The role of the Phi Sigma Pi Chapter Inter-Chapter Committee Chair is one of great responsibility. It can also be quite rewarding. The following document is a guideline to help you have a successful term as Chair of the Chapter Inter-Chapter Committee.

There are two sections of the National Constitution that refer, indirectly, to the role of the Chapter Standing Committees. It should be noted that this document should be considered the minimum duties and your Chapter may choose to assign further duties at its discretion in the Chapter Bylaws.

**PHI SIGMA PI NATIONAL CONSTITUTION, ARTICLE IX, SECTION 3**

**Responsibilities**

The responsibilities of a Collegiate Chapter are to:

A. Ensure the maintenance of the Chapter’s viability and enthusiasm;

B. Plan and complete scholastic, service, fundraising and social activities;

C. Improve Chapter image and influence on the campus and in the local community;

D. Properly recruit and educate New Members to ensure the future of the Chapter;

E. Maintain regular contact with the National Office;

F. Define the Chapter Bylaws and Chapter Operating Policies in accordance with the governing documents of Phi Sigma Pi;

G. Correspond with and cultivate the Chapter’s Alumni;

H. Foster knowledge in the future leaders of Phi Sigma Pi and society; and

I. Develop a Risk Management Program, taking into consideration any risk management program already instituted at the sheltering institution that highlights the issues of hazing, the responsibilities and liabilities of alcoholic beverages, and illicit controlled substance possession, consumption and distribution.

   i. This program must be in compliance with all regulation set forth by the sheltering institution, the National Constitution, as well as all federal, state and local laws.

   ii. Each Chapter shall be required to hold or attend a minimum of two (2) programs per academic year to further educate Members and Initiates on its Risk Management Policy.
PHI SIGMA PI NATIONAL CONSTITUTION, ARTICLE II, SECTION 2

Statement of Ideals

In carrying out the purpose of Phi Sigma Pi, the organization shall strive to personify and encourage three ideals:

A. The acquisition and dissemination of information and knowledge through scholarship,
B. The application of professional skills and the fostering of leadership qualities by promoting and advancing the welfare of humanity, and
C. The fostering of non-discriminatory, fraternal fellowship within Phi Sigma Pi’s ranks.

EVENT IDEAS

- Regional Conference
- National Founders Day
- Chapter Founders Day
- Formal
- Pinning
- Induction
- Campus-wide Philanthropy Events
- Campus-wide Fundraisers
- Campus-wide Social Events
- Tripod Day

Join your campus-wide cleanup like the Gamma Gamma Chapter at Georgia Southern University.

Participate in intermural activities like the Alpha Beta Chapter (University of Maryland) put a team together for volleyball.
As a Standing Committee Chair, it is your responsibility to:

1. **MEET WITH YOUR COMMITTEES**
   - Meet weekly with your Committees. These meetings can range from 20 minutes to an hour, depending on the amount of material that needs to be discussed. It is helpful to set a day and time for weekly meetings outside of Chapter meetings so that Committee Members know to plan for them and are able to actively prepare and participate.

2. **PLAN EVENTS WITH YOUR COMMITTEE**
   - It is at the discretion of the Chapter to determine the number of events that each Committee will organize.
   - It is your responsibility to ensure that all events are well planned and that all Committee Members are actively engaged in the planning of events.

3. **ADVERTISE THROUGHOUT THE ENTIRE BROTHERHOOD (UNDERGRADUATE AND ALUMNI)**
   - It is important to make the brotherhood aware of your events, well before they are to take place. Make sure to announce your event and begin reminding Brothers to attend at least two weeks in advance.
   - Also, invite Alumni to the events well before they are to take place. Many of them have jobs, families and various other commitments. Begin reminding Alumni at least six months in advance.

4. **EXECUTE YOUR PLANNED EVENTS WITH PARTICIPATION FROM YOUR COMMITTEE AND THE BROTHERHOOD**
   - It is imperative that your Committee's events are attended by you, Members of your Committee and general Members of the brotherhood.

5. **EVALUATE THE SUCCESSES AND SHORTCOMINGS OF YOUR COMMITTEE’S EVENTS**
   - It is important to understand that every event has strengths and weaknesses. If you successful evaluate and record these strengths and weaknesses, the next Committee Chair will be set up for successful event planning.

6. **APPLY FOR A PHI SIGMA PI NATIONAL AWARD**
   - Go to phisigmapi.org/scholarships for a list of awards.

7. **ASSIST WITH CHAIR TRANSITION AT THE END OF YOUR TERM**
   - Go to the resource center at phisigmapi.org to find a complete guide to Officer & Chair Transition.