

# CHAPTER OFFICER CORE COMPETENCIES

The following resources were developed to help chapters identify potential officers who have what we believe to be the foundational competencies needed to be successful in each position. Finding the right people for the right position is key to the development and implementation of successful programs.

These documents will be made available to chapters through [apo.org](http://apo.org), the Officer Portal and the Office Letter e-newsletter immediately.

1. CHAPTER PRESIDENT
2. VICE PRESIDENT OF FELLOWSHIP
3. VICE PRESIDENT OF LEADERSHIP
4. VICE PRESIDENT OF MEMBERSHIP
5. VICE PRESIDENT OF SERVICE
6. TREASURER
7. SECRETARY
8. PLEDGE OR NEW MEMBER EDUCATOR
9. FACULTY ADVISOR
10. ADVISORY CHAIR

# CHAPTER PRESIDENT

## TRAITS OF A SUCCESSFUL CHAPTER PRESIDENT



CONFLICT MANAGER



DECISION-MAKER



STRATEGIC PLANNER



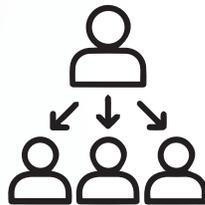
STRONG COMMUNICATOR



MOTIVATOR



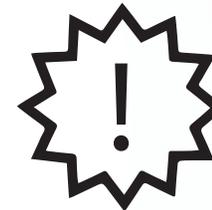
COLLABORATOR



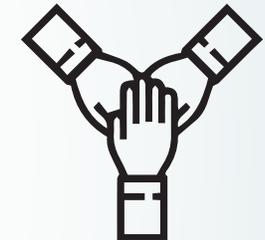
DELEGATOR



ADVANCES CHAPTER INITIATIVES



ENTHUSIASTIC

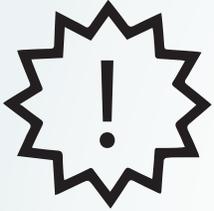


PEER MANAGER

**IDENTIFYING POTENTIAL CANDIDATES:** A chapter president consistently shows dedication to bettering the chapter in every aspect throughout their time as a brother. They prove their ability to be a leader whether they are in a leadership position or supporting others and are fearless in their ability to stand up for the chapter's goals and ideals. Chapter presidents represent the Fraternity and their chapter with pride.

# VICE PRESIDENT OF FELLOWSHIP

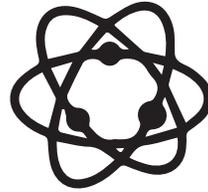
## TRAITS OF A SUCCESSFUL VICE PRESIDENT OF FELLOWSHIP



ENTHUSIASTIC



STRONG COMMUNICATOR



INNOVATIVE



FINANCIAL MANAGER



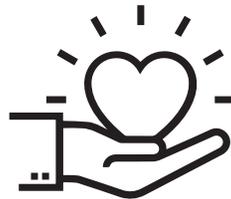
CREATIVE THINKER



EVENT PLANNER



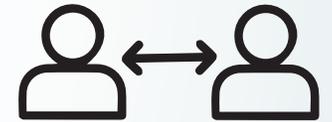
PERSONABLE



EMPATHETIC



INCLUSIVE



INTERPERSONAL SKILLS

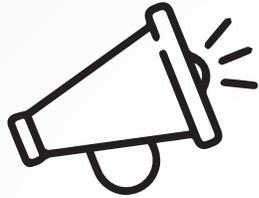
**IDENTIFYING POTENTIAL CANDIDATES:** A vice president of fellowship strives to connect the chapter through the bonds of brotherhood. Their enthusiasm and creativity bring together members new and old, thus promoting intra-chapter connectivity. They ensure that no one feels excluded from event and are inclusive when considering, planning and promoting fellowship events.

# VICE PRESIDENT OF LEADERSHIP

## TRAITS OF A SUCCESSFUL VICE PRESIDENT OF LEADERSHIP



TEAM-BUILDER



MOTIVATOR



STRATEGIC THINKER



EMOTIONAL INTELLIGENCE



FOSTERS LEADERSHIP



SUPPORTIVE



ADVANCES CHAPTER INITIATIVES



INCLUSIVE



CREATIVE THINKER

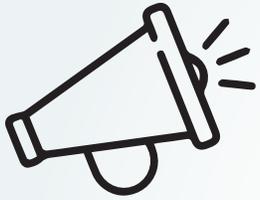


EMPOWERING

**IDENTIFYING POTENTIAL CANDIDATES:** A vice president of leadership is interested in fostering leadership skills in the brothers of the chapter. They strive to help every member become the best leader they can be. This is done through getting to know brothers personally, developing programming that is understandable and accessible to all and affirming the ability of everyone to be a leader in their own capacity.

