



CHAPTER OPERATIONS ACTION PLAN

THIS ACTION PLAN WAS UPDATED ON:

BY: ,



THE CHAPTER OPERATIONS ACTION PLAN

The Chapter Operations Action Plan is an essential tool for outlining the chapter's strategy for success in chapter operations, which includes finances, establishing a functioning committee system, and maintaining reverence for *The Ritual*. The Fraternity believes that its chapters should ensure the necessary structures, systems, and resources are in place in support of the Fraternity. This includes fiduciary responsibility, organized administration, and effective planning to best achieve the aims of Sigma Nu.

The foundation of this plan is grounded in the idea that Sigma Nu chapters should be able to effectively plan and develop the system necessary 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 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 Guidelines for Chapter Operations](#)
- [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



ADDITIONAL DUTIES AND RESPONSIBILITIES

Listed below are the additional duties and responsibilities of committee officers.

THE EXECUTIVE COMMITTEE

THE EXECUTIVE COMMITTEE ROSTER

Committee Member Name	Position
	Commander
	Lt. Commander

Advisor Name	Advisor Position	Phone	Email
	Committee Advisor		

EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES

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



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

CHAPTER FINANCES

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 filed a on

THE FINANCE COMMITTEE

THE TREASURER

Listed below are the duties and responsibilities of the Treasurer.



THE FINANCE COMMITTEE ROSTER

Committee Member Name	Position
	Treasurer

Advisor Name	Advisor Position	Phone	Email
	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

STRATEGIC PLANNING

STRATEGIC PLANNING PROCESS

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

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

RITUAL ROBES

CONDITION

Commander

Lt. Commander

Marshal

Chaplain

Sentinel

Honor Candidate

RITUAL ITEMS

CONDITION/QUANTITY

STYLE

Sword

Bible

Candles

Ribbon

Alpha Chest

RITUAL BOOKS

CARE FOR RITUAL MATERIALS

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