

TENTATIVE SCHEDULE

Day 1: January 6th - Arrive at Hotel by 5pm

Welcome (15 Min)

- Explanation of purpose, goals, and expectations for the weekend.

Fraternity History and Governance Session (45 Min)

- Overview of the structure of the national fraternity, how it operates, roles of convention, trustees, foundation, staff, committees, and chapters.

Ritual Exemplification (2hrs)

- Walkthrough of the Ritual Chairman's manual and hands-on participation in setting up of Ritual and then Full Exemplification.

Day 2: January 7th

Leadership Styles and How to use them practically (2hrs)

- Participants will take a personality type test ahead of arrival. This session will then be focused on understanding the results and then move on to how to apply those in working with others, creating effective teams, and how participants' personal profiles influence how they are most productive.

Fraternity Policies Review (1hr)

- Review of the Policies of Phi Kappa Theta Fraternity, where to find them for reference, and how to train chapter members on them.

Lunch (Light Working) Identify Discussion topics for Evening Sessions

Officer Session 1 (1.5 hrs) (See Page 2)

Regional Meeting Block (1hr)

- Opportunity for Chapters in our Provinces to meet and connect directly with each other.

Officer Session 2 (1.5 hrs) (See Page 2)

Dinner

Chapter/Staff Meetings (30 Min Blocks Through the Evening)

- Each chapter will set down with a staff member to discuss specific goals for the year and what support they feel they might need.

Discussion Rooms (3hrs) (Attendees to determine topics)

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Day 3: January 8th - Departure

Any Remaining Chapter Staff Meetings as Needed.

Depart for Home.

Officer Specific Tracks

Presidents:

Effective Meetings

- Best Practices for Scheduling and Publishing agendas, Roberts Rules Review, Minutes and documentation. What makes a productive meeting? What's a meeting and What's an email?

Delegation and Accountability

- What's my role as president in getting things done? Building a working committee structure. How to build an accountability process that works. Effectively managing an Exec Team.

AM Educators:

Outcomes of Quality Member Ed

- What do we want members to take away from the AM process? What are the goals of the AM process? What tools are available to me? How to be an ambassador against hazing What are the costs of hazing? How do we confront brothers about hazing behaviors?

Treasurers:

Effective Budgeting

- How to build a budget that is transparent, forward-looking, and cost-effective.

Collection and Finance Best Practices

- Strategies to hold brothers accountable financially. How to support and help brothers that have financial difficulties without assuming debt.

Recruitment Officers:

Management of Recruitment Processes

- Strategies for tracking recruitment efforts, motivating involvement, and finding the right candidates.

How to train on effective conversations.

- Strategies for how to train chapter members to have quality conversations that build interest from prospective members, gain information, and generate leads.