

APPENDIX: CHAPTER PRESIDENT

SUPPORTING VIRTUAL OPERATIONS

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PRACTICING SOCIAL DISTANCING OR VIRTUAL OPERATIONS: CHAPTER PRESIDENT

The primary role of chapter president is leading the members of the chapter while managing operations that are key to sustaining a healthy, happy chapter. As the world shifts to online learning and digital engagement in response to the pandemic, the president should be prepared to make a similar shift. When preparing to do so, heed the advice of chapter advisors and the sectional and regional support teams. Utilize the goal statement below - or create your own! - to better understand the essential functions of the chapter president. The tips and tricks that follow can assist your chapter when making adjustments and continue to thrive as servant leaders!

GOAL STATEMENT

The chapter president will maintain community and foster brotherhood within the chapter during a time when friendships are crucial by facilitating creativity, adaptability and accountability to fulfill the needs of the chapter and surrounding communities.



CREATE YOUR OWN: _____

TOP 5 VIRTUAL JOB FUNCTIONS OF THE CHAPTER PRESIDENT

- 1.** UTILIZE VIDEO CALLS, TEXT MESSAGES, EMAIL, GOOGLE DOCS, ETC. TO COORDINATE AND COLLABORATE WITH ALL CHAPTER OFFICERS AND THE ADVISORY COMMITTEE TO FACILITATE GOAL SETTING AND ADVANCE CHAPTER INITIATIVES.
- 2.** ADAPT THE CURRENT OFFICER TRANSITION PLAN TO MAINTAIN CHAPTER CONTINUITY FROM A DISTANCE.
- 3.** MEET THE FINANCIAL AND REPORTING OBLIGATIONS OF BOTH THE SCHOOL AND THE NATIONAL FRATERNITY PROMPTLY BY ACTIVELY USING PHYSICAL AND DIGITAL CALENDARS OR PROJECT PLANNERS
- 4.** ACT AS THE FACE OF THE CHAPTER WHEN WORKING WITH OUTSIDE AUDIENCES SUCH AS CAMPUS ADMINISTRATORS AND COMMUNITY PARTNERS. STAY UP-TO-DATE WITH CHANGES TO THE CAMPUS ENVIRONMENT AND GUIDELINES. INQUIRE IF THERE ARE ANY UPDATES THE CHAPTER SHOULD BE AWARE OF REGULARLY
- 5.** EXEMPLIFY THE CARDINAL PRINCIPLES OF LEADERSHIP, FRIENDSHIP AND SERVICE AT ALL TIMES AND SERVE AS A CAMPUS ROLE MODEL AND LEADER TO THE CHAPTER AS THE WORLD CHANGES.

TIPS AND TRICKS

TAKE ADVANTAGE OF ONLINE COMMUNICATION

In addition to utilizing traditional email communications to keep members informed, consider using a secondary form of communication to maintain the chapter's network and quickly communicate important messages as changes take place on campus. Rather than cluttering members' inboxes with constant messages, Consider sending messages in the APO Mobile Resource App or a different app of choice. The app allows users to chat in-app through a group feature as well as create polls, events or announcements. Not to mention, the app is a one-stop-shop for all things APO. Additionally, apps like GroupMe, WhatsApp, or Messenger, or Slack could be used to send brief updates to members.

STAY CONSISTENT

Keep chapter meetings at the same time on a particular day of the week. Assist members with accountability by sharing a recurring calendar event with them that has the meeting link or reserved room included in the location field.

KNOW YOUR RESOURCES

There are a variety of manuals and guides available through the APO mobile resource app, Officer Portal and the national website. Rather than reinventing the wheel, begin preparing for the next term by educating yourself on the support and resources already available to your chapter.

BE MINDFUL OF TIME

Everyone is doing their part to accommodate work, classes, studying, and socializing into their schedules. Stay conscious of other's time by starting and ending meetings promptly and being considerate of timelines.

ASK FOR FEEDBACK

There will inevitably be a series of trial and error this academic year. Ask members for their feedback about how the chapter is operating in digital spaces. Feedback also helps the chapter analyze the success of a project, program, or event for future improvements to be made. Not only does collecting feedback show the chapter is invested in each member's unique experience, but it also assists many chapters' goal of continuous improvement by their leaders!

SUPPORTIVE RESOURCES

Staying connected with elected volunteer leaders such as the sectional chair and regional chair is crucial to the success of any chapter and makes the job of chapter president far easier. As your chapter moves through establishing operations to allow for social distancing and virtual programming, reach out to your sectional chair and share your plan. Ask for feedback and additional suggestions that you can take back to the executive committee and chapter for discussion.

In addition to supportive volunteers, there are a number of resources built to help chapters navigate the transition to socially distant and virtual operations. Download the APO Mobile Resource App today for continuous access to resources, tips and educational opportunities. The app is also a great tool for communicating with your chapter through the groups feature! A Virtual Resource Area is available in the app, online at apo.org, and in the Officer Portal Library. This area includes the items below, as well as dozens more resources and tools.

- A Road Map to Virtual Operations
- Chapter Continuity Plan
- Virtual Officer Transition
- Officer Portal: Adapted Pledge Ritual + Virtual Supplements & Adapted Initiate Ritual + Virtual Supplement
- Virtual Chapter Meetings
- Chapter President Town Hall Webinar