

Officer Notebooks/Reports

A key component for a chapter's success and officer effectiveness is a well-maintained officer notebook for every position, large and small.

Officer Notebooks

The Director of Administration is in charge of all officer notebooks. He must ensure that they are kept up to date and that the chairmen are putting in valuable information for others to use later.

Suggested Format

1. Job requirements/description: The officer should provide a look back at his job responsibilities, in particular, listing items that might not have fit into the primary job description for the position.
2. Current and past goals: Goals should be prepared at the beginning of each semester and publicized to the chapter. Keeping past goals will help the chairman see the direction the office has been taking and if past goals have been accomplished.
3. Accomplishments: The officer should provide a report of the chapter's accomplishments in his area in the past year. A comprehensive report will help the chapter in completing the Chapter Programming Award for his area of focus (if applicable).
4. Troubleshooting: The officer should provide some notes for the incoming officer regarding troubleshooting ("Be Ready For...", "When I was elected I never expected I'd have to deal with this...")
5. Future Ideas: Possibly no one in the chapter knows this position better than the outgoing officer. Share the ideas that you had for the position but never got around to implementing.

Notebook Details

1. The resources that a chapter has are extensive. The DA should help the officer by providing officer manuals from the International Headquarters, materials from Conclave notebooks, names of alumni, school officials, and brothers that can help. Each time a committee utilizes a resource it should be documented so that resources may be used again. These should be kept current.
2. Beginning of Semester Report Form, report forms, and End of Semester Report Forms. These reports will assist in future planning and in avoiding mistakes made in the past.

These notebooks should be kept up to date with at least 2-5 years of material. Much of the material that is older than five years should be filed in the archives. The Director of Administration should check each semester to ensure that these officer notebooks are being used and remain current. It is suggested that 3-ring binders be used for the notebooks. This allows reports to be inserted in the proper place.