Written Officer Program Development Guide
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GENERAL GUIDELINES

• Written programs are reflective of the officer’s role within the colony
  o Therefore, programs will vary from officer to officer and from colony to colony
  o Programs may not include certain items as outlined in this document if they do not factor into that officer’s area of operation
• Written programs are to be developed by the officer. Additionally, if the officer chairs a committee he shall seek the help and review of his committee.
• Written programs should provide sufficient information for a new officer to fully execute his role without assistance from the previous officer
• Written programs are ‘living documents’ that should be refined as the colony’s operations continue to evolve and grow. Upon installation this practice should continue year to year.
• Written programs should continue to expand as the colony develops, and as they transition into being an active chapter for years to come.
• Executing specific events, materials provided to the colony, contact information, and evaluations will likely be the most extensive piece of the written program
  o These will also be the most varied from officer to officer as it pertains to specific objectives and activities of the officer’s position
  o These portions should include all how-to and need-to-know information for the officer’s position
• Not every position will have something for each bullet from the general template
• The following should be included within every officer program.
  o Copy of Bylaws, organizational chart, committee chart, any campus awards, any General Headquarter awards, risk management policies.
DESCRIPTIONS

- Responsibilities
  - This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  - Include the frequency of the responsibility (weekly, monthly, twice a year, etc)
- Bylaws
  - This section should include excerpts of all bylaws relevant to the program and position
- Executing specific events
  - This section provides information on how to execute the main responsibilities of the role. It is the most important part of a written program and will provide how-to and need-to-know information pertaining to those responsibilities
- Materials provided to the colony
  - This section includes an overview of any education, equipment, apparel or documentation provided to colony members as part of the program
- PDT U Online Education Officer Training (if available)
- Contact information
  - This section should include the name, title, phone number and email address for all persons relevant to the officer’s area of operation
- Evaluations
  - This section should include a summary and evaluation of all parts of the program that have been executed thus far. It is a good place to provide photographs and testimonies to recap the colony’s efforts throughout the colony program.
- Committee
  - This section should describe how the committee functions and the role that they play within the program
- Colony Advisory Board interactions
  - This section should describes the role the Colony Advisory Board plays within the program
• This section should also describe the role any other advisors on campus or in the community play within the program.

• Programming ideas
  o This section should include ideas for improving current aspects of the program

• Awards/recognition
  o This section should outline any awards, recognition or incentives given to those that are engaged within the program
KEY COMPONENTS OF A WRITTEN PROGRAM

The below bulleted list explains where the information for each portion of the Written Program should come from. The below list is not inclusive of all areas. Resources for positions can come from many places not listed in the below bulleted list.

• Responsibilities
  ▪ Officer*
  ▪ Committee*
    o Officer manuals
      (www.phideltatheta.org/members/resources)
    o Current programs/events/processes of position
    o Previous programs/events/processes of position
• Bylaws congruency (denoted by a *)
• Planning/executing for specific events
  o Event recap forms
  o Personal experience
• Materials to be provided to members throughout the year
  o Officer manuals
    (www.phideltatheta.org/members/resources)
• Contact info
  o GHQ frequently contacted
  o Variable position specific
• Evaluations of events
  o Event Recap forms
• Usage of the committee (*for all committees)
• Techniques/best practices
  o Best Practices
• Programming ideas
  o Chapter social calendar and organizational chart
• Chapter Advisory Board and other Advisor interactions
• Member expectations*
• Awards and recognition given by position
RECRUITMENT

• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc)

• Bylaws
  o Officer responsibilities (should match above)
  o Committee responsibilities
  o Expectations for members
  o Bid voting process
  o Potential new member requirements to receive a bid

• Executing specific events
  o Chapter Builder management
    ▪ Adding new information
    ▪ Updating information
  o Cold calling
  o Texting/Messaging PNM’s
  o Values-based selection process
  o Hosting informal events & inviting potential new members to colony activities
  o Formal recruitment
    ▪ Timeline & calendar for planning events
    ▪ PR/Marketing
    ▪ Expectations for colony members (refer to above)
    ▪ Post-event follow up interactions
    ▪ Best practices on facilitating the events
  o Bid voting process
    ▪ Bylaws (refer to above)
    ▪ Expectations for colony members (refer to above)
    ▪ Best practices on facilitating the event
  o 365 recruitment process/dynamic recruitment

