

THE OFFICIAL OFFICER TRANSITION GUIDE



TAU KAPPA EPSILON

— Better Men for a Better World —

OFFICER ROLES AND TRANSITIONS

WHAT YOU NEED TO KNOW TO BE SUCCESSFUL
IN YOUR ROLE

TRANSITION RETREAT GUIDE

PUT TOGETHER AN OUTCOME-DRIVEN OFFICER RETREAT

FREQUENTLY ASKED QUESTIONS

LEARN FROM OTHERS WHO HAVE BEEN IN YOUR POSITION



Introduction

Once a year, your chapter/colony transitions from one group of officers to the next, and oftentimes, the passing of the torch consists of tossing the incoming officer a binder and wishing him 'good luck.'

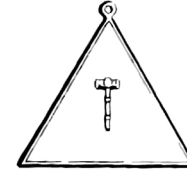
The goal of this guide is to create a standardized officer transition practice within each chapter. In this packet, you will find a description of all eight officer positions and the duties and characteristics associated with each role. In addition, a list of questions and topics to consider during the transition is included for each office.

Intended to serve as a valuable resource for incoming and outgoing officers alike, you're strongly encouraged to review and print off the page associated with your old or new office and reference this resource as you pass on or gain your new set of responsibilities.

- 03** Officer Roles and Transitions
- 11** Officer Transition Retreat Guide
- 22** Officer FAQs

The position descriptions are intended to be used as a resource throughout the transition, including during your officer transition retreat. As a chapter leader, you should be planning and executing this retreat once a year, shortly after new officers are elected. Use the enclosed retreat guide as your template for the event, and your new group of officers will be prepared, organized, and united in leading your chapter/colony to success.





Prytanis (*PRE-tuh-nis*)

The official duties of the Prytanis include, but are not limited to:

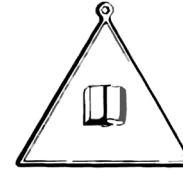
- Overseeing the chapter/colony operations and presiding over meetings.
- Enforcing the constitution, laws, traditions, rituals and local bylaws and rules.
- Working with alumni key leaders and TKE staff to develop and execute goals.
- Appointing committee chairmen and monitoring their performance.
- Serving as an intermediary between the chapter/colony and the university, IFC, alumni and Offices of the Grand Chapter (OGC).
- Maintaining chapter/colony morale along with the Hypophetes.
- Representing the group at Conclave and other educational conferences.
- Attending alumni meetings and coordinating chapter/colony retreats with alumni assistance.
- Preparing an adequate budget with the Board of Advisors and Crysophylos.
- Making responsible decisions on behalf of the entire chapter.

An effective Prytanis should display the following characteristics:

- Organized.
- Self-starter/self-motivated.
- Experienced and effective with delegation.
- Comfortable interacting with experienced professionals (campus administrators, chapter alumni, OGC representatives).
- Articulate and comfortable speaking in front of others.
- Able to hold and control difficult conversations to keep members accountable.

The incoming and outgoing Prytani should consider the following during the transition:

- What paperwork and other administrative pieces need updated with the university, alumni and OGC?
- Has the chapter module at Module.TKE.org been updated with current officers and contact information?
- What rules and guidelines are carrying over from the previous semester that need enforced?
- A meeting should be arranged ASAP with the Greek Life Coordinator to introduce the incoming Prytanis and establish a relationship with the campus Fraternity/Sorority Life Coordinator.
- What objectives and projects were started by the previous officer group that should be carried into the next semester?
- The incoming Prytanis should work on a personal and chapter calendar to ensure strong organization throughout his term.
- Have the goals set by the outgoing officer group been met?
- Who is the key contact at the Offices of the Grand Chapter for the group?
- The Prytanis should be comfortable with the notion that he assumes risk and liability should an incident occur within the chapter/colony and be familiar with the group's crisis communication plan.
- Review the TKE Year at a Glance document and save it to your computer. It is available at TKE.org/YearAtAGlance.
- Does the incoming Prytanis have a Module.TKE.org login and an understanding of the module's functionality?