# VICE PRESIDENT OF MEMBERSHIP

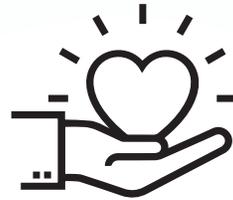
## TRAITS OF A SUCCESSFUL VICE PRESIDENT OF MEMBERSHIP



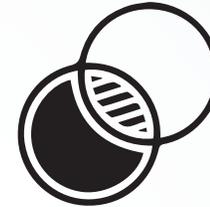
MOTIVATOR



TEAM-BUILDER



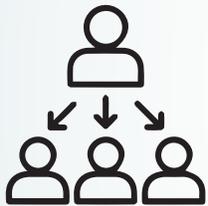
EMPATHETIC



AWARENESS OF DIVERSITY



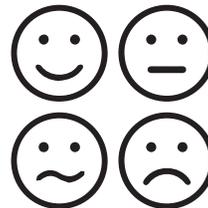
STRATEGIC PLANNER



DELEGATOR



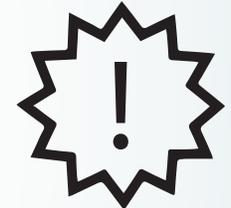
CONFLICT MANAGER



EMOTIONAL INTELLIGENCE



PROBLEM SOLVER



ENTHUSIASTIC

**IDENTIFYING POTENTIAL CANDIDATES:** A vice president of membership interacts with everyone in the chapter and enjoys doing so! They listen to what the chapter wants and bring that information to the executive committee in order to find solutions and compromises. They work to resolve conflict by creating an open and candid environment that fosters diversity and encourages members to work through problems to help the chapter grow through adversity.

# VICE PRESIDENT OF SERVICE



## TRAITS OF A SUCCESSFUL VICE PRESIDENT OF SERVICE



ADVANCED PLANNING



TIME MANAGEMENT



ORGANIZATIONAL SKILLS



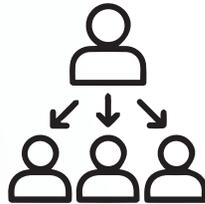
BUILDER OF STRATEGIC  
RELATIONSHIPS



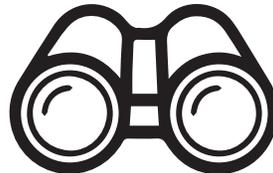
PROJECT OVERSIGHT &  
MANAGEMENT



STRONG COMMUNICATOR



DELEGATOR



FORESIGHT



DETAIL-ORIENTED



ADAPTABLE

**IDENTIFYING POTENTIAL CANDIDATES:** A vice president of service is passionate about connecting the chapter to the community at-large. They are willing to reach out to other agencies to start new projects and build on the projects the chapter has already. Candidates for this position are dedicated to service and to providing more opportunities for the chapter whether they be on campus, within the community, or to the nation.

# TREASURER

## TRAITS OF A SUCCESSFUL TREASURER



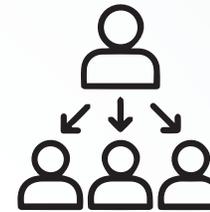
TRANSPARENT



LOGICAL



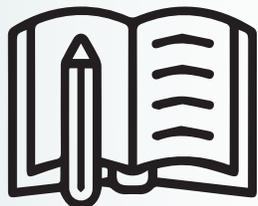
ORGANIZED



DELEGATION



FINANCIAL MANAGEMENT



WILLING TO LEARN



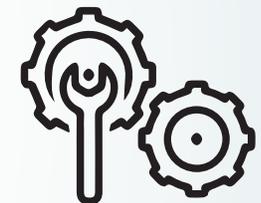
FORETHOUGHT



ETHICAL



DELIBERATE



PROBLEM-SOLVER

**IDENTIFYING POTENTIAL CANDIDATES:** A treasurer does not need to be a finance major or have years of experience with budgets, but should be someone with an interest in learning more about budget management and a basic knowledge of budgeting. This person should be reasonable and realistic with expectations, but also highly organized and able to keep on top of tracking expenditures. Starting the position with some background on how the chapter manages finances is ideal – this is a key position to utilize officer shadowing before elections.

