

The 9 Committee Chairs

(The Cabinet)

The Rush Chairman

The rush chair and his assistant(s) are in charge of bringing potential new members into the colony. His job is the single, most important job in the colony. The rush chair works on scheduling the recruitment events, following-up with the rush guests, and reporting to the membership during the bidding sessions. His most important tasks, however, are to motivate the entire membership to continually “be on the look-out” for new members. It’s also the rush chair’s job to ensure that the colony is recruiting 365 days a year. *The ideal characteristics for a rush chair are that he is outgoing, friendly, able to offer a well-polished image of the fraternity, organized and dedicated towards reaching the colony’s rush goals and potential, and has an understanding of basic sales and marketing skills. Term: 1 or 2 semesters; Time commitment: 3-4 hours per week; Rush Committee-yes*

Important Dates to Schedule or Remember:

*Draft a Recruitment Program/manual for
submission to HQ (March)
Weekly brotherhood dinners
Bi-monthly bidding sessions/pledging
ceremonies
Formal Fall & Spring Rush*

The Scholarship Chairman

The Scholarship Chairman’s responsibility is to ensure that the colony is maintaining an environment that is conducive to each member’s academic success. The scholarship chair’s duties include: the coordination of academic success workshops, mentoring programs, a list of brothers’ majors/classes taken, and an academic success manual. Overall, the most important role that the scholarship chairman plays is that of the chapter’s advocate for academic standards and excellence. *The ideal characteristics for a scholarship chair include: good study skills, good organizational skills, the ability to organize (and possibly facilitate) small workshops, and the ability to work with on-campus departments in developing the colony’s scholarship program/scholarship manual. Term: 1 or 2 semesters; Time commitment: 2-4 hours per week; Scholarship Committee-Yes*

*Important Dates to Remember: Scholarship Program and Manual due with First
HQ Report (early April)
Mid-term exam week
Final exam week*

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The Fundraising Chairman

The fundraising Chairman is responsible for the planning and implementation of the colony's fundraising efforts. The colony is required to fundraise (.i.e. not just charge membership dues) an amount of \$2,500 for the chartering fee. Such fundraising projects can include: alumni/campus T-shirt sales, alumni golf tournament, cow-drops, etc. *The ideal characteristics for the Fundraising Chair include: the ability to work with alumni for large scale projects, the ability to draw upon the chapters/University's resources in the area of fundraising, and the ability to develop a fundraising master-plan. Term: entire colonization period; Time Commitment 4 hours per week; Fundraising Committee-Yes*

Important Dates/Events to Remember: First \$750.00 to be fundraised by first report to HQ (April); \$1,000 by Aug/Sept; \$750 by Oct Possible Summer Alumni Fundraiser

The Community Service Chairman

The Community Service Chairman is responsible for scheduling, coordinating, and implementing the colony's community service projects. As outlined in the Colony Development Program, the colony is required to conduct at least 5 community service programs or events. Such events can include: food drives, clothing drives, charity concerts, charity softball games, servant auctions, etc. *The ideal characteristics of a Community Service Chair include: an orientation towards civic activity, the ability to plan events for the entire chapter, and the ability to develop public relations materials such as press releases, newspaper/TV/radio contacts, etc. Term: Entire colonization period; Time commitment: varies; Community Service Committee-Yes*

*Important Dates/Events to Remember: First Community Service Project (March)
Second Community Service Project (April)
Third Community Service Project (May)
Fourth Community Service Project
(Aug/Sept)
Fifth Community Service Project (October)
(All event dates are approximate)*

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The Historical/Petition Chairman

The Historical Chairman is responsible for documenting and collecting materials about all of the colonies activities. This includes taking photographs during events, collecting thank-you notes, articles in the newspaper, letters of support, etc, as well as all of the materials from the old chapter (if applicable). The Chair will be in charge of working with the EC in preparing the 90-day reports to be sent to HQ, and the final petition to be sent to the Supreme Executive Committee. *The characteristics of a Historical Chairman are: a good photographer, a well organized person, and somebody who can be trusted with the development, collection, and mailing of the 2 90-day reports, as well as working with the EC for the mailing of the final petition. Term: entire colonization period; Time commitment: 2-3 hours per week; No Committee needed*

Important Dates/Events to Remember:

All chapter events

First Report Due to HQ (April/March)

Second Report Due to HQ (May-August)

Final Petition Due (Sept/October)

The Alumni Relations Chairman

The Alumni Relations Chair is in charge of developing the alumni outreach program, which will include: alumni newsletters, working with the GMC in recruiting alumni big brothers for each colony member, as well as hosting alumni events as outlined in the Colony Development Program. The Alumni Relations Chairman will also work closely with the EC in coordinating the alumni-relations aspects of the installation-weekend reception and banquet. *The characteristics of an alumni relations chairman would be that he: can present a polished, professional image of the chapter to the alumni, is capable of coordinating large scale events with alumni, and work well with the chapter's Alumni Advising Team. Term: entire colonization period; Time commitment; 4 hours per week; Alumni Relations Committee-Yes*

Important Dates/Events to Remember: Homecoming (Fall semester)

Possible summer Alumni event

Installation date (October)

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The Intramurals Chairman

The Intramurals Chairman is responsible for scheduling all of the colony's Intramural teams and games, and coordinating the games with the campus recreation center. *The characteristics of a successful intramural chairman would be that he: is organized, can communicate the intramural schedules and events effectively, and has an interest in health/wellness promotion among the colony. Term: 1 semester; No Intramurals Committee needed*

Important Dates/Events to Remember: Spring Intramurals Schedule

The Web-Page Chairman

The Web-Page Chairman will work on the development and maintenance of a chapter website, for uses such as Rush, alumni relations, and internal chapter communications. He will work closely with the Grand Scribe on all matters of internal communications *The Web-Page Chairman should have a strong knowledge of web page development and maintenance, and should be committed to keeping the website updated during the course of his term. Term: 1 semester; No Committee Needed*

Important Dates to Remember: Fall and Spring Rush

The Social Chairman

The Social Chairman is responsible for the development of the colony's social calendar, including events with sororities, other fraternities, other campus organizations, other Kappa Sigma chapters, etc. The Social Chairman should also work closely with the GMC and Brotherhood Development Chairman in the scheduling of weekly/months brotherhood/rush events and chapter brotherhood retreats. *The characteristics of a Social Chairman include: the ability to present a good image to the campus community, and schedule events with other student organizations. The Social Chair should also work closely with the Risk Management Chair in ensuring that all social events are done with the safety, security and liability of the members, actives and fraternity in mind. Term: 1 semester; Social Committee-Yes*

*Important Dates/Events to Remember: All-colony road trip (Feb/March)
Other mixers/social events*