Epiprytanis (*eh-pie-PRE-tuh-nis*)

The official duties of the Epiprytanis include, but are not limited to:

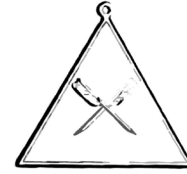
- Performing the duties of the Prytanis in his absence.
- Serving as the Prytanis' right-hand man and assisting him with his responsibilities as required.
- Holding copies of The Black Book and the chapter/colony constitution and bylaws. The Epiprytanis should be familiar with their content, bring copies to all meetings and be prepared to address questions or concerns related to their interpretation.
- Keeping the constitution and bylaws current by inserting all amendments and updates as necessary.
- Coordinating and overseeing the activities of all committees and their chairmen.

An effective Epiprytanis should display the following characteristics:

- Organized in dealing with and monitoring all of the group's committee work.
- Responsible and mature.
- Comfortable leading the chapter in the absence of the Prytanis.
- Strong sense of confidentiality.

The incoming and outgoing Epiprytanis should consider the following during the transition:

- A complete review of each committee and its chairman should take place, ensuring committee transitions run as smoothly as the officer transitions. Each committee transition should include:
 - timelines for specific committee-related events.
 - budgetary needs and expectations.
 - how and when to hold meetings.
 - goal-setting for the incoming committee members and evaluation of the outgoing members' goals.
 - recommendations for committee additions and subtractions.
- Do the bylaws and constitution need updated? Are there outdated rules and regulations that no longer apply?
- Does the incoming Epiprytanis have a basic understanding of Prytanis' duties in case he is required to assume the role?
- Does the incoming Epiprytanis have a Module.TKE.org login and understanding of the module's functionality?



Grammateus (*grah-ma-TEE-oos*)

The official duties of the Grammateus include, but are not limited to:

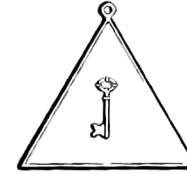
- Acting as the secretary for the chapter/colony.
- Keeping the list of officers updated with the Offices of the Grand Chapter (OGC) using Module.TKE.org.
- Maintaining a permanent record of all proceedings of the group and sharing meeting minutes with the chapter/colony advisor and board of advisors.
- Reporting at weekly meetings with unfinished business.
- Compiling the annual membership roster every fall.
- Assisting the Prytanis with preparation of the annual report and award applications, both due to the OGC by May 15 every year.
- Overseeing communication amongst the chapter/colony including email lists, Facebook groups, GroupMe messaging, etc.

An effective Grammateus should display the following characteristics:

- Highly organized and able to track and maintain chapter/colony records.
- Good judgment on items needing communicated to the entire group vs. information that should be kept internal or communicated to advisors.
- Professionalism.
- Consistency in record-keeping and communication procedures.

The incoming and outgoing Grammateus should consider the following during the transition:

- What administrative access needs transitioned? Consider email accounts, Facebook pages, GroupMe admin privileges, etc.
- Have physical and/or digital copies of past meeting minutes and other documents been passed on?
- Is there a standard digital template used for meeting minutes and other chapter/colony communications? If not, one should be developed and implemented.
- What are the attendance requirements and expectations of members at meetings and events?
- Does the incoming Grammateus have a Module.TKE.org login and an understanding of the module's functionality?



Crysophylos (*cris-AHF-uh-lus*)

The official duties of the Crysophylos include, but are not limited to:

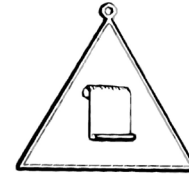
- Collecting all money due to the chapter/colony.
- Paying all financial obligations to the Offices of the Grand Chapter (OGC) and University in a timely manner.
- Monitoring the payment of candidate and initiation fees by new members.
 - The OGC strongly suggests having candidates pay their own new member fees on MyTKE.org rather than the Crysophylos collecting the money and paying for all new members.
- Preparing accurate monthly financial reports of cash receipts and disbursements for distribution to the chapter/colony advisor, board of advisors and officers.
- Working with the Prytanis on an annual budget and determining membership dues.
- Developing and implementing incentive and disciplinary procedures to increase member financial accountability.

