



# Brotherhood Chairman Handbook

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THE PI KAPPA ALPHA FRATERNITY

PROPERTY OF

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CHAPTER

## Foreward

The contents of this handbook are the result of a compilation of information from various chapters and various brothers affiliated with the Pi Kappa Alpha International Fraternity for the use by any chapter which is interested in establishing or improving its brotherhood chairman program. It should be understood that each chapter is self-governing and solely responsible for its day-to-day, week-to-week and month-to-month operation and nothing herein is intended as or should be deemed as supervision, direction, monitoring, oversight or as an effort to control the local chapter by the Pi Kappa Alpha International Fraternity, which is a fraternal affiliation of over 200 chapters, over 10,000 active undergraduate members and over 200,000 alumni and several nonprofit corporations, including, but not limited to Pi Kappa Alpha Corporation, a Tennessee nonprofit corporation which serves as a clearinghouse and an administrator for purposes of organizing meetings and conventions, publishing fraternal publications and performing other functions for the entire International Fraternity.

This handbook is an educational guideline only which contains suggestions and recommendations developed by various chapters which were able to develop successful brotherhood chairman programs. It is published and available to any chapter through the clearinghouse in Memphis as a form of brotherly advice for whatever use one wants to make of it.

All ideas herein are optional and nothing is mandatory. Participation as brotherhood chairman is by the voluntary choice of each chapter and each member with the understanding that one generally gets out of something what one is willing to put into it. Thus, any language contained herein which could possibly be construed as “mandatory” such as “do this” or “do that” is only in the form of a recommendation that if one wishes to get the most benefit out of using the suggestions in the handbook, then the suggestions can be utilized with the understanding that any handbook is, at most, a guide and that the users should substitute their own experience and judgment to use, adapt or modify the suggestions and recommendations contained herein. In other words, the handbook is a guide from which the users can use to establish, improve or build their own programs, using their own knowledge, common sense, ideas and experience and to assist the users from time to time as a reference for ideas and suggestions. In turn, each chapter is encouraged to share good ideas with other chapters by advising the administrative clearinghouse for possible inclusion in future publications.

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## **Position Outline**

The Brotherhood Chairman is responsible for planning and coordinating all brotherhood events for the Chapter. Some brotherhood events may include: big brother dinner, paintball, bowling, and fireside chats. The brotherhood chairman reports directly to the internal vice president. Other members of the Internal Cabinet are the Housing, Scholarship, Continuing Education, Ritual, and Risk Management.

## **Important Responsibilities and Contacts**

### *Responsibilities*

- Set Goals
- Create a Budget
- Manage a Committee
- Train Successor
- Organize Big Brother Program
- Organize all Brotherhood Events
- Evaluate each event

### *Contacts*

- Local Banquet Facilities (Big Brother Dinner)
- Chapter Advisor
- Housing Corporation President
- Campus Catering
- Campus Facilities Office

## **Job Description**

The Brotherhood chairman's main responsibilities are the planning of brotherhood retreats, developing a brother's manual, and the implementation of the Big Brother program.

The role of the Brotherhood committee is to establish and maintain close relationships between the chapter members and also to bridge the lines of internal communication for the chapter. The Brotherhood chairman works closely with the continuing educator in carrying out these various duties. In a 2 IMC system, the Brotherhood Chairman reports to the Internal IMC and works closely with the continuing educator in carrying out the duties of his position.

The first step in running a successful Brotherhood program is to transition into the role in a proper fashion. This entails meeting with the past Brotherhood Chairman and learning the duties of the position. Meeting with the former chairman will help to clarify the duties and responsibilities of the Brotherhood position.

After the transition period, you will need to recruit 3-5 members to be on your Brotherhood Committee. These should be guys who are organized and motivated in planning events for the Chapter. Once you have created your committee, assign each member a task for the semester. For example, one member can be in charge of the Big Brother Dinner. This will be his event to plan and oversee and yours to monitor.

With your guidance, each member of the committee should set goals for his event. Challenge each member to exceed last year's goals and to implement new and exciting events for the program.

Once goals for the Brotherhood events have been set, have them create a budget for the event. During this process, they should review the total spending from the previous year and identify any changes that need to be made. Once you have compiled all budgets, you should put together a budget request form and submit it to the Internal Vice President for approval.

With goals set and a budget outlined, each member of the committee can begin to plan his event. The first step in this process is to review the event summary from last year's event.

## **Checklist of Responsibilities**

### *Every Week*

- Review goals and progress
- Evaluate events
- Hold committee meeting
- Turn in weekly committee report to IMC
- Coordinate a brotherhood event

### *Every Month*

- Have a Big Brother/Little Brother event
- Review goals and progress
- Coordinate a Brotherhood Weekend
- Select a “Brother of the Month”

### *Every Semester*

- Set Goals
- Outline Calendar and Budget
- Set dates for Chapter Events
- Establish Committee and Assign Responsibilities

## **Areas of Focus**

1. Put on brotherhood weekend
  - a) Make sure all needed supplies are purchased.
  - b) Take care of getting food for the event
  - c) Plan out what events to do and when to do them
  - d) Delegate responsibilities to other people
2. Fireside Chats
  - a) Come up with questions that are relevant to the situation the Chapter is going through such as:
    - Who is an important adult in your life and why?
    - Describe an event that changed your life and what you learned from it.
    - Define brotherhood and tell what it means to you.
3. Paintball or Brotherhood bowling
  - a) Call the place where the event is being held
  - b) Find out who is planning to attend and collect money

## Chapter Written Program

The chapter written program or “playbook” should be created specifically for your chapter. The committee chairman or executive officer should **insert the description of the day-to-day activities in this section for current and future use**. The program should entail the specific guidelines of the position and other information needed for programming such as the following:

Programs specific to your chapter (e.g., annual alumni events, scholarship awards, etc.)

- List of required tasks for each semester/quarter
- Budget (chapter & respective committee/council position)
- Goals (chapter & respective committee/council position)
- Chapter by-laws
- Event summaries (steps in planning, expenses, evaluations, and improvements)
- Weekly reports (future expenditures, tasks completed, and upcoming events)
- Contacts (phone numbers, addresses)
- Notes for successor (projects still in progress, upcoming events, and helpful hints)

A chapter written program provides each new chairman/council member with the tools needed to successfully accomplish goals, tracks the progress of the specific position, and helps in the organization of the tasks.



# Chapter Objectives

Position/Committee \_\_\_\_\_

The following goals and objectives  
will be achieved by this Committee:

To be completed by:

- \_\_\_\_\_  
\_\_\_\_\_
  
- \_\_\_\_\_  
\_\_\_\_\_
  
- \_\_\_\_\_  
\_\_\_\_\_
  
- \_\_\_\_\_  
\_\_\_\_\_

# Event Summary

Date \_\_\_\_\_

Event \_\_\_\_\_

Committee and Chairman \_\_\_\_\_

Date and Time of Event \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Steps in Planning \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Needed Supplies, Cost, Attendance, etc., \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Persons to Contact, Addresses, Phone Numbers \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for Improvement \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Name \_\_\_\_\_

## Contacts

Phone \_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

# Committee Reports

## Weekly Committee Reports

Committee

\_\_\_\_\_

Members

\_\_\_\_\_

(Chairman)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Report:

Submitted by: \_\_\_\_\_

Approved?  Yes  No

Date: \_\_\_\_\_

Vice Presidents Comments:

