President’s Checklist

General To-Do List

☐ Build a support system by establishing connections with others
  o It is impossible to know and do everything by yourself. Remember you have resources that you can use.

  *FSL Staff Members*

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  **Grant Bigman**
  Graduate Assistant
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  o **Other Resources:** Council Advisors, Chapter Advisory Board, Graduate Chapter, Headquarters, Regional Directors, Leadership Consultants, National Umbrella Associations (i.e. NIC, NPC, NPHC, NALFO, NAPA, NMGC), Your Executive Board, Fellow & Former Chapter Presidents & Council Leaders

☐ Collect Resources for Transition
  o Obtain your Officer Manuals
  o Visit your Inter-/National Headquarters Website
  o Interview your predecessor and obtain any necessary files/folders from him/her
  o Transfer all accounts (i.e. DukeGroups, bank, etc.) to new officers
  o Meet with your Advisors

☐ Know the Expectations
  o Develop expectations for yourself and for your team
  o Discuss expectations of yourself with advisors and your team

☐ Double Check your Predecessor
  o Complete a thorough review of your chapter’s current status and ensure everything is up-to-date (i.e. Accounts, websites, contact information, etc.)
  o Identify and resolve any outstanding responsibilities and unfinished business
  o Balance your budget
  o Gather feedback from current members and former officers
  o Prepare yourself to develop a plan of action

☐ Meet with your FSL Staff Advisor
  o Discuss your vision for the year
  o Connect other officers to staff to continue to support your chapter leadership & growth

☐ Create your Vision
  o Determine your vision
    ▪ What’s your vision for your chapter over the next year as President?
  o Set your goals

Greek@Duke.EDU (919) 684-9401
Learn the Ropes
- Learn and understand the policies and procedures related to your position
  - **NC State Laws**: Hazing Law; Alcohol Distribution, Sale, & Use Laws
  - **Campus Policies**: Academic Policies; Alcohol & Drug Policy; Duke Community Standard in Practice (for Students & Organizations); HDRL Policies; New Member Education Guidelines, Sexual Assault & Harassment Policies; UCAE Student Organization Policies (ie. Contracts, Programming, Event Registration, Planning, & Management)
  - **National/International Organization Policies**: Alcohol & Drug Policy; Risk Management Policies
- Review Important Dates and ensure that you delegate to your team

Build your skills
- Delegation, Relationship Building, Public Speaking, Listening, Organization, Time Management, Motivating Others, Networking, Leadership, Reflection

**DUKE SPECIFIC TO-DO LIST**

**FSL Information**
- Check our website and ensure that your websites and specific information is updated and accurate
- Know where your chapter’s mailbox is (FSL – 036 Bryan Center)
  - Address for your Chapter: Individual/Organization’s Name
    036 Bryan Center, Box 90840
    Durham, NC 27708-0840

**Updated Roster of Members**
- Ensure that FSL has an updated roster (Excel document with first name, last name, UniqueID, and email)
  - If any initiated member deactivates/disaffiliates or new member resigns, let FSL know immediately

**Greek GPA Confidentiality Agreement**
- Ensure that your President AND Scholarship Chair sign and submit the confidentiality agreement to access your chapter’s grades (ONLY these officers should have access and they are NOT permitted to share grades with ANY other individuals)

**Mandatory UCAE Student Organization Training**
- Make sure that the President and the Treasurer both complete the online training. Review the PowerPoint and Policies then take the Training Quiz (https://studentaffairs.duke.edu/ucae/finance/student-organization-finance)
- Know your Fund Code – Obtain from UCAE Business & Finance Office

**DukeGroups**
- Update DukeGroups with appropriate officers (President, Treasurer, VP of Recruitment & Membership)
- Ensure that DukeGroups has an updated roster, Constitution/Bylaws, and organizational information
- Re-register chapter on DukeGroups in August

