

RECOMMENDED OFFICER NOTEBOOKS

(minimum contents)

“A”

Chapter Operations Manual

“B”

Chapter Operations Manual

“C”

“C” Manual

“C” Reference Sheet

“D”

Financial Management BRIEF

“D” Reference Sheet

Tax Guidelines

“E”

Alumni Newsletter BRIEF

Alumni Relations BRIEF

Public Relations BRIEF

Quarterly Reference Sheet

“F” (as Risk Management Officer)

FIPG Risk Management Policy

Risk Management Manual

RUSH CHAIRMAN

Building Better Brotherhood

Recruitment BRIEF

ASSOCIATE MEMBER COUNSELOR

Big Brother BRIEF

Membership Education BRIEF

Pre-Initiation BRIEF

SOCIAL CHAIRMAN

Building Better Brotherhood

FIPG Risk Management Policy

Public Relations BRIEF

EXECUTIVE COMMITTEE MEMBERS

(other than “A”, “B”, and “BB”)

Optional:

Chapter Operations Manual

“BB”

Chapter Operations Manual

Notes:

1. While the Risk Management Manual is only listed under the “F” and the Public Relations/Risk Management Advisor, serious consideration should be given to purchasing one for other key individuals as well. The “A” and “BB” are obvious choices.
2. Everyone should have an up-to-date copy of the Chapter’s bylaws

FACULTY ADVISOR

Scholarship BRIEF

Public Relations BRIEF

Optional:

Chapter Operations Manual

ABT MEMBERS:

PRESIDENT

*ABT By-Laws **

Chapter Operations Manual

FINANCIAL MANAGEMENT ADVISOR

*ABT By-Laws **

Alumni Board of Trustees (ABT) BRIEF

Financial Management BRIEF

“D” Reference Sheet

Tax Guidelines

MEMBERSHIP EDUCATION ADVISOR

*ABT By-Laws **

Alumni Board of Trustees (ABT) BRIEF

Big Brother BRIEF

Membership Education BRIEF

Pre-Initiation BRIEF

RUSH ADVISOR

*ABT By-Laws **

Alumni Board of Trustees (ABT) BRIEF

Founders’ Day Manual

Recruitment BRIEF

ALUMNI RELATIONS ADVISOR

*ABT By-Laws **

Alumni Board of Trustees (ABT) BRIEF

Alumni Newsletter BRIEF

Alumni Relations BRIEF

Founders’ Day Manual

Public Relations BRIEF

PUBLIC RELATIONS/RISK MGMT. ADVISOR

*ABT By-Laws **

Alumni Board of Trustees (ABT) BRIEF

FIPG Risk Management Policy

Public Relations BRIEF

Risk Management Manual

* Obtained Locally