

# RECOMMENDED OFFICER NOTEBOOKS

(minimum contents)

**“A”**

*Chapter Operations Manual*

**“B”**

*Chapter Operations Manual*

**“C”**

*“C” Manual*

*“C” Reference Sheet*

**“D”**

*Financial Management BRIEF*

*“D” Reference Sheet*

*Tax Guidelines*

**“E”**

*Alumni Newsletter BRIEF*

*Alumni Relations BRIEF*

*Public Relations BRIEF*

*Quarterly Reference Sheet*

**“F” (as Risk Management Officer)**

*FIPG Risk Management Policy*

*Risk Management Manual*

**RUSH CHAIRMAN**

*Building Better Brotherhood*

*Recruitment BRIEF*

**ASSOCIATE MEMBER COUNSELOR**

*Big Brother BRIEF*

*Membership Education BRIEF*

*Pre-Initiation BRIEF*

**SOCIAL CHAIRMAN**

*Building Better Brotherhood*

*FIPG Risk Management Policy*

*Public Relations BRIEF*

**EXECUTIVE COMMITTEE MEMBERS**

**(other than “A”, “B”, and “BB”)**

Optional:

*Chapter Operations Manual*

**“BB”**

*Chapter Operations Manual*

**Notes:**

1. While the Risk Management Manual is only listed under the “F” and the Public Relations/Risk Management Advisor, serious consideration should be given to purchasing one for other key individuals as well. The “A” and “BB” are obvious choices.
2. Everyone should have an up-to-date copy of the Chapter’s bylaws

**FACULTY ADVISOR**

*Scholarship BRIEF*

*Public Relations BRIEF*

Optional:

*Chapter Operations Manual*

**ABT MEMBERS:**

**PRESIDENT**

*ABT By-Laws \**

*Chapter Operations Manual*

**FINANCIAL MANAGEMENT ADVISOR**

*ABT By-Laws \**

*Alumni Board of Trustees (ABT) BRIEF*

*Financial Management BRIEF*

*“D” Reference Sheet*

*Tax Guidelines*

**MEMBERSHIP EDUCATION ADVISOR**

*ABT By-Laws \**

*Alumni Board of Trustees (ABT) BRIEF*

*Big Brother BRIEF*

*Membership Education BRIEF*

*Pre-Initiation BRIEF*

**RUSH ADVISOR**

*ABT By-Laws \**

*Alumni Board of Trustees (ABT) BRIEF*

*Founders’ Day Manual*

*Recruitment BRIEF*

**ALUMNI RELATIONS ADVISOR**

*ABT By-Laws \**

*Alumni Board of Trustees (ABT) BRIEF*

*Alumni Newsletter BRIEF*

*Alumni Relations BRIEF*

*Founders’ Day Manual*

*Public Relations BRIEF*

**PUBLIC RELATIONS/RISK MGMT. ADVISOR**

*ABT By-Laws \**

*Alumni Board of Trustees (ABT) BRIEF*

*FIPG Risk Management Policy*

*Public Relations BRIEF*

*Risk Management Manual*

\* Obtained Locally