An effective Crysophylos should display the following characteristics:

- Financially responsible and trustworthy.
- Comfortable collecting large amounts of money and depositing or distributing as necessary.
- Transparent with chapter financials.
- Comfortable holding members financially accountable.
- Understanding of Microsoft Excel or other spreadsheet software for use on the annual budget.
- Professionalism in working with advisors, campus professionals, OGC representatives and bank employees.
- Detailed in financial record-keeping for future officers.

The incoming and outgoing Crysophylos should consider the following during the transition:

- Does the new Crysophylos have access to Greek Bill, QuickBooks, etc.?
- Has all bank and credit/debit card information been updated?
- Last semester's budget should be thoroughly reviewed by the incoming and outgoing Crysophylos to properly prepare for the upcoming budget cycle.
- A relationship should be established with the Board of Advisors' treasurer, as he will be a strong resource throughout the term.
- What is the timeline for collecting dues? Who traditionally has problems meeting their deadlines, and how has it been handled in the past?
- How can timely payments be incentivized?
- Review the TKE Year at a Glance document and save it to your computer for reference regarding due dates for all fees and obligations. It is available at TKE.org/YearAtAGlance.
- Does the incoming Crysophylos have a Module.TKE.org login and an understanding of the module's functionality as it relates to paying the group's financial obligations?



Histor *(HISS-tor)*

The official duties of the Histor include, but are not limited to:

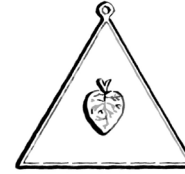
- Maintaining all chapter/colony historical information and documents.
- Keeping a database of alumni and current member contact information and providing changes and updates to the Offices of the Grand Chapter (OGC).
- Producing external communications (newsletters, emails, etc.) to keep alumni apprised of chapter/colony events and achievements.
 - Newsletters should be produced at least once per semester, and a copy of each newsletter should be sent to the OGC.
- Providing information annually (at least) to the OGC for inclusion in The TEKE magazine.
- Taking photos and videos at chapter/colony events for historical documentation.
- Leading alumni relations and working with the Board of Advisors and Alumni Association to plan alumni events and gatherings, including homecoming.
- Keeping the chapter/colony scroll.
- Coordinating composite production.

An effective Histor should display the following characteristics:

- Ability to adhere to production deadlines.
- Comfortable working with alumni and older members.
- Technologically savvy.
- Understanding of the event-planning process.

The incoming and outgoing Histor should consider the following during the transition:

- Does the chapter/colony have a plan for regular correspondence with alumni? If so, does the incoming Histor understand how and when it is produced?
- If no newsletter is in place, what steps can be taken to begin one? If a newsletter is regularly produced, how can it be improved?
- How often is information submitted to the OGC? Any photos or updates for inclusion in The TEKE magazine can be submitted to TheTeke@TKE.org.
- Who is the lead chapter/colony alumnus for events?
- A relationship should be established as soon as possible with the alumni association president. If no alumni association exists, contact TKEOGC@TKE.org for an alumni contact list and to begin the process of chartering an alumni association to support your group.
- Does the incoming Histor have a Module.TKE.org login and an understanding of the module's functionality?



Hypophetes *(hi-poh-FEE-tees)*

The official duties of the Hypophetes include, but are not limited to:

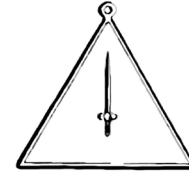
- Serving as the chapter/colony chaplain.
- Setting up, breaking down and acting as the lead for all ritual ceremonies.
- Handling scholarship affairs.
- Presiding at meetings in the absence of the Prytanis and Epiprytanis.
- Developing and implementing an academic plan and assisting members who are struggling with grades.
- Keeping inventory of ritual equipment and ordering new items as needed.
- Reporting chapter G.P.A. to the Offices of the Grand Chapter (OGC).
- Maintaining morale amongst brothers through chapter/colony brotherhood events and retreats.

