



**PI LAMBDA PHI**  
LEAD COURAGEOUSLY

## **Directors and Coordinators Responsibilities**

### **Education & Development Committee**

- **Education & Development Committee Director**

*(Smaller chapters may not have a Committee Director – in this case the VP of Education & Development would absorb the following responsibilities.)*

1. The Education & Development Committee Director shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
2. The Education & Development Committee Director shall directly oversee the Education and Development Committee and meet weekly with its Coordinators for follow up and setting the direction to aid the mission and goals of the chapter.
3. The Education & Development Committee Director shall submit a weekly report to the Vice President of Education & Development containing his and all coordinator reports from the committee.
4. The Education & Development Committee Director shall provide updates related to his committee during chapter meetings and the progress made by the coordinators within his committee.
5. The Education & Development Committee Director shall provide assistance and mentorship to all coordinators within his committee.
6. The Education & Development Committee Director shall provide follow-up and accountability to all coordinators within his committee.

- **Academics Coordinator**

1. Submits a weekly report to the Vice President of Education & Development (Archon)/Director of the Education & Development Committee.
2. Attends regularly scheduled Education & Development Committee meetings.
3. Establish mentorship pairings between brothers on academic probation and brothers who are high academic achievers.
4. Meet (bi) weekly with each academic mentor to discuss progress and/or challenges being faced by the brother on academic probation.
5. Collect academic reports from institution each semester/quarter, to ensure Brothers are meeting chapter and university academic requirements.
6. Create and execute an academic incentive program.

- **Elimination of Prejudice (EOP) Coordinator**

1. Submits a weekly report to the Vice President of Education & Development (Archon)/Director of the Education & Development Committee.
2. Attends regularly scheduled Education & Development Committee meetings.

3. Set chapter EOP fundraising goals, in collaboration with the Vice President of Education and Development, for each semester and the entire year.
  4. Organize and execute an educational or fundraising event on in support of the Elimination of Prejudice Foundation each semester.
  5. Execute the Elimination of Prejudice Video Contest Launch Management Plan.
  6. Conduct monthly chapter discussions on current events related to prejudice and discrimination.
  7. Be the liaison between the chapter and the IHQ Staff member who runs the Elimination of Prejudice Program.
- **Ritualist**
    1. Submits a weekly report to the Vice President of Education & Development (Archon)/Director of the Education & Development Committee.
    2. Attends regularly scheduled Education & Development Committee meetings.
    3. Ensure all ritual supplies are properly maintained, neatly organized and in stock.
    4. Reserve locations for all rituals (Pinning, Big Brother & Initiation).
    5. Lead a pre-ritual run-through, to ensure everyone is prepared to perform their role.
    6. Ensure a post ritual breakdown is conducted to ensure those who go through the ritual experience understand the meaning and purpose behind the ceremony.
    7. Has completed a ritual breakdown with IHQ or through the PLPU course on our initiation ritual.
  - **Well Developed Man Coordinator**
    1. Submits a weekly report to the Vice President of Education & Development (Archon)/Director of the Education & Development Committee.
    2. Attends regularly scheduled Education & Development Committee meetings.
    3. Keep accurate records of progress made within the Well-Developed Man Program by each Brother.
    4. Introduce the Well-Developed Man Program to all New Members and encourage all Brothers to participate.
    5. Be aware of different opportunities offered through the chapter and the university to achieve requirements of the program.
    6. Assist all Brothers in completing paper work and achieving their goals within the program.
    7. Plan monthly Brotherhood Education Programs/Speakers.

### **Programming and Risk Management Committee**

- **Programming and Risk Management Committee Director**

*(Smaller chapters may not have a Committee Director – in this case the VP of Programming and Risk Management would absorb the following responsibilities.)*

1. The Programming and Risk Management Committee Director shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.

2. The Programming and Risk Management Committee Director shall directly oversee the Programming and Risk Management Committee and meet weekly with its Coordinators for follow up and setting the direction to aid the mission and goals of the chapter.
  3. The Programming and Risk Management Committee Director shall submit a weekly report to the Vice President of Education & Development containing his and all coordinator reports from the committee.
  4. The Programming and Risk Management Committee Director shall provide updates during chapter meetings related to his committee and the progress made by the coordinators within his committee.
  5. The Programming and Risk Management Committee Director shall assistance and mentorship to all coordinators within his committee.
  6. The Programming and Risk Management Committee Director shall provide follow-up and accountability to all coordinators within his committee.
- **Community Service Coordinator**
    1. Submits a weekly report to the Vice President of Risk Management & Programming (Marshal)/Director of the Programming and Risk Management Committee.
    2. Attends regularly scheduled Programming and Risk Management Committee meetings.
    3. Plan a minimum of three chapter wide community service events each semester.
    4. Be a liaison between the chapter and the University's Department of Community Service.
    5. Inform the Brothers of service opportunities with enough time for them to sign up and participate.
    6. Collect and document the number of community service hours completed by each Brother every semester. Maintain this information for awards purposes and ensure each Brother is meeting the chapter minimum expectation.
  - **Brotherhood Events Coordinator**
    1. Submits a weekly report to the Vice President of Risk Management & Programming (Marshal)/Director of the Programming and Risk Management Committee.
    2. Attends regularly scheduled Programming and Risk Management Committee meetings.
    3. Coordinate a minimum of three larger scale Brotherhood Events each semester, these can include (white-water rafting, camping, date night, paintball, etc.)
    4. Coordinate bi-weekly small scale Brotherhood Events throughout the semester, these can include (Brotherhood Dinners, Movie Nights, Video Game Tournaments, etc.)
    5. Organize and coordinate the chapter Brotherhood Week, this is the week leading up to initiation and should include fun events that build bonds between New Members and Active Brothers.
    6. Works with the Vice President of Risk Management & Programming to ensure no FIPG violations occur at the Brotherhood Events.

- **Athletics/Intramurals Coordinator**

1. Submits a weekly report to the Vice President of Risk Management & Programming (Marshal)/Director of the Programming and Risk Management Committee.
2. Attends regularly scheduled Programming and Risk Management Committee meetings.
3. Organize and register all chapter Intramural teams.
4. Appoint captains for all chapter Intramural teams.
5. Purchase (with chapter funds) and maintain all chapter athletic related assets.
6. Work with Intramural team captains to schedule team workouts and practices.
7. Inform Brothers of Intramural opportunities throughout the year.
8. Be the liaison between the chapter and the department of Intramurals/Athletics.

- **Greek Relations Coordinator**

1. Submits a weekly report to the Vice President of Risk Management & Programming (Marshal)/Director of the Risk Management Programming Committee.
2. Attends regularly scheduled Programming and Risk Management Committee meetings.
3. Sends special recognition to sororities on campus on holiday's and special events. (This may include each sororities founders' day, Valentine's Day, Finals Week, etc.)
4. Inform chapter of upcoming Greek events hosted by other organizations and councils.

- **Social Events Coordinator**

1. Submits a weekly report to the Vice President of Risk Management & Programming (Marshal)/Director of the Programming and Risk Management Committee.
2. Attends regularly scheduled Programming and Risk Management Committee meetings.
3. Coordinate with sororities, fraternities and other organizations on campus to plan socials/mixers/exchanges.
4. Coordinate the Chapter's Formal.
5. Works with the VP of Risk Management & Programming to ensure no FIPG violations occur at the Social Events.