

Job Description: Serve as a resource to the external vice president

Responsibility: Advise the external vice president with management and goal setting for respective external cabinet

- Estimated time requirement – 1 weekend per semester (goal setting) and bi-weekly communication

External Cabinet: Recommended composition:

- Athletics
- Social
- Public Relations
- Community Service
- Campus Involvement
- Special Events

Recommended Bi-Weekly Task:

- Communicate with external vice president; sample agenda:
 - Review of goals/strategic priorities
 - Address progress towards completion of semester goals
 - General planning updates
 - Advisor question: “Are you delegating and utilizing your cabinet?”
 - Review of action plan moving forward
 - Any budget needs that need to be addressed
 - Review of next call time & date

Recommended Monthly Tasks:

- Attend/Call-in to an external vice president committee meeting
- Communicate with AAB Chairman and/or the AAB via phone or email
- Review of position goals

Recommended Quarterly Tasks:

- Assist internal vice president with goal setting (retreat)
- Assist with officer/chairman transitioning

Recommended Annual Task:

- Attend PIKE *University* Event

Checklists for best practices within the external cabinet (gathered from Chapter Self Assessment):

Athletics

1. Does the chapter place in top three in overall intramural competition? Yes/No
2. Are there varsity and / or club athletes within the membership? Yes/No
3. Does the chapter support host institution’s athletic program? Yes/No

Campus Involvement

1. Are 80% of members in other campus organizations? Yes /No
2. Is there a minimum level of involvement expected of each member? Yes /No
3. Does the chapter sponsor and participate in events open to all students? Yes /No

Community Service

1. Does the chapter host at least one community service project each semester? Yes/No
2. Does the chapter host at least one philanthropy project each semester? Yes/No
3. Does the chapter record the number of hours served and dollars donated? Yes/No

The above is intended to provide the chapter and volunteers with general information and suggestions for improvement. It is not a directive and is not intended to direct the chapter or volunteer in any manner. A chapter or volunteer is not required to use or implement this information or suggestions. The decision on whether or how to use this information is solely that of the chapter or volunteer.

Public Relations

1. Are regular press releases to campus and community organizations made? Yes/No
2. Is there a written public relations program? Yes/No
3. Is an up-to-date and professional website maintained? Yes/No
4. Does the chapter push updates about positive chapter news through social media? Yes/No

Social

1. Create a contact list of the social chairmen for the other Greek organizations? Yes/ No
2. Have sober event monitors at every social event? Yes/ No
3. Host events in accordance with the Fraternity *Standards*? Yes/ No
4. Meet with health & safety advisor regularly? Yes/ No

Special Events

1. Host banquets and other events with alumni? Yes/ No
2. Host events for faculty, university, and community leaders? Yes/ No
3. Host chapter sponsored events for parents (Moms' day, Dads' day)? 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 drop-down menu
- Select Officer Resources
- Scroll down and select the General Resources and Sample Information tab
- You 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			
External Vice President			
Athletics Chair			
Social Chair			
Public Relations Chair			
Service Chair			
Involvement Chair			
Special Events Chair			

Alumni & Volunteer Department
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