An effective Hypophetes should display the following characteristics:

- Strong academic prowess - members are not going to take well to a Hypophetes with poor grades administering an academic improvement plan.
- Dependable and regular attendee of all chapter/colony meetings and rituals.
- Strong knowledge of the Silver Book.
- Experienced with all of TKE's rituals.
- An understanding of the event planning process.

The incoming and outgoing Hypophetes should consider the following during the transition:

- Which members are struggling academically, and what has been done to help them?
- Is there an existing plan for academic improvement? Does it have a track record of success, or has the chapter G.P.A. stagnated or regressed in recent years?
- The incoming Hypophetes should understand both OGC and campus academic policies and requirements.
- How often is ritual practiced? It should take place at least once every month.
- What is the state of the group's ritual equipment? New equipment can be purchased or requested at TKE.org/Ritual.
- How is the overall sense of brotherhood and morale throughout the group? What events can be planned to increase the spirit of the chapter/colony?
- Does the incoming Hypophetes have a Module.TKE.org login and an understanding of the module's functionality?



Pylortes (*pie-LOHR-tees*)

The official duties of the Pylortes include, but are not limited to:

- Serving as the primary risk management representative for the chapter/colony.
- Acting as doorkeeper at meetings and maintaining order as needed or directed by the Prytanis.
- Developing and/or adhering to an alcohol awareness and crisis management program for the group.
- Setting up before meetings.
- Overseeing the completion of eCompliance by the entire group.
- Keeping all flags and properly displaying them whenever customary.

An effective Pylortes should display the following characteristics:

- Level-headed. It is the Pylortes' responsibility to enforce risk management guidelines and ensure the safety of all brothers and guests at chapter/colony functions.
- Practices responsible and safe habits at all times.
- Forward-thinking. Many tough situations can be avoided by managing the risk ahead of time and anticipating pitfalls.
- Respected by other members.

The incoming and outgoing Pylortes should consider the following during the transition:

- Does the chapter/colony have a risk management plan in place? If not, immediate steps should be taken to make the group aware of TKE and campus risk management guidelines, and a plan should be implemented to practice those habits.
- Does the incoming Pylortes have the contact information for a campus and Offices of the Grand Chapter point-person should a risk management issue occur? The TKE Risk Management team can be contacted at Risk@TKE.org with any questions or concerns.
- When and how are chapter meetings set up?
- What is the proper order and occasion for displaying flags?
- Has the entire group completed their mandatory risk training at TKE.org/Education? This is a requirement of membership in TKE as stipulated by the Grand Council.
- The Pylortes should be comfortable with the notion that he assumes risk and liability should an incident occur within the chapter/colony and be familiar with the group's crisis communication plan.
- Does the incoming Pylortes have a Module.TKE.org login and an understanding of the module's functionality?



Hegemon (HEG-uh-muhn)

The official duties of the Hegemon include, but are not limited to:

- Serving as the chapter/colony educator, primarily concerned with the preparation of candidates for initiation and ongoing member development.
- Managing and evaluating the candidate education program.
- Overseeing the implementation and continued use of the Blueprint if the group is on the program.
- Taking steps to implement the Blueprint program if it is not already.
- Coordinating with the Prytanis to select big brothers.

An effective Hegemon should display the following characteristics:

- Motivated by influencing others to positively change and understand the value of TKE.
- A positive role model for new members.
- Strong understanding of TKE history and values, both locally and internationally.
- Willingness to stand up to both new and current members not bought-in to the chapter development plan.
- Comfortable serving as a strong presence during new member recruitment - the Hegemon is often the first strong relationship candidates form with an active member, so he should be present and active during recruitment events.
- Experience in educational planning and mentorship roles.

The incoming and outgoing Hegemon should consider the following during the transition:

- Does the group have an established timeline for new member education? If not, one should be developed and implemented.
- How often do new member education meetings take place? What arrangements need to be handled for said meetings? (Space reserved, materials distributed, etc.)
- Is the new member education process consistent with TKE's risk management guidelines?
- The incoming Hegemon should be the officer to ensure new members register on MyTKE.org, validating and paying their candidate and initiation fees.
- Is the chapter/colony on the Blueprint? If so, are members logging their progress at MyTKE.org? A re-introduction to the program can be arranged with the Offices of the Grand Chapter if you've lost track of Blueprint progress. If not, would the Blueprint be a positive introduction to ongoing member development and education?
- Has the incoming Hegemon reviewed the online Blueprint approval tool at MyTKE.org?
- Does the incoming Hegemon have a Module.TKE.org login and an understanding of the module's functionality?