# SECRETARY

## TRAITS OF A SUCCESSFUL SECRETARY



CONCISE



ORGANIZED



ACCOUNTABLE



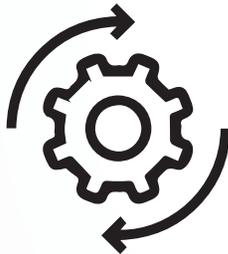
TIME MANAGEMENT



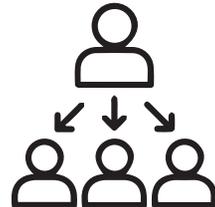
CLEAR COMMUNICATOR



DETAIL-ORIENTED



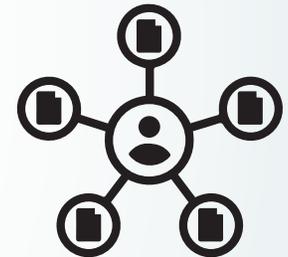
EFFICIENT



DELEGATOR



ADVANCES CHAPTER INITIATIVES



MULTITASKER

**IDENTIFYING POTENTIAL CANDIDATES:** A secretary ensures that chapter information is correctly noted, stored and passed on to future generations. They are capable of tracking information such as executive committee and chapter meeting minutes, updates to the bylaws, communication with various groups or individuals and other pertinent information that the chapter must retain in order to keep everyone on the same page.

# PLEDGE OR NEW MEMBER EDUCATOR

## TRAITS OF A SUCCESSFUL PLEDGE OR NEW MEMBER EDUCATOR



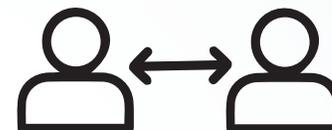
TEAM-BUILDER



FOSTERS LEADERSHIP



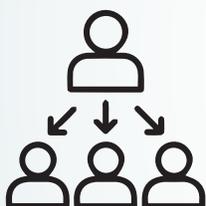
FACILITATOR



INTERPERSONAL SKILLS



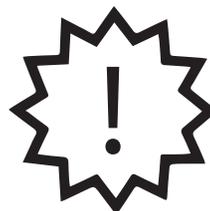
ACCOUNTABILITY



DELEGATOR



EMPATHETIC



ENTHUSIASTIC



STRUCTURED



SUPPORTIVE

**IDENTIFYING POTENTIAL CANDIDATES:** A pledge or new member educator ensures that incoming members have the requisite knowledge of the Fraternity and a foundational understanding of what the chapter represents. They are eager to meet new members and teach them how to be brothers that can exemplify leadership, fellowship and service, each in their own way. They are empathetic to the struggles that incoming members face and support members individually and as an entire pledge or new member class.

# FACULTY / STAFF ADVISOR

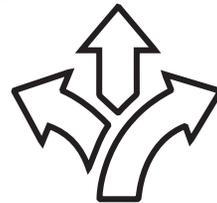
## TRAITS OF A SUCCESSFUL FACULTY/STAFF ADVISOR



AVAILABLE



STRONG COMMUNICATOR



FLEXIBLE



ADVOCATE



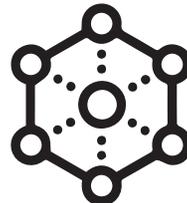
FACILITATIVE



RESOURCEFUL



EXTERNAL AWARENESS



INTERORGANIZATIONAL CONNECTIONS



MENTOR

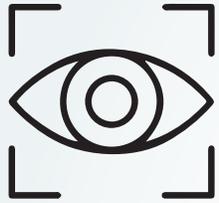


RELIABLE

**IDENTIFYING POTENTIAL CANDIDATES:** A faculty or staff advisor plays a key role in the success of the chapter. Whether they act as a mediator during conversations, facilitate the scheduling of rooms at the beginning of each semester or oversee elections to ensure things go smoothly, these advisors provide hands-on support on campus. With a foot in both chapter and campus affairs, these advisors provide opportunities for a range of people to get in contact with each other.

# ADVISORY CHAIR

## TRAITS OF A SUCCESSFUL ADVISORY CHAIR



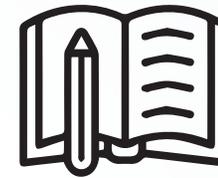
VISIONARY



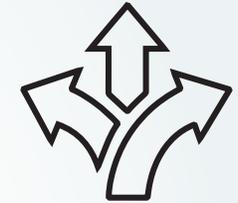
STRATEGIC THINKER



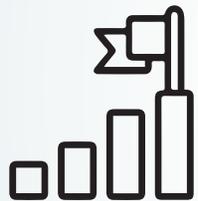
ACCOUNTABLE



CONTINUAL LEARNING



FLEXIBILITY



FOSTERS GROWTH



FACILITATIVE



DEVELOPER



MENTOR



STRONG COMMUNICATOR

**IDENTIFYING POTENTIAL CANDIDATES:** An advisory chair is a position of great importance to chapters. From ensuring that chapters are actively working to achieve their goals, to facilitating growth within the chapter, the advisory chair is there to guide and offer feedback. They are the root of the chapter's support system, offering mentorship and a listening ear to any in the chapter member who need it. They hold chapters accountable and uphold the strategic visions of the chapter and National Fraternity through thoughtful thought and action.