• PDT U Online Education Officer Training (if available)
• Materials provided to colony
  o Education
    ▪ Expectations for members
    ▪ The principles of recruitment
- Values-based selection process
- Chapter Builder
- Formal recruitment
- Bid voting process
  - Apparel, promotional materials, etc.
  - PhiredUp free resources
  - University/IFC recruitment policies
• Contact information
  - GHQ
  - IFC
  - University staff
  - Colony Advisory Board
• Evaluations
  - Should include evaluations on items from “Executing Specific Events”
  - Should include evaluations given to brothers on the overall organization, effectiveness, and knowledge of recruitment
  - Possibly include evaluations of recruitment given to Phikeia (hence in-depth analysis of what colony’s recruits think of colony while being recruited)
• Committee
  - Structure of committee
  - Agendas/minutes
  - How/when information on hosting meetings
  - Specific responsibilities of the committee
  - Best practices on utilizing/leading the committee
  - Sit on Executive Committee
  - Responsibilities on Executive Committee
  - Spring Recruitment Workshop attendance
• Colony Advisory Board interactions
  - Who?
  - When?
  - Why
  - What is the advisor’s role?
  - How often?
• Programming ideas
  - What worked, what didn’t
  - Goals for the future
Ideas for the future

- **Awards/recognition**
  - Ongoing recognition given to members
  - Incentives for members engaged in the program
  - Recognition for committee members
• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc)
• Bylaws
  o Officer responsibilities (should match above)
  o Committee responsibilities
  o Member expectations
  o Corrective measures for those not meeting expectations
• Executing specific events
  o Tracking/determining member’s academic standing
  o Corrective measures for members not meeting expectations
  o Academic support offered by the colony
  o Connecting members to outside resources
    ▪ University
    ▪ Online
• PDT U Online Education Officer Training (if available)
• Materials provided to colony
  o Education
    ▪ Expectations & requirements of the program
    ▪ Available resources & support
    ▪ Tips, tricks and best practices
• Contact information
  o GHQ
  o IFC
  o University staff
  o Colony Advisory Board
• Evaluations
  o Should include evaluations on items from “Executing Specific Events”
• Committee
  o Structure of committee
  o Agendas/minutes
  o How/when information on hosting meetings
Specific responsibilities of the committee
Best practices on utilizing/leading the committee
Sit on Executive Committee
Responsibilities on Executive Committee

• Colony Advisory Board interactions
  Who?
  When?
  Why?
  What is the advisor’s role?
  How often?

• Programming ideas
  What worked, what didn’t
  Goals for the future
  Ideas for the future

• Awards/recognition
  Ongoing recognition and incentives for members engaged in the program
  Recognition for committee members and star performers
RISK MANAGEMENT

• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc)
• Bylaws
  o Officer responsibilities (should match above)
  o Committee responsibilities
  o Member expectations
• Policies
  o Phi Delta Theta (updated yearly)
  o University (updated yearly)
• Executing specific events
  o Completing Event Planning Forms
  o Steps for planning registered events
  o Facility safety (if applicable)
  o Community education on risk management topics
  o Crisis management plan
  o Risk Management Affidavit (completed yearly)
• PDT U Online Education Officer Training (if available)
• Materials provided to colony
  o Education
    ▪ Policy familiarization
    ▪ Crisis management plan
    ▪ Greater risk management topics (e.g. hazing, alcohol abuse, sexual misconduct, etc.)
    ▪ PDT U Media Training
• Contact information
  o GHQ
  o IFC
  o University staff
  o Campus Police (Rent-A-Cop if applicable)
  o Colony Advisory Board
• Evaluations
  o Should include evaluations on items from “Executing Specific Events”
• Committee
  o Structure of committee
  o Agendas/minutes
  o How/when information on hosting meetings
  o Specific responsibilities of the committee
  o Best practices on utilizing/leading the committee
  o Sit on Executive Committee
  o Responsibility on Executive Committee
• Colony Advisory Board interactions
  o Who?
  o When?
  o Why?
  o What is the advisor’s role?
  o How often?
• Programming ideas
  o What worked, what didn’t
  o Goals for the future
  o Ideas for the future
• Awards/recognition
  o Ongoing recognition given
  o Recognition for committee members and volunteers
**ALUMNI SECRETARY**