Officer Transition Retreat Guide

Retreats provide an opportunity for incoming and outgoing officers to set goals, transition materials and discuss pertinent issues. Successful groups practice successful officer transitions. Well-planned transitions foster shorter learning curves, better chapter/colony performance, clear expectations, and a shared vision. The best opportunity to build a winning culture comes when the new officers take control. The retreat should be attended by all outgoing and newly elected officers after an election, before the new officers assume their responsibilities, and before the outgoing officers graduate. It enables the new officers to review their job descriptions, officers' notebooks, information from the International Headquarters, and helps establish priorities for each officer and executive committee based upon the prior officers' evaluations.

- 12** The who, when and where of retreat planning
- 14** Sample retreat agenda
- 15** Incoming and outgoing officer surveys
- 16** SWOT analysis
- 18** Goal setting
- 20** Officer binder guidelines
- 21** Key contacts



Who should attend?

- All incoming officers
- All outgoing officers
- Chapter Advisor
- Fraternity/Sorority Life Advisor*
- Faculty Advisor*
- BOA*
- Grand Province Advisor*
- Province Advisor*

** These optional attendees should be offered the opportunity to join the retreat, although their attendance should not be required.*

The Prytanis should look for ways to involve alumni as participants, facilitators, and leaders. They can offer insight and expertise to any retreat, and often times relationships are built with alumni by simply asking them to participate. Every retreat should include a block of time led by the Chapter Advisor. Other planning sessions can be led by the fraternity/sorority life advisor, faculty advisor, Province Advisor, and/or Grand Province Advisor. Board of Advisors members should be welcomed to attend and participate, as well.

When should the retreat take place?

Since an officer retreat is the beginning of a new era, it should coincide with another beginning, either of the school year or the semester. Retreats held at the beginning of the school year capitalize on the enthusiasm brothers bring back after the summer. This attitude gets everyone involved early and sets the chapter off on the right foot for the whole year. Retreats held prior to the beginning of the spring semester foster continuity between the outgoing and incoming officer groups so the group does not miss a beat mid-school year. Which retreat timeline you choose to implement should correlate with when new officers are elected.

A full day should be dedicated to the retreat, rather than just an evening during the school year. Your target dates should either be a Saturday or Sunday or weekday, prior to classes beginning.

Where should the retreat take place?

Select a location where distractions are minimized and creativity is promoted. It is strongly encouraged to hold your retreat away from the chapter/colony house or normal meeting space, oftentimes off campus altogether. Select a site where the group will be comfortable and where distractions caused by cell phones, television and other outside influences will be minimized.

Some good options include the home of an alumnus or one of the brothers, a cabin or retreat center, or a state park or resort. If none of those are available, you should at least select a room on campus where members normally do not frequent. You want to look for a balance between recreational opportunities and a quiet, serious atmosphere in which work can get done. Getting the work done is the first priority. Wherever the retreat is held, you should remember these factors: (1) cost, (2) accessibility, (3) distance from the campus, and (4) the setting.

Outcomes

- Promote communication
- Establish goals and objectives
- Identify and relate the philosophy of the organization
- Transition new officers into their positions
- Encourage the leadership to know and trust one another at a deeper level
- Review of values/ritual
- Prepare for recruitment
- Develop leadership abilities
- Understand Risk Management procedures and guidelines
- Set scholastic goals
- Improve alumni involvement
- Discuss budget preparation and concerns

Sample Retreat Agenda

- | | |
|---------|---|
| 10:00am | Welcome remarks and overview of retreat agenda |
| 10:15am | Complete incoming and outgoing officer surveys (see p. 14) |
| 10:30am | Officer transitions – outgoing and incoming officers paired up <ol style="list-style-type: none">1. Review and explain transition document.2. Review incoming and outgoing officer surveys (see p. 14).3. Discuss goals and specific concerns.4. Set up Module.TKE.org login and cover its functionality as it relates to the specific office.5. Review key contacts (see p. 20)6. Exchange officer binder (see p. 19 if applicable). |

(If one person is in two positions – such as outgoing Hegemon and incoming Epiptytanis – divide his time accordingly so that neither transition is neglected.)