**Officer Information for HRL** (Only Applicable for those Chapters that have a Section)
- Update HRL with the contact information of your President, Vice President, Treasurer, and Communications Coordinator
- If you have a section on campus, you can use HRL House Councils funds to plan programs and/or purchase necessary items. In order to access those funds, UCAE needs to know the updated names and information for those individuals

**Duke Greek Community Standards (DGCS) Accreditation Program**
- Review the DGCS Guidelines for the calendar year and start preparing your submission. Delegate to other members and work on it THROUGHOUT your term. The purpose is to ensure your chapter is operating effectively.
OTHER HELPFUL INFORMATION

- **Chapters**
  - INTERFRATERNITY COUNCIL
    - Alpha Delta Phi
    - Alpha Epsilon Pi
    - Alpha Omega
    - Alpha Delta Pi
    - Alpha Phi
    - Alpha Tau Omega
    - Chi Omega
    - Delta Delta Delta
    - Delta Kappa Epsilon
    - Delta Sigma Phi
    - Delta Gamma
    - Delta Gamma Phi
    - Delta Kappa Epsilon
    - Delta Tau Delta
    - Kappa Alpha
    - Kappa Alpha Order
    - Kappa Alpha Thata
    - Kappa Kappa Gamma
    - Phi Delta Theta
    - Pi Kappa Alpha
    - Pi Kappa Phi
    - Psi Upsilon
    - Sigma Chi
    - Sigma Epsilon
  - PANHELLENIC ASSOCIATION
    - Alpha Delta Phi
    - Alpha Epsilon Pi
    - Alpha Omega
    - Alpha Delta Pi
    - Alpha Phi
    - Delta Delta Delta
    - Delta Kappa Epsilon
    - Delta Sigma Phi
    - Delta Gamma
    - Delta Gamma Phi
    - Delta Kappa Epsilon
    - Delta Tau Delta
    - Kappa Alpha
    - Kappa Alpha Order
    - Kappa Alpha Thata
    - Kappa Kappa Gamma
    - Phi Delta Theta
    - Pi Kappa Alpha
    - Pi Kappa Phi
    - Psi Upsilon
    - Sigma Chi
    - Sigma Epsilon

- **NATIONAL PAN-HELLENIC COUNCIL**
  - Alpha Kappa Alpha
  - Delta Sigma Theta
  - Sigma Gamma Rho
  - Zeta Phi Beta
- **MULTICULTURAL GREEK COUNCIL**
  - Alpha Kappa Delta Phi
  - Lambda Theta Alpha
  - Lambda Nu Xi

- **Campus Resources**
  - **Academic Advising Center:**
    - (919) 684-6217
  - **University Center Activities & Events (UCAE):**
    - (919) 684-4741
  - **Center for Multicultural Affairs (CMA):**
    - (919) 684-6756
  - **Career Center:**
    - (919) 660-1050
  - **Duke Alumni Association:**
    - (919) 684-5114
  - **HDRL – Housing Assignments:**
    - (919) 684-4304
  - **HDRL – East Campus Office:**
    - (919) 684-5320
  - **International House (I-House):**
    - (919) 684-3585
  - **Mary Lou Williams Center for Black Culture:**
    - (919) 684-3814
  - **Office of Student Conduct:**
    - (919) 684-6938
  - **Student Wellness Center (DUWELL):**
    - (919) 681-8421

**Peer Tutoring:**
- (919) 684-8832

**Leadership Development & Social Action (LDSA):**
- (919) 684-4740

**Center for Sexual & Gender Diversity (CSGD):**
- (919) 684-2543

**Counseling & Psychological Services (CAPS):**
- (919) 660-1000

**HDRL – Dining:**
- (919) 660-3900

**HDRL – Central Campus Office:**
- (919) 384-5813

**HDRL – West Campus Office:**
- (919) 684-5486

**Jewish Life at Duke:**
- (919) 684-6422

**Muslim Life at Duke:**
- (919) 613-6780

**Student Health Services (SHS):**
- (919) 684-9355

**Women’s Center:**
- (919) 684-3897

GREEK@DUKE.EDU (919) 684-9401