- **Responsibilities**
  - This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  - Include the frequency of the responsibility (weekly, monthly, twice a year, etc)
- **Bylaws**
  - Officer responsibilities (should match above)
  - Committee responsibilities
- **Executing specific events**
  - Newsletters and other mailing
  - Recurring alumni events
    - Founders Day
    - Homecoming or similar
    - General timeline for planning these events
  - Ongoing communication & social media
  - Building/maintaining accurate contact information
    - Relaying updates to GHQ
- **PDT U Online Education Officer Training (if available)**
- **Materials provided to colony**
  - Newsletters
  - Event invitations
  - Founders Day
- **Contact information**
  - GHQ
  - Colony Advisory Board
  - Province President
  - Notable/influential alumni
  - University Alumni Office
- **Evaluations**
  - Should include evaluations on items from “Executing Specific Events”
- **Committee**
  - Sit on Public Relations Committee
  - Responsibility on Public Relations Committee
- **Colony Advisory Board interactions**
  - Who?
• When?
  • Why?
    • What is the advisor’s role?
    • How often?
  • Programming ideas
    • What worked, what didn’t
    • Goals for the future
    • Ideas for the future
  • Awards/recognition
    • Incentives for members engaged in the program
    • Recognition for committee members
    • Awards to alumni
COMMUNITY SERVICE & PHILANTHROPY

• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc)

• Bylaws
  o Officer responsibilities (should match above)
  o Committee responsibilities
  o Member expectations
  o Community service hours required per member each semester

• Executing specific events
  o Large, one-time events
    ▪ Timeline & calendar for planning events
    ▪ Marketing
    ▪ Expectations for members (see above)
    ▪ Budget
    ▪ Organization(s) supported
  o Recurring events
  o Philanthropic reporting forms
  o Promoting awareness for the causes supported
  o Participation on other organization’s events
  o Iron Phi

• PDT U Online Education Officer Training (if available)

• Materials provided to colony
  o Education
    ▪ How support is offered to non-profits, food shelters, etcetera
    ▪ Iron Phi

• Contact information
  o GHQ
  o IFC
  o University staff
  o Colony Advisory Board
  o Organizations supported
  o Local ALS Chapter
• Evaluations
  o Should include evaluations on items from “Executing Specific Events”
• Committee
  o Structure of committee
  o Agendas/minutes
  o How/when information on hosting meetings
  o Specific responsibilities of the committee
  o Best practices on utilizing/leading the committee
• Colony Advisory Board interactions
  o Who?
  o When?
  o Why?
  o What is the advisor’s role?
  o How often?
• Programming ideas
  o What worked, what didn’t
  o Goals for the future
  o Ideas for the future
• Awards/recognition
  o Ongoing recognition given
  o Incentives for members engaged in the program
  o Recognition for committee members
• A Written Officer Program should be created for both positions using the above template
PHIKEIA EDUCATION PROGRAM

• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc.)

• Bylaws
  o Officer responsibilities (should match above)
  o Committee responsibilities
  o Phikeia based by-laws
  o Requirements to receive a bid (in conjunction with recruitment)

• Executing specific events
  o Large, one-time events
    ▪ Timeline & calendar for planning events
  o Calendar for Phikeia Program
  o Written Phikeia program weekly breakdown
  o Usage of Phikeia Educators Facilitator Guide
  o Phikeia events
    ▪ Phikeia retreat
    ▪ Phikeia class project
    ▪ Phikeia community-service project
  o Big-brother program

• PDT U Online Education Officer Training (if available)

• Materials provided to the colony
  o Phikeia program and semester agenda
  o Expectations & requirements of the program

• Contact information
  o GHQ
  o IFC
  o University staff
  o Colony Advisory Board

• Evaluations
  o Phikeia program evaluations
  o Phikeia class event evaluations
  o Big-brother evaluations

• Committees
o Phikeia Education Committee
  ▪ Structure of committee
  ▪ Agendas/minutes
  ▪ How/when information on hosting meetings
  ▪ Specific responsibilities of the committee
  ▪ Best practices on utilizing/leading the committee

o Pallas Committee
  ▪ Structure of committee
  ▪ Agendas/minutes
  ▪ How/when information on hosting meetings
  ▪ Specific responsibilities of the committee
  ▪ Best practices on utilizing/leading the committee

o Sit on Executive Committee
o Responsibilities on Executive Committee

• Colony Advisory Board interactions
  o Who?
  o When?
  o Why?
  o What is the advisor’s role?
  o How often?