Alumni in attendance should bounce around among all eight discussions and assist in facilitating the conversations as needed.

- | | |
|---------|--|
| 12 noon | Lunch break |
| 12:30pm | Chapter/Colony SWOT analysis (see p. 15) |
| 2:00 pm | Review of TKE Risk Management Policy
(TKE.org/RiskManagement) |
| 2:30pm | Review of group module scorecard and KRA goals |
| 2:45pm | Chapter/Colony goal-setting session (see p. 17) |
| 4:00pm | Closing thoughts/remarks |

This agenda can be customized to fit your chapter/colony needs. The above outline is merely a guide for a successful transition retreat. If you find it more effective to kick off with goal setting and transition officers after lunch, or spend less time on the SWOT analysis and more time on a KRA review, for example, you're encouraged to adjust so that energy and morale remains at a peak level for the duration of the retreat.

Incoming/Outgoing Officer Surveys

Incoming Officer

Prior to the retreat, every incoming officer should take ten minutes to respond to the survey below. Your answers will help guide the transition with the outgoing officer. Questions should be answered honestly to promote both personal and organizational growth.

1. What position-specific questions do I have?
2. What relationships do I need to foster to be successful?
3. Which volunteers do I need to meet and work with?
4. What do I believe to be the group's short-term goals?
5. What do I believe to be the group's long-term goals?
6. What expectations do I have of myself in this position?
7. What expectations do I have of my fellow executive board members?
8. What standards do I want my fellow executive board members to hold me accountable to?
9. What areas will require the most attention this year?
10. What do I want to complete over the next 30 days?

Outgoing Officer

Prior to the retreat, every outgoing officer should take ten minutes to take the survey below. Your answers will help guide the transition with the incoming officer. Questions should be answered honestly to promote both personal and organizational growth.

1. What did I like most about my position?
2. What did I like least about my position?
3. What could I have done to make my position better?
4. What were my goals when I started the position?
5. How did my goals change over time?
6. The top three obstacles to my position were...
7. The most important people to know are...
8. What items does the college/university and Offices of the Grand Chapter require us to complete, what is my role in their completion, and when are they due?
9. The three things I wish I would have known before taking office were...
10. If I had 30 days more in my position – what would I do?
11. What should the incoming officer do in his first 30 days?

SWOT Analysis

Conducting a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis is a beneficial activity that will allow your officers to be honest about what the group does and does not do well while examining ways to improve and forecasting future pitfalls that may arise.

Write down strengths, weaknesses, opportunities, and threats on separate pieces of paper, a whiteboard, or a chalkboard for everyone to see. Use the following questions to guide the discussion:

Strengths:

What advantages do you have?
What do you do well?
What relevant resources do you have access to?
What do other people see as your strengths?

Consider this from your own point of view and from the point of view of the people you work with. Don't be modest. Be realistic. In looking at your strengths, think about them in relation to your competition – for example, if other fraternities on campus recruit at a high level, then a strong recruitment is not a strength in the market, it is a necessity.

Weaknesses:

What could you improve?
What do you do badly?
What should you avoid?

Again, consider this from an internal and external basis: Do other people seem to perceive weaknesses that you do not see? Are your competitors better than you? Be realistic, and face any unpleasant truths as soon as possible.

Opportunities:

What opportunities does your group have to improve?

What campus-wide or Greek-wide trends are you aware of?

Useful opportunities can come from such things as:

- Changes in technology
- Changes in campus policies
- Local Events

A useful approach to looking at opportunities is to look at your strengths and consider whether any of these open up opportunities. Alternatively, look at your weaknesses and ask yourself whether you could open up opportunities by eliminating them.

Threats:

What obstacles do you face?

