalia and have current ritual books? Yes/No
2. Is initiation conducted in accordance with Pi Kappa Alpha *Ritual*? Yes/No
3. Is the appropriate ritual used for both joining and alumni ceremonies? Yes/No

Judicial Board

1. Hold weekly judicial board meetings to either: Hold hearings with proper procedures and documentation of results or provide additional education/training for board members? Yes/No
2. Are members on judicial board from different new member classes? Yes/No
3. Does the chapter have a written judicial policy and documented procedure? Yes/No
4. Is chapter aware of how to access judicial board and role of the board in chapter? Yes/No

Once the chapter has satisfied these best practices, it is recommended to use the 3 Chapter Performance Checklists – which can be found by following the instructions below:

- Go to www.pikes.org
- Click the [Chapter Resources](#)
- Scroll down and select the [General Resources and Sample Information](#) tab
- Will find:
 - Chapter Performance Checklist I
 - Chapter Performance Checklist II
 - Chapter Performance Checklist III

These documents are designed to be completed in order, whereas Checklist I serves to create a foundation with basic strategies and Checklist III includes highly advanced operational practices.

Contacts

Position	Name	Phone	Email
Advisor/AAB Chair			
Sergeant-at-Arms			
Ritual Chair			
Judicial Member 1			
Judicial Member 2			
Judicial Member 3			
Judicial Member 4			
Member-at-Large			

Alumni & Volunteer Department

The Pi Kappa Alpha Fraternity
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