• Programming ideas
  o What worked, what didn’t
  o Goals for the future
  o Ideas for the future

• Awards/recognition
  o Awards for Phikeia
    ▪ GPA, Involvement, etc.
  o Big Brother program
  o Recognition for committee members
  o On-going incentives for members engaged in program
PRESIDENT PROGRAM

• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc)
• Bylaws
  o Officer responsibilities (should match above)
  o Committee responsibilities
  o Presidential rights
  o Special meetings
  o Copy of bylaws in entirety
• Executing specific events
  o Large, one-time events
    ▪ Timeline & calendar for planning events
    ▪ On-campus constituents
    ▪ Expectations for members
    ▪ Budget
    ▪ Being Presidential/Who you are
  o Oversight of event planning within organization
  o Recurring events
    ▪ Monthly reports to Colony Development Specialist
    ▪ Weekly meeting
    ▪ Colony Greatness Checklist
  o Role in events
  o Retreat planning with Vice-President
  o Participation in other organization’s events
• PDT U Online Education Officer Training (if available)
• Materials provided to the colony
  o Roberts Rules of Order
  o IFC/PHC Calendar
• Contact information
  o Leadership Consultant
  o Director of Expansion
  o Director of Insurance & Safety
  o IFC
  o University staff
- Colony Advisory Board
- Province President

- Evaluations
  - Semester long evaluations
  - Goal management evaluations

- Committee (weekly meetings)
  - Structure of weekly meetings
  - Agendas/minutes for weekly meetings
  - How/when information on hosting weekly meetings
  - Specific responsibilities of the weekly meeting
  - Best practices on utilizing/leading the weekly meeting
  - Sit on Executive Committee
  - Responsibilities on Executive Committee

- Colony Advisory Board interactions
  - Who?
  - When?
  - Why?
  - What is the advisor’s role?
  - How often?

- Programming ideas
  - What worked, what didn’t
  - Goals for the future
  - Ideas for the future

- Awards/recognition
  - Future Leader Award
  - Awards in conjunction with Awards Chair
  - Incentives for engaged members
  - Weekly thank you/recognition to outstanding members
VICE-PRESIDENT PROGRAM

• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc)

• Bylaws
  o Officer responsibilities (should match above)
  o Committee responsibilities

• Executing specific events
  o Large, one-time events
    ▪ Timeline & calendar for planning events
  o Semester calendar creation with Secretary
  o Goal management
  o Semester colony retreat
  o Semester executive retreat
  o Officer transitions retreat

• PDT U Online Education Officer Training (if available)

• Materials provided to the colony
  o Ensuring all officer materials to be provided to the colony are
  o Executive committee weekly updates
  o Progress towards achieving goals
  o Times of all weekly committee meetings

• Contact information
  o GHQ
  o IFC
  o University staff
  o Colony Advisory Board

• Evaluations
  o Event evaluations
  o Progress evaluations
  o Officer position self-reflections
  o Goal management evaluations

• Committee
  o Structure of committee
  o Agendas/minutes
- How/when information on hosting meetings
- Specific responsibilities of the committee
- Best practices on utilizing/leading the committee
- Knowledge of and occasional attendance to all committees

- Colony Advisory Board interactions
  - Who?
  - When?
  - Why?
  - What is the advisor’s role?
  - How often?

