#1 Quick Guide

Foundations of Excellence for ALL Chairs and Officers:

- Hold a transition meeting with previous position holder
- Set SMART Goals for the semester
- Clarify budget with #4
- Have weekly meetings with stakeholders
- Come prepared to Alpha meetings to report
- Communicate appropriately. Older alumni volunteers prefer calls or email. Younger alumni may be fine texting.
- Meet with your Alpha Success Advisor

#1 General Overview and Best Practices

Example Setting:

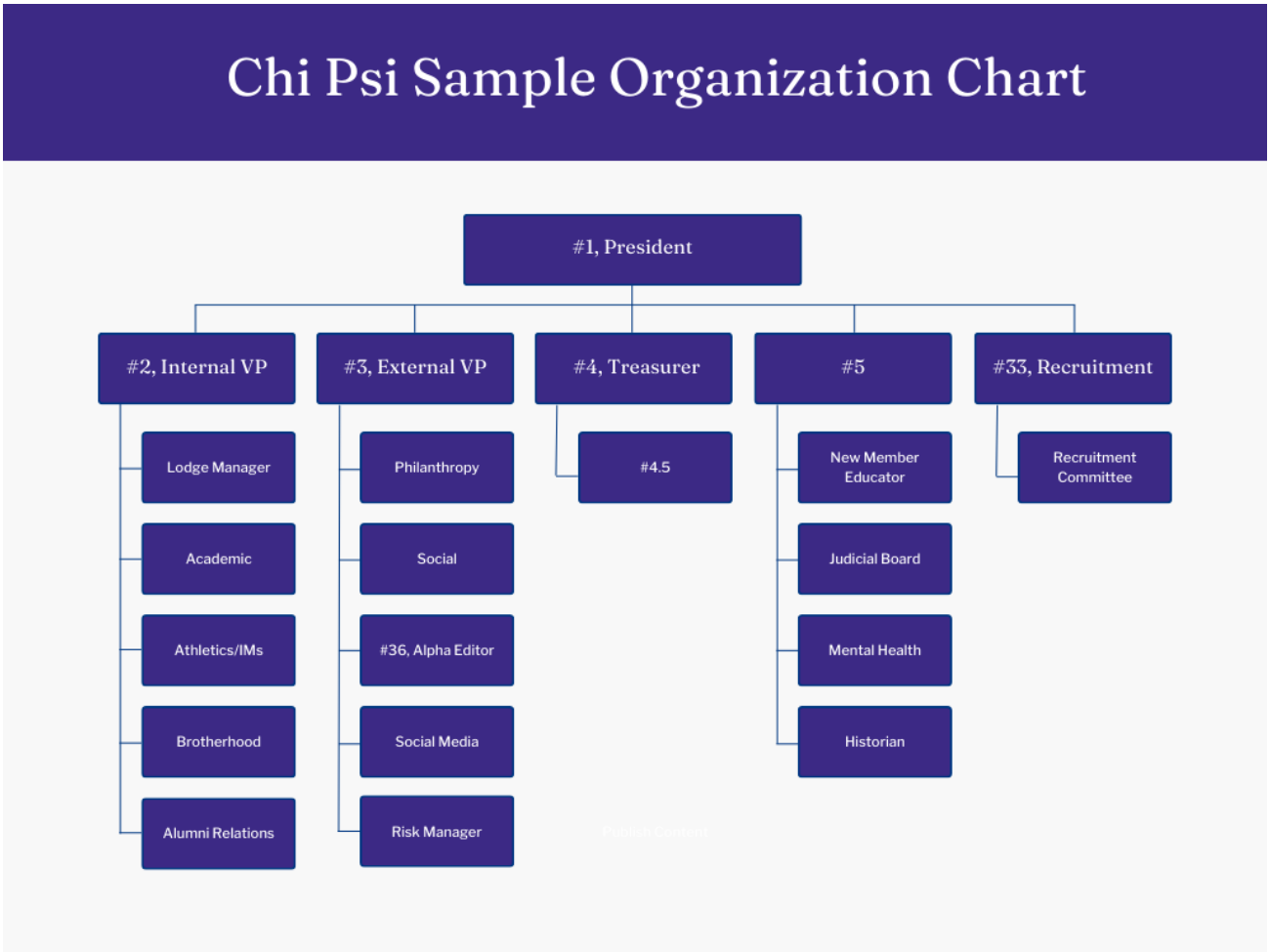
- Though gentlemanly characteristics are a basic expectation of all Brothers, the #1 is the **main example of how his Brothers should act both in internal and public-facing settings.**
  - Particularly in times of crisis or stress, Brothers will look to their #1 for leadership and guidance. The #1 should keep in mind not only what he says, but how he carries himself facing these circumstances.
- Honesty, even when it contains bad news, is always the best policy.
- The #1 is expected to **be present at most Fraternity events.** If he is not available, he should send another officer in his place

Relationship Management:

- The #1 serves as the **main liaison between the Alpha and its stakeholders: The Central Office (CO), local and regional alumni, FSL and IFC.**
  - Maintain regular contact with these entities and respond to their communications in a timely manner.
- **Schedule monthly or semesterly meetings** with necessary stakeholders.
- **Delegate the completion and ensure the facilitation of a regular newsletter to alumni, parents and/or other stakeholders.**

Alpha Operations Management:

- The #1's main role is to serve as the **overseer for all Alpha operations**, mainly through his management of and delegation to his executive committee.
  - The #1 should primarily communicate needs with his #2 or #3, who will then redirect concerns to relevant chairholders. The #1's communication with these chairs should be reserved for more pressing matters. See page 2 for an example organizational chart.
- An Alpha's #1 shall be **responsible for the completion and timely submission of all rosters** required by Central Office.
- Every summer, the #1 will be responsible for the **completion of his Alpha's Annual Report** to maintain good standing with the National Fraternity.
- The #1 should **familiarize himself with National Risk Management policies and accordingly implement procedures** at his Alpha. The #1 will also become the head point of contact for CO in the event of crisis.
- While not his main responsibility, the #1 should be up to date and conscientious of the finances of his Alpha.


Chi Psi Sample Organization Chart
#1, President
#2, Internal VP
#3, External VP
#4, Treasurer
#5
#33, Recruitment
Lodge Manager
Academic
Athletics/IMs
Brotherhood
Alumni Relations
Philanthropy
Social
#36, Alpha Editor
Social Media
Risk Manager
#4.5
New Member Educator
Judicial Board
Mental Health
Historian
Recruitment Committee

#1 Quick Guide

SMART Goals – Bring structure and accountability into your goals and objectives! Instead of vague resolutions, SMART goal setting creates verifiable trajectories towards a certain objective, with clear milestones and an estimation of the goal's attainability.

Write out one goal for your position using the SMART Goal framework and share it with your Alpha leaders.

SPECIFIC – What do you want to achieve? Be concrete and action-oriented.

MEASURABLE – How will you know when you have accomplished the goal?

ACHIEVABLE – The goal should require work but be reasonably attainable.

RELEVANT – Is this a worthwhile goal or is it the right time?

TIMELY – Set a time limit for accomplishing the goal.