



# **CHAPTER VIRTUAL OPERATIONS ACTION PLAN**

**THIS ACTION PLAN WAS UPDATED ON:**

**BY:** ,



## **THE CHAPTER VIRTUAL OPERATIONS ACTION PLAN**

The Chapter Virtual Operations Action Plan is an essential tool for outlining the chapter's strategy for succeeding while operating virtually. This includes maintaining fiduciary responsibility, organized administration, and effective planning to best achieve a continued be.

The foundation of this plan is grounded in the idea that Sigma Nu chapters should be able to effectively plan and develop strategies to achieve their goals. This plan is designed to help the chapter think strategically about the operational necessities of promoting sound fiduciary responsibility, implementing a well-oiled committee system, and proficiency in performance of the Fraternity's ritual ceremonies.

### **RESOURCES AND SUPPORT**

This Chapter Virtual Operations Action Plan was completed under the guidance of the following resources:

- [Lt. Commander's Officer Manual](#)
- [Treasurer's Officer Manual](#)
- [Chaplain's Officer Manual](#)
- [Pursuit of Excellence Program Guidelines](#)
- [Strategic Planning and Officer Action Plan Overview](#)
- [Federal Tax and Form 990 Filing Guide](#)
- [Important Due Dates](#)
- [The Law of Sigma Nu Fraternity, Inc.](#)
- [Risk Reduction Policy](#)

### **ENVISIONED FUTURE**



## **THE CHAPTER'S COMMITTEE SYSTEM**

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### **THE CHAPTER'S "WHY"**

### **COMMITTEE LIST AND CHAIRMEN**

*Listed below are the active committees and chairmen of the chapter, as well as the advisor that supports their work.*

<b>COMMITTEE</b>	<b>CHAIRMAN</b>	<b>ADVISOR</b>



**ADDITIONAL DUTIES AND RESPONSIBILITIES**

*Listed below are the additional duties and responsibilities of committee officers. Consider if any new or revised duties or responsibilities should be considered to accommodate the unique needs of virtual-based operations.*

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**THE EXECUTIVE COMMITTEE**

**THE EXECUTIVE COMMITTEE ROSTER**

<b>Committee Member Name</b>	<b>Position</b>
	Commander
	Lt. Commander

<b>Advisor Name</b>	<b>Advisor Position</b>	<b>Phone</b>	<b>Email</b>
	Committee Advisor		

**EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES**

*Listed below are the duties and responsibilities of the Executive Committee.*

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**EXECUTIVE COMMITTEE GOALS**

*Committee goals use the S.M.A.R.T. format (Specific, Measurable, Agreed-Upon, Realistic, and Timely).*

**EXECUTIVE COMMITTEE MEETING SCHEDULE**

**EXECUTIVE COMMITTEE EXPECTATIONS**

*The following information outlines the committee expectations for itself and its members.*



**EXECUTIVE COMMITTEE STANDARD AGENDA**

*The standard agenda for future executive committee meetings will be as follows.*

**EXECUTIVE COMMITTEE BUDGET**

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**CHAPTER FINANCES**

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**SETTING THE BUDGET**

*Listed below are the chapter's tactics and strategies for creating its budget.*



**STAYING ORGANIZED**

*The following section describes the chapter's methods for maintaining financial records.*

**PROTECTION AND PREVENTION**

*The following section describes the chapter's methods for protecting itself against financial harm such as theft, fraud, sunk costs, and lost revenue.*

**TAX-EXEMPTION AND FORM 990**

*The following section describes the chapter's most recent IRS Form 990 Tax Filing.*

The chapter last filed a  on

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**THE FINANCE COMMITTEE**

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**THE TREASURER**

*Listed below are the duties and responsibilities of the Treasurer.*



**THE FINANCE COMMITTEE ROSTER**

<b>Committee Member Name</b>	<b>Position</b>
	Treasurer

<b>Advisor Name</b>	<b>Advisor Position</b>	<b>Phone</b>	<b>Email</b>
	Committee Advisor		

**FINANCE COMMITTEE DUTIES AND RESPONSIBILITIES**

*Listed below are the duties and responsibilities of the Finance Committee.*

**FINANCE COMMITTEE GOALS**

*Committee goals use the S.M.A.R.T. format (Specific, Measurable, Agreed-Upon, Realistic, and Timely).*





**FINANCE COMMITTEE MEETING SCHEDULE**

**FINANCE COMMITTEE EXPECTATIONS**

*The following information outlines the committee expectations for itself and its members.*

**FINANCE COMMITTEE STANDARD AGENDA**

*The standard agenda for future finance committee meetings will be as follows.*



**FINANCE COMMITTEE BUDGET**

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**STRATEGIC PLANNING**

**STRATEGIC PLANNING PROCESS**

*The following describes the chapter's process for creating and/or updating its strategic plan.*

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***THE RITUAL***

**EDUCATING MEMBERS ON *THE RITUAL***

*The following describes the chapter's process for educating members on the Fraternity's ritual.*



**RITUAL INVENTORY**

*The following describes the current condition of the chapter's Ritual materials*

<b>RITUAL ROBES</b>	<b>CONDITION</b>	<b>STORAGE LOCATION</b>
Commander	<input type="text"/>	<input type="text"/>
Lt. Commander	<input type="text"/>	<input type="text"/>
Marshal	<input type="text"/>	<input type="text"/>
Chaplain	<input type="text"/>	<input type="text"/>
Sentinel	<input type="text"/>	<input type="text"/>
Honor Candidate	<input type="text"/>	<input type="text"/>

<b>RITUAL ITEMS</b>	<b>CONDITION/QUANTITY</b>	<b>STORAGE LOCATION</b>
Sword	<input type="text"/>	<input type="text"/>
Bible	<input type="text"/>	<input type="text"/>
Candles	<input type="text"/>	<input type="text"/>
Ribbon	<input type="text"/>	<input type="text"/>
Alpha Chest	<input type="text"/>	<input type="text"/>
<b>RITUAL BOOKS</b>	<input type="text"/>	<input type="text"/>

**CARE FOR RITUAL MATERIALS**

*The following section provides description of the chapter's plan for taking care of its Ritual items.*