- Programming ideas
  - What worked, what didn’t
  - Goals for the future
  - Ideas for the future

- Awards/recognition
  - Awards in conjunction with Awards Chair
  - Committee of the year, executive of the year, program of the year
TREASURER PROGRAM

- Responsibilities
  - This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  - Include the frequency of the responsibility (weekly, monthly, twice a year, etc)

- Bylaws
  - Officer responsibilities (should match above)
  - Committee responsibilities
  - Financial policies
  - Membership dues/Financial commitment bylaws

- Executing specific events
  - Roster alignment with OmegaFi
  - Payment plans
  - Semester budget request forms
  - Creation of semester/year long budgets
  - Conference travel budgeting
  - Colony Greatness Checklist
  - Annual budget template
  - Fixed Accounts receivable and payables
  - File 990 yearly filing information
  - Membership financial expectations
  - Campus free money (Associated Students/Student Government/Student Involvement Leadership)
  - Bank account information
  - General Headquarters fees for fall & spring
  - Taxes

- PDT U Online Education Officer Training (if available)

- Materials provided to the colony
  - Financial expectations & requirements (dues)
  - Fees to General Headquarters
  - Financial transparency
  - OmegaFi FAQ

- Contact information
  - GHQ
  - IFC
  - University staff
• Colony Advisory Board
  o Financial Institution colony banks with

• Evaluations
  o Financial usage evaluation by officers

• Committee
  o Structure of committee
  o Agendas/minutes
  o How/when information on hosting meetings
  o Specific responsibilities of the committee
  o Best practices on utilizing/leading the committee
  o Sit on Executive Committee
  o Responsibilities on Executive Committee

• Colony Advisory Board interactions
  o Who?
  o When?
  o Why?
  o What is the advisor’s role?
  o How often?

• Programming ideas
  o What worked, what didn’t
  o Goals for the future
  o Ideas for the future

• Awards/recognition
  o Recognition for committee members
  o On-going incentives for members engaged in program
AWARDS PROGRAM

• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc)

• Bylaws
  o Officer responsibilities (should match above)

• Executing specific events
  o Weekly awards (if applicable)
  o Monthly awards
  o Semester/year awards
  o T. Glen Cary Award during installing biennium
  o General Headquarters awards (once installed)
  o On-campus awards for Greek Life/student orgs
  o Timely submission of all award applications

• PDT U Online Education Officer Training (if available)

• Materials provided to the colony
  o On-campus award rubrics
  o Materials needed from each officer for award applications (something they should place in their written program)
  o Submission deadlines

• Contact information
  o GHQ
  o IFC
  o University staff
  o Colony Advisory Board
  o Person in charge of on-campus Greek Awards

• Evaluations
  o Awards applied vs. awards won year to year
  o Compilation of prior/past award applications to track improvement in award area and application

• Committee
  o Not required to sit on a specific committee

• Colony Advisory Board interactions
  o Who?
  o When?
o Why?
o What is the advisor’s role?
o How often?

• Programming ideas
  o What worked, what didn’t
  o Goals for the future
  o Ideas for the future
  o Award application critique/reviews

• Awards/recognition
  o All awards within the organization
BROTHERHOOD PROGRAM

• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc)
• Bylaws
  o Officer responsibilities (should match above)
• Executing specific events
  o Weekly brotherhood events
  o Brotherhood retreats
  o Brotherhood events with other positions
    ▪ Example/ Brotherhood study night
  o Tracking of brotherhood events
  o Team development activities
  o Ice-breaker activities
• PDT U Online Education Officer Training (if available)
• Materials provided to the colony
  o Brotherhood event dates through Secretary calendar
  o Phi Delt network app
• Contact information
  o GHQ
  o IFC
  o University staff
  o Colony Advisory Board
• Evaluations
  o Retreat evaluations
  o Phikeia class event evaluations
  o Big-brother evaluations
• Committee
  o Structure of committee
  o Agendas/minutes
  o How/when information on hosting meetings
  o Specific responsibilities of the committee
  o Best practices on utilizing/leading the committee
  o Co-chair Social Committee with Social Chair
• Colony Advisory Board interactions
- Who?
- When?
- Why?
- What is the advisor’s role?
- How often?

