

EXECUTIVE BOARD CHECKLIST

The e-board must complete this checklist to fully prepare for the Leadership and Education Consultant. Each of the items listed below should be given to him upon his arrival or made ready for his inspection during a scheduled meeting time.

-] Consultant Appointment Schedule
-] Chapter Self-Assessment completed by the chapter president
-] Chapter roster and contact information is up to date on OmegaFi
-] Copy of documented officer transition program
-] Copy of chapter's New Member education program
-] Copy of chapter bylaws
-] Copy of the latest chapter newsletter
-] Chapter Leadership Reflection Surveys from website completed
-] Copy of chapter budget
-] Ritual Books
-] Ritual Robes
-] Roster Book (have it complete and up to date)
-] Minute Book
-] Photo(s) of Charter

-] List of chapter members currently serving as IFC executive board members or student government president/executive board.

-] List of chapter members who are in Phi Beta Kappa.

-] List of Theta Chi alumni serving at the leadership level at your school, e.g., Alumni Board of Trustees/Regents, Alumni Association, University Foundation, University/College President or Vice President, Chancellor.

-] List of distinguished Alumnus members from your chapter.

HOSPITALITY CHECKLIST

CHOOSE ONE:

-] Consultant has a bed with clean sheets in a clean, private room in the chapter house.
-] Consultant has a bed with clean sheets in a clean, shared room in the chapter house.
-] Consultant has a bed with clean sheets in a clean, non-common area in the chapter house.
-] Consultant has a bed with clean sheets at a local brother's house/apartment/residence hall.
-] Consultant has a bed with clean sheets at a local alumnus' house / apartment.
-] Consultant has a room at a University guest room/conference center/residence hall/Alumni house (ask your Greek adviser about such accommodations).
-] Consultant has a hotel room.

CHECK ALL:

-] Consultant has a safe and secure place to park his car.
-] Consultant has access to an internet connection.
-] Consultant has access to a washer and dryer.
-] Consultant has been provided with a campus map.

If visit falls during cooler or cold weather, please provide a heater or an extra blanket or two.

If your chapter has easy access to guest passes for your dining hall and rec center, the Consultant would appreciate it.