What is your competition doing?

Are the campus policies changing?

Is changing technology threatening your position?

Are your members fulfilling their obligations?

Could any of your weaknesses seriously threaten your chapter?

Carrying out this analysis will often be illuminating – both in terms of pointing out what needs to be done and in putting problems into perspective.

SWOT analysis is a framework for analyzing your strengths and weaknesses, as well as the opportunities and threats you face. This will help you to focus on your strengths, minimize weaknesses, and take the greatest possible advantage of opportunities available. Below is a mock-SWOT analysis diagram:

Strengths	Weaknesses
Recruitment St. Jude fundraising Group morale Social media presence	Collecting dues Ritual knowledge Risk management at events Conference attendance
Opportunities	Threats
Expanding social media reach Engaging new students Learning more about TKE HQ Practicing ritual more often	Unsafe event practices Other fraternities expanding campus presence Member apathy

Goal Setting Tips

Every officer group starts its term with the ideas and goals on which they campaigned during elections. However, many of these goals are never realized and the group remains unchanged one year later. In order to improve the chapter and the officers, the group should establish where it wants to be in one year, six months, or even one week and then work to get there. The chapter/colony must have goals for itself, and the Prytanis and chapter officers must know those goals in order to achieve them.

Be Realistic

Goals must be obtainable. For instance, if a group only has 25 members on a campus with 30 fraternities, instead of aiming to become the largest Fraternity on campus in a year's time, it may be more realistic to increase membership by 25%. By holding a retreat, the chapter can step back, take a look at the present situation, and set realistic objectives for itself. With that said, goals should be developed to push the officers and members so complacency does not overtake the group.

Self-evaluate

Often a chapter/colony will work to become the best on campus, realize its goals, and then sit back and coast. Once a group is good, it must work to remain good, and it must fight to be great. Complacency and stagnation creep into outstanding chapters and colonies, and before they know it, they are fighting to remain relevant. Goal setting provides an opportunity to keep up with the times and continually identify areas of improvement. This constant evaluation marks the difference between an average TKE chapter and an outstanding one.

Encourage Member Participation

To motivate your members, each Frater must feel like his voice is being heard. Take input from the full chapter/colony prior to goals being set. The more people who have a hand in the group's objectives, the more people the officers will have working toward the same outcome. Officers are often constantly fighting member apathy. Seek out those who seem checked-out and find what they want out of their TKE experience, and then work to provide that as the leadership core. A retreat can change the concept that goals are dictated by the officers or Prytanis and promote inclusion among all members.

Set SMART Goals

- S Specific
- M Measurable
- A Achievable
- R Relevant
- T Time-based

Utilize your KRA's

Your Key Result Area (KRA) scorecard can be found on Module.TKE.org at any time. This scorecard includes goals set by the Offices of the Grand Chapter that are used to indicate a group's overall health. From the number of men reported as being initiated to St. Jude Dollars raised and donated to attendance of TKE educational programs, the KRA's provide the path to success and make a great framework when creating goals as an executive board. Do not, however, rely on KRA's as a crutch. Planning to meet your KRA goals should be an expectation. Planning to exceed them is highly encouraged in concurrence with setting SMART goals.

Create a Calendar

Track key dates and checkpoints by creating a chapter/colony calendar and making it available to all brothers. Whether a physical calendar or digital version, it's important to monitor your progress and hold one another accountable as you work to improve your place on campus and in TKE Nation. An online officer calendar can be found, ready for you to utilize, at Module.TKE.org, and the TKE Year at a Glance (released every summer) is a great place to start with key dates and timelines. The Year at a Glance document can be found at TKE.org/YearAtAGlance.

Officer Binder Preparation

Officer binders are commonly used to facilitate transitions and officer work product. While often times the binder is used as a crutch during transitions, it can serve as a valuable resource if properly utilized. A good officer binder should include the following:

- The corresponding position description as provided in this transition guide
- Copy of the Black Book (available at TKE.org/BlackBook)
- Copy of the chapter/colony constitution & bylaws
- All current forms relative to the office
- Record of activities over the past year
- Calendar of the past year
- Recommendations for the coming year
- Resources relevant to the office
- Pertinent campus information (ie: key campus staff members who relate to this office, how to book a room on campus, campus policies, etc)

If the group chooses to move away from paper binders, utilize technology to pass along information. Tools such as Google Docs and Dropbox are free to use and can be downloaded as an app on a smart phone or tablet to allow easy editing and sharing between officers.