- Programming ideas
  - What worked, what didn’t
  - Goals for the future
  - Ideas for the future

- Awards/recognition
  - Big Brother program
  - Brother of the year
  - Recognition for committee members
  - On-going incentives for members engaged in brotherhood
BYLAWS PROGRAM

• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc)

• Bylaws
  o Officer responsibilities (should match above)
  o Committee responsibilities
  o Bylaw amendment & suspension bylaws
  o Entirety of colony bylaws

• Executing specific events
  o Process for editing of the bylaws
  o Process for submission of bylaw edits (should be in the bylaws)
  o Weekly bylaw in meeting

• PDT U Online Education Officer Training (if available)

• Materials provided to the colony
  o Bylaws
  o Roberts Rules of Order

• Contact information
  o GHQ
  o IFC
  o University staff
  o Colony Advisory Board

• Evaluations
  o Effectiveness of bylaws through yearly review

• Committee
  o Structure of committee
  o Agendas/minutes
  o How/when information on hosting meetings
  o Specific responsibilities of the committee
  o Best practices on utilizing/leading the committee

• Colony Advisory Board interactions
  o Who?
  o When?
  o Why?
• What is the advisor’s role?
  o How often?
• Programming ideas
  o What worked, what didn’t
  o Goals for the future
  o Ideas for the future
  o Copies of omitted/stricken bylaws
• Awards/recognition
  o Recognition for committee members
  o On-going incentives for members engaged in program
CHAPLAIN PROGRAM

• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc)

• Bylaws
  o Officer responsibilities (should match above)

• Executing specific events
  o Weekly religious studies
  o Spiritual outlet for brothers

• PDT U Online Education Officer Training (if available)

• Materials provided to the colony
  o Religious organizations, Ministry’s, and entities on/near campus

• Contact information
  o GHQ
  o IFC
  o University staff
  o Colony Advisory Board
  o On Campus Ministry’s / Religious Organizations

• Evaluations
  o Anything spiritual wellness based

• Colony Advisory Board interactions
  o Who?
  o When?
  o Why?
  o What is the advisor’s role?
  o How often?

• Programming ideas
  o What worked, what didn’t
  o Goals for the future
  o Ideas for the future

• Awards/recognition
  o Religious Brother of the Year
CHORISTER PROGRAM

• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc)

• Bylaws
  o Officer responsibilities (should match above)
  o Opening Ceremony & Eternal Praise

• Executing specific events
  o Serenades
  o Learning the songs & meaning of songs

• PDT U Online Education Officer Training (if available)

• Materials provided to the colony
  o Song list
  o Practice song sessions

• Contact information
  o GHQ
  o IFC
  o University staff
  o Colony Advisory Board

• Colony Advisory Board interactions
  o Who?
  o When?
  o Why?
  o What is the advisor’s role?
  o How often?

• Programming ideas
  o What worked, what didn’t
  o Goals for the future
  o Ideas for the future

• Awards/recognition
  o Phi Sing – Best Voice
FUNDRAISING PROGRAM

• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc)
• Bylaws
  o Officer responsibilities (should match above)
  o Fundraising specific bylaws
• Executing specific events
  o Fundraising events
  o Fundraising aspect of alumni events
• PDT U Online Education Officer Training (if available)
• Materials provided to the colony
  o The ‘why’ in fundraising
• Contact information
  o GHQ
  o IFC
  o University staff
  o Colony Advisory Board
  o Any position specific contacts
• Evaluations
  o Fundraising event evaluation
• Committee
  o Sit on Finance Committee
  o Responsibilities on Finance Committee
• Colony Advisory Board interactions
  o Who?
  o When?
  o Why?
  o What is the advisor’s role?
  o How often?
• Programming ideas
  o What worked, what didn’t
  o Goals for the future
  o Ideas for the future
HISTORIAN PROGRAM

• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc)

• Bylaws
  o Officer responsibilities (should match above)

• Executing specific events
  o Cataloging photos
  o Tracking brothers & fraternal accomplishments & accolades

• PDT U Online Education Officer Training (if available)

• Materials provided to the colony
  o Years in review

• Contact information
  o GHQ
  o IFC
  o University staff
  o Colony Advisory Board

• Committee
  o Sit on Public Relations Committee
  o Responsibilities on Public Relations Committee

• Colony Advisory Board interactions
  o Who?
  o When?
  o Why?
  o What is the advisor’s role?
  o How often?

