



CHAPTER ACTION PLAN

The Chapter Action Plan provides a compilation of information, goals, resources, and follow up items for each officer and committee that worked with the consultant.

TIMELINE & PROCESS

Prior to the arrival of the consultant – This document should be prepared by the executive committee and each officer listed – with help from his committee, where appropriate – in advance of the on-site consultation. Complete the Chapter Information section (page 2) using information for the current term.

Each officer/committee establishes three goals they are committed to achieving by the end of their term. Officers should consult the chapter's goals – created at the outset of each academic and/or calendar year – to develop goals for their area of responsibility within the chapter.

Goals should be **S.M.A.R.T.**

- Specific:** clearly defined, understood, and focused on the details of what is to be accomplished or achieved (e.g. increase chapter membership).
- Measurable:** describes a specific state by which success can be gauged (e.g. increase chapter membership by 10%).
- Attainable:** describes a state that the internal resources of the chapter are capable of achieving (e.g. if half of the membership is set to graduate, increasing by 10% may be asking too much).
- Realistic:** takes external factors into account (e.g. if enrollment is decreasing and most men on campus are already in a fraternity, increasing membership by 10% may be unrealistic).
- Time Sensitive:** has a completion deadline (e.g. increase chapter membership by 10% by May 1).

The following resources will assist officers/committees in setting their own goals if the chapter has not yet conducted goal setting session for the term or additional assistance is needed.

[Goal Setting LEAD Session](#)

[Strategic Planning LEAD Session](#)

[New Executive Committee Goal Setting](#)

[PEP Strategy Session](#) – Chapter Discussion Questions

One week prior to consultation – Commander emails the draft Chapter Action Plan to the consultant.

During the consultation – Consultant will reference the draft Chapter Action Plan with each officer and provide feedback and direction to available resources.

After the consultation – Consultant emails a final copy of the Chapter Action Plan to chapter officers and advisor(s) upon completion of the consultation. The Executive Committee will agree on a follow up schedule with the consultant to provide additional assistance and contact with officers for the remainder of the term.

SAMPLE GOAL

Goal 1: Conduct chapter recruitment training session.		Due Date: December 15
Who's Responsible: Recruitment Chairman and Committee. Chairman to lead with Chapter Advisor. Work with Commander to schedule.		Why this Goal is Important: So all members understand their responsibility & role in recruitment (it's not just the recruitment committee's job).
Available Resources: General Fraternity's Recruitment Skills Workshop facilitator notes. IFC policies and formal recruitment schedule. Logistics plan for chapter recruitment events.		Barriers to Success: Chapter member availability (schedules). Facilitator appeal and strength. Determining which topics are most important (skills, policies, logistics plans for events).



CHAPTER ACTION PLAN
EXECUTIVE COMMITTEE

GOAL 1:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 2:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 3:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

Follow Up Schedule & Format:



COMMANDER

GOAL 1:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 2:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 3:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:



LT. COMMANDER

GOAL 1:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 2:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 3:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:



TREASURER

GOAL 1:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 2:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 3:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:



RECORDER

GOAL 1:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 2:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 3:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:



MARSHAL

GOAL 1:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 2:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 3:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:



CHAPLAIN

GOAL 1:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 2:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 3:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:



LEAD CHAIRMAN

GOAL 1:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 2:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 3:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:



RECRUITMENT CHAIRMAN

GOAL 1:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 2:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 3:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:



RISK REDUCTION CHAIRMAN

GOAL 1:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 2:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 3:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:



SCHOLARSHIP CHAIRMAN

GOAL 1:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 2:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 3:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:



ADDITIONAL OFFICERS

OFFICER:

GOAL 1:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 2:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 3:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:



OFFICER:

GOAL 1:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 2:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 3:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:



OFFICER:

GOAL 1:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 2:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 3:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:



OFFICER:

GOAL 1:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 2:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success:

GOAL 3:

Due Date:

Who's Responsible:

Why this Goal is Important:

Available Resources:

Barriers to Success: