



## Checklist For Chapter Sustainability

### Chapter Vision

- \_\_\_ Does the national organization have a clear mission & goals guided by staff & volunteers?
- \_\_\_ Does the local chapter have a clear mission & goals that is embraced by alumni, parents & undergraduates?
- \_\_\_ Does the chapter have a 5-year plan in place that is communicated to all?
- \_\_\_ Does the chapter have a clear sense of what makes it different from other chapters?

### Strong Leadership

- \_\_\_ Are the chapter officers trained & fully engaged in leading the chapter?
- \_\_\_ Are the Advisory Board, and/or Educational Foundation, and/or Housing Corporation trained & fully engaged into seeing that the chapter has a passion for excellence?
- \_\_\_ Is there officer transitions each term?
- \_\_\_ Is there a volunteer identification, recruitment, training & recognition program in place?
- \_\_\_ Is there trust between chapter officers & the membership as well as chapter officers & volunteers?
- \_\_\_ Is there a commitment by officers & volunteers to follow a strong risk management program and are they holding members accountable when needed?
- \_\_\_ Does the chapter (volunteers & undergraduates) review results of all officers, committees & goals every term?
- \_\_\_ Are the right Big Brothers/Big Sisters being assigned to new members?
- \_\_\_ Is the national organization led by a strong executive?

### Solid Financial Footing

- \_\_\_ Does the chapter have diverse funding sources (membership dues, rent, food, building fee fund, contributions from alumni & parents, etc.?)
- \_\_\_ Does the chapter have a good relationship with all donors?
- \_\_\_ Is the chapter current with A/P and does it have an A/R of less than 5%?

### Essential Programs & Services

- \_\_\_ Does the chapter have written programs for all areas of operation?
- \_\_\_ Is the chapters programming focused toward: academic excellence, leadership development, service, networking & lifelong friendships?
- \_\_\_ Does the chapter have an excellent recruitment & membership development program in place?
- \_\_\_ Are the current chapter programs meeting all members needs & interests?

### Partnerships & Collaborations

- \_\_\_ Has the chapter identified key fraternities & sororities to partner with in areas like social, service, etc.?
- \_\_\_ Has the chapter developed partnerships/collaborations with the Dean of Students, Greek Life & professional firms (alumni/parent relations, finance & property management)?

### Policies

- \_\_\_ Does the chapter have bylaws & house rules where appropriate and are they being followed?
- \_\_\_ Is the chapter J-Board trained and holding members accountable?

### Communications & Alumni/Parent Relations

- \_\_\_ Does the chapter have a public relations planned focused on alumni, campus, community & parent relations?
- \_\_\_ Is the chapter focused on communication with all of its stakeholders: alumni, parents, undergraduates, faculty/staff, neighbors, national staff, local/regional volunteers, other fraternities & sororities, etc.?
- \_\_\_ Is the chapter surveying alumni, parents, undergraduates & recent new members annually?
- \_\_\_ Is the chapters Alumni/Parent Relations programmed focused on: Database Management, Facebook/Website Management, E-News Management, Event Management, Newsletter Management, Recognition Management, Volunteer Management & Annual Fund/Planned Giving Management?