• Programming ideas
  o What worked, what didn’t
  o Goals for the future
  o Ideas for the future
INTRAMURALS PROGRAM

• Responsibilities
  o This section includes a list of all items the officer is
    ultimately responsible for. This list should be represented
    within the colony bylaws.
  o Include the frequency of the responsibility (weekly,
    monthly, twice a year, etc)
• Bylaws
  o Officer responsibilities (should match above)
  o Intramural Sports bylaws
• Executing specific events
  o Intramural registration
  o Coordinating teams
• PDT U Online Education Officer Training (if available)
• Materials provided to the colony
  o Intramural sports & time frames
• Contact information
  o GHQ
  o IFC
  o University staff
  o Colony Advisory Board
  o Intramurals office/program
• Evaluations
  o Success of semester/year
• Colony Advisory Board interactions
  o Who?
  o When?
  o Why?
  o What is the advisor’s role?
  o How often?
• Programming ideas
  o What worked, what didn’t
  o Goals for the future
  o Ideas for the future
• Awards/recognition
  o Athlete of the Year
PARENTS CLUB COORDINATOR PROGRAM

• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc)
• Bylaws
  o Officer responsibilities (should match above)
• Executing specific events
  o Planning parents events
  o Semester parents newsletter
• PDT U Online Education Officer Training (if available)
• Materials provided to the colony
  o Copy of parents newsletter
• Contact information
  o GHQ
  o IFC
  o University staff
  o Colony Advisory Board
• Evaluations
  o Event evaluations from members
• Colony Advisory Board interactions
  o Who?
  o When?
  o Why?
  o What is the advisor’s role?
  o How often?
• Programming ideas
  o What worked, what didn’t
  o Goals for the future
  o Ideas for the future
• Awards/recognition
  o Parent(s) of the year
PUBLIC RELATIONS PROGRAM

• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc)
• Bylaws
  o Officer responsibilities (should match above)
  o Committee responsibilities
  o Expectations Bylaws
    ▪ This could be in relation to what a member cannot post on Social Media as a member of Phi Delta Theta)
  o Bylaws pertaining to general fraternal marketing and marketing material approval by Public Relations committee (ensuring proper usage of the Phi Delt Brand)
• Executing specific events
  o Facebook, Instagram, & Twitter posting
  o Specific social media themed days
  o Supporting other organizations through social media
  o Media training to colony
  o Submission of Good News & Road to Greatness
• PDT U Online Education Officer Training (if available)
• Materials provided to the colony
  o Links for all social media accounts to follow
  o PDT Media Training
  o Any personal Social Media policies
  o General Headquarters social media accounts to follow
• Contact information
  o GHQ
  o IFC
  o University staff
  o Colony Advisory Board
  o Local media for good news submission
  o Campus media
• Evaluations
  o Facebook analytics
• Committee
  o Structure of committee
  o Agendas/minutes
  o How/when information on hosting meetings
  o Specific responsibilities of the committee
  o Best practices on utilizing/leading the committee

• Colony Advisory Board interactions
  o Who?
  o When?
  o Why?
  o What is the advisor’s role?
  o How often?

• Programming ideas
  o What worked, what didn’t
  o Goals for the future
  o Ideas for the future
SECRETARY PROGRAM

• Responsibilities
  o This section includes a list of all items the officer is 
    ultimately responsible for. This list should be represented 
    within the colony bylaws.
  o Include the frequency of the responsibility (weekly, 
    monthly, twice a year, etc)
• Bylaws
  o Officer responsibilities (should match above)
  o All Committee Bylaws
    ▪ May exist in regards to minutes be sent to the 
      Secretary
  o All Bylaws in regards to event planning / calendar creation
  o Attendance based bylaws
• Executing specific events
  o Creating a colony calendar
    ▪ GHQ deadlines
    ▪ University important dates/athletics
    ▪ IFC/PHC/MGC dates
    ▪ Colony meetings & committee meetings
    ▪ All colony events
  o Usage of any communication platform such as Wiggio, 
    Slack, or Google Calendar
  o How to take effective minutes
  o Member roster creation & management
• PDT U Online Education Officer Training (if available)
• Materials provided to the colony
  o Colony calendar
  o Member roster
• Contact information
  o GHQ
  o IFC
  o University staff
  o Colony Advisory Board
• Evaluations
  o Colony communications
• Committee
  o Sit on Executive Committee
- Responsibilities on Executive Committee
- Colony Advisory Board interactions
  - Who?
  - When?
  - Why?
  - What is the advisor’s role?
  - How often?
- Programming ideas
  - What worked, what didn’t
  - Goals for the future
  - Ideas for the future
SOCIAL PROGRAM