At the end of each term, officers should update and revise the information in their notebook and pass the notebook to the next incoming officer. If done correctly, the officer notebook can provide stability and longevity to the position.

Key Contacts

Offices of the Grand Chapter Representative

Name:

Phone Number:

Email Address:

Chapter Advisor

Name:

Phone Number:

Email Address:

Faculty Advisor

Name:

Phone Number:

Email Address:

BOA Chairman

Name:

Phone Number:

Email Address:

BOA Treasurer

Name:

Phone Number:

Email Address:

Alumni Association President

Name:

Phone Number:

Email Address:

Campus Greek Life Professional

Name:

Phone Number:

Email Address:

Other

Name:

Phone Number:

Email Address:

Officer FAQs

Q: How is my Key Result Area scorecard calculated?

Goals are set at the beginning of each year for TKE Nation by the Grand Council, including total membership numbers, average chapter size, St. Jude fundraising, TKE conference attendance, and financial health, among others. These goals are then divided among all active chapters and colonies in TKE based on past performance, location, and chapter/colony size by the Offices of the Grand Chapter (OGC) staff and volunteers.

Q: Where can I find key dates and deadlines for the upcoming year?

The TKE Year at a Glance document is available at TKE.org/YearAtAGlance. You're encouraged to print this document out and reference it regularly at officer and chapter/colony meetings.

Q: Where do I update my contact information and officer positions?

Contact information can be updated at any time at MyTKE.org. Officer positions can and should be updated when a position changes at Module.TKE.org. Looking at your dashboard, there will be a 'primary contacts' link on the right side of the page about halfway down. Click that link and 'edit' on any position needing updated. Your myTKE and module login information should have been created when you validated your membership as a candidate but can be recovered by emailing TKEOGC@TKE.org.

Q: Where do I complete eCompliance?

Every member should visit TKE.org/Education and answer questions about a short video to receive the risk management training as stipulated by the Grand Council.

Q: How do we donate to St. Jude?

There are a number of ways to raise money for and donate to St. Jude Children's Research Hospital, including the [St. Jude Walk/Run to End Childhood Cancer](#) and competing in a local Up 'Til Dawn. However, if raise money for St. Jude with your own event, donate online through your customized fundraising link, which you can find on your module dashboard. These funds will be donated directly to St. Jude and appear on your KRA scorecard. *Do not use a third-party fundraising site like GoFundMe.* A percentage of every donations on these pages is taken away from you, and it often takes weeks or even months to collect your money from the site and get it to St. Jude. If you must write a check, write it out to St. Jude and mail to :

TKE Headquarters
Attn: St. Jude
7439 Woodland Dr. Suite 100
Indianapolis, IN 46278

Officer FAQs (cont.)

Q: What if we are missing ritual items?

Silver Books can be ordered at no charge and other ritual items can be purchased in the Orders section of the TKE Chapter Module at Module.TKE.org.

Q: How do we get our recruitment materials?

Every group in TKE Nation is entitled to one free rush kit per semester, which can be ordered at TKE.org/Supplies.

Q: Where do we apply for year-end awards?

Visit TKE.org/Awards for Top TKE Chapter, Top Teke Individual and Top TKE Recruiter award applications. Top TKE Chapter and Excellence Awards are automatically completed via the Annual Report. Top Teke Individual and Top TKE Recruiter can be applied for online.

Q: Where can our members apply for scholarships?

Visit TKE.org/Scholarship to apply. All scholarship applications are due by May 15.





TAU KAPPA EPSILON

— Better Men for a Better World —

Established January 10, 1899, Tau Kappa Epsilon is a men's social fraternity founded on the honest convictions of Love, Charity and Esteem.

For more information,
please visit TKE.org