• Responsibilities
  o This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  o Include the frequency of the responsibility (weekly, monthly, twice a year, etc)
• Bylaws
  o Officer responsibilities (should match above)
  o Committee responsibilities
  o Event Planning Bylaws
  o Social probation bylaws
• Executing specific events
  o Communicating events with Risk Management Chair
  o Planning timeline with Sororities, Fraternities, & Student Orgs
  o Planning large social events
  o Planning small, on-going social events/opportunities
  o Planning alcohol free social events
• PDT U Online Education Officer Training (if available)
• Materials provided to the colony
  o Risk Management in relation to social events
  o Social calendar (through Secretary)
• Contact information
  o GHQ
  o IFC
  o University staff
  o Colony Advisory Board
  o Venue, transportation, banquet contacts
• Evaluations
  o Event evaluations
• Committee
  o Structure of committee
  o Agendas/minutes
  o How/when information on hosting meetings
  o Specific responsibilities of the committee
  o Best practices on utilizing/leading the committee
  o Co-chair Social Committee with Brotherhood Chair
• Colony Advisory Board interactions
  o Who?
  o When?
  o Why?
  o What is the advisor’s role?
  o How often?
• Programming ideas
  o What worked, what didn’t
  o Goals for the future
  o Ideas for the future
• Awards/recognition
  o Committee member of the year
WARDEN PROGRAM

- Responsibilities
  - This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  - Include the frequency of the responsibility (weekly, monthly, twice a year, etc)
- Bylaws
  - Officer responsibilities (should match above)
  - Committee responsibilities (Judicial Board)
  - Elections Procedures
  - Judicial Process
- Executing specific events
  - Judicial Board process & colony discipline
  - Bylaws reviews with Bylaws chair
  - Promotion of Cardinal Principles in meeting
  - Knowledge of the bylaws
  - Knowledge of *The Code of Phi Delta Theta*
- PDT U Online Education Officer Training (if available)
- Materials provided to the colony
  - *The Code of Phi Delta Theta*
  - Judicial Process
- Contact information
  - GHQ
  - IFC
  - University staff
  - Colony Advisory Board
- Evaluations
  - Review of bylaws and judicial process
- Committee
  - Structure of committee
  - Agendas/minutes
  - How/when information on hosting meetings
  - Specific responsibilities of the committee
  - Best practices on utilizing/leading the committee
  - Sit on Executive Committee
  - Responsibilities on Executive Committee
- Colony Advisory Board interactions
- Who?
- When?
- Why?
- What is the advisor’s role?
- How often?

• Programming ideas
  - What worked, what didn’t
  - Goals for the future
  - Ideas for the future
WEBMASTER PROGRAM

- Responsibilities
  - This section includes a list of all items the officer is ultimately responsible for. This list should be represented within the colony bylaws.
  - Include the frequency of the responsibility (weekly, monthly, twice a year, etc)
- Bylaws
  - Officer responsibilities (should match above)
  - Committee responsibilities
  - Bylaws pertaining to website
- Executing specific events
  - Purchase & renewal fee/budgeting for website
  - Custom Phi Delta Theta branded website: [click here](#)
  - Updating of website
  - List of frequently updated, rarely updated, stationary (needs no update).
- PDT U Online Education Officer Training (if available)
- Materials provided to the colony
  - Website link
  - Usage of website in recruitment
- Contact information
  - GHQ
  - Website Provider
  - IFC
  - University staff
  - Colony Advisory Board
- Evaluations
  - Website analytics evaluation
  - Evaluation of how website conveys Friendship, Sound Learning, Rectitude
  - Evaluation of how website conveys colony culture
  - Evaluation of how website promotes individualism through collective actions, hence “Become the Greatest Version of Yourself”
- Committee
  - Sit on Public Relations Committee
  - Responsibilities on committee
• Colony Advisory Board interactions
  o Who?
  o When?
  o Why?
  o What is the advisor’s role?
  o How often?
• Programming ideas
  o What worked, what didn’t
  o Goals for the future
  o Ideas for the future
• Awards/recognition
  o Blog post of the semester/year