

## Master:

### Minimum Expectations:

- Serve as the main point of contact between your college and its Greek life office and the chapter about the campus closure.
- Work with the exchequer to pay late International dues - these ALL must be paid, as they were already due. AEPi International will help with an adjusted payment plan if need be. Contact [Jason Kirschtel](#) to request a payment plan.
- Work with the Lt. Master to fill out the calendar for the rest of the semester. When campus reopens, start where you left off.
- Remind the chapter that they are still AEPi whether or not they are operating and are still expected to follow all [Health and Safety Policies](#).
- Send AEPi International your formal contract or contracts for any other big events for help cancelling in the event they cannot happen.
- Hold executive board meetings via video (e.g. Skype or Facetime) or phone call.

### Next Level:

- Innovate! Consider giving seminars to new members or offering some other higher-level content to members who want to use the time to build on their AEPi knowledge or improve their grasp of chapter operations. You can find a list of programming that we offer remotely [on our website](#). Staff can assist you in leading or facilitating these activities. Reach out to [Moshe Lencer](#) to go over logistics for any of these programs.
- Try a virtual chapter retreat - talk about strengths, weaknesses, opportunities and threats. Move into goal setting and come up with long-term goals to remind the entire chapter that everything will resume as usual soon. AEPi International can provide some staffing to help facilitate this meeting.
- Hold chapter meeting virtually using webinar-type services.

## Lt. Master:

### Minimum Expectations:

- Remind the chapter that they are still AEPi whether or not they are operating and are still expected to follow all [Health and Safety Policies](#).
- Continue conversations with minor board members to plan ahead and fill out the calendar for the rest of the semester and even begin planning for next fall.
- We Walk to Remember and Passover Seders can be planned for April. Your [Jewish programming staff](#) is here to help you and work with you on everything.

### Next Level:

- Try virtual events - video game tournaments online, have people present "TED Talks" via webinar.
- Come up with cool topics and put them on a PowerPoint and teach other members about that topic. It could be related to the fraternity, academic study area, or just general stuff like healthy lifestyles, movie reviews, etc. Just have fun and keep everyone engaged in the Brothers.

- Have committee members create PowerPoints or other materials to share with the chapter about all plans moving forward. This is a time when they can get way ahead of schedule and plan most future events in better detail than they would if they were in the thick of a normal semester.

## **Scribe:**

### **Minimum Expectations:**

- Remind the chapter that they are still AEPi whether or not they are operating and are still expected to follow all [Health and Safety Policies](#).
- Take minutes during all meetings --virtual or physical -- and send to entire Brotherhood.
- Work with the Lt. Master to make sure the calendar is up-to-date and circulated throughout the Brotherhood.

### **Next Level:**

- Use this as a time to get extremely organized - clean the google drive or other places where files are stored (If you don't have one, CREATE ONE).
- Post on social media or schedule posts to go out. This is a great time to go into the archives.
- Finally make those alumni/parent newsletters you've been talking about. The International office provides a FREE alumni newsletter service to all chapters. Contact Terry Hugo at [thugo@aepi.org](mailto:thugo@aepi.org) to discuss it.
- Work with Sentinel to update the chapter constitution.

## **Exchequer:**

### **Minimum Expectations:**

- Remind the chapter that they are still AEPi whether or not they are operating and are still expected to follow all [Health and Safety Policies](#).
- Collect all dues - both international and local as scheduled. This ensures you are not further delinquent on dues to AEPi International, but also will help ensure that the chapter will have all needed funding to begin business as usual once your campus resumes activities.
- Keep in mind that if dues are not spent this semester, they should either be given back to the Brothers or should roll over into the new year. You should not plan to "spend it all in one place."
- Send any contracts to AEPi International for help cancelling in the event that the activity cannot take place.

### **Next Level:**

- Build out a "Return on Investment" (ROI) document. The simplest way to explain this is that when a Brother asks, "What do my dues go to?" you can hand them back this document outlining the physical dollars budgeted, but also the intangibles like leadership and professional skills. Think of this as what you get by joining in AEPi that you probably wouldn't receive if you chose not to join.

## Sentinel:

### Minimum Expectations:

- Remind the chapter that they are still AEPi whether or not they are operating and are still expected to follow all [Health and Safety Policies](#).
- Many Brothers live together or will be hanging out anyway. What happens during this time can still be considered an AEPi event and thus the Sentinel should ensure all proper protocol has taken place. The executive board should do its best to monitor and manage informal gatherings the same way it would for an organized event.

### Next Level:

- Be very intentional about Health & Safety policy even during this period. Consider holding educational seminars about aspects of the policy that you haven't gotten to during the academic year.
- Develop new strategies or policies to combat issues in your chapter.
- Ask yourself these questions with the rest of the executive board:
  - Which aspect of Health & Safety does your chapter consider a strength?
  - Which aspects of Health & Safety does your chapter need to work on the most?
  - What kind of additional programming/training/education does the chapter do to make the Brothers safer or more knowledgeable about Health & Safety?
  - What kind of additional programming can you add that you aren't doing already?
    - Bystander intervention training
    - Bringing in campus/local law enforcement
    - Mental health speakers
  - Are there resources you would like to see come out of AEPi International (e.g. monthly webinars, best practice lists, etc.)? Now is the time to brainstorm and let the AEPi International staff know!
- Develop Judicial Board strategy to enact upon return.
- Work with Scribe to update the chapter constitution.

## Rush Chair:

### Minimum Expectations:

- Keep the rush list flowing and reorganize it so you're ahead of schedule.
- Start looking for sponsorships and fundraising opportunities - this is your chance to get ahead of all the other Greek organizations for fall semester.
- Start to get ideas for how to enhance rush week.

### Next Level:

- Complete a SWOT analysis - Strengths, Weaknesses, Opportunities, Threats -- in terms of your last rush period. Think about what you do well, what can be improved, etc.
- Design the rush t-shirt.
- Start the marketing phase - what will be posted on social media, will the chapter put together a rush video?
- Create a plan for summer recruitment.

## New Member Education:

**Minimum Expectations:**

- Know and follow all AEPi Health and Safety Policies.
- Continue working with the Exchequer to collect all initiation fees (the due date is two weeks prior to initiation).
- Keep new members aware of what is going on in the chapter and that initiation will happen as soon as it is safe to do so.
- Keep educating new members or giving them the materials to learn the following:
  - Take Greek Life EDU
  - Watch AEPi's first 100 years [video](#)
  - Continue to conduct interviews with Brothers via video call
  - Learn five values of AEPi, the names and backgrounds of the Immortal 11 and the Greek Alphabet.
  - Learn about the five standard executive board members and what their roles entail.
  - Learn minor board positions by calling committee heads and come up with ideas for each position such as potential Brotherhood event ideas, philanthropy, etc. Create a google doc to capture these ideas.

**Next Level:**

- Executive board members to host webinars to continue teaching the new member class instead of just having them go over material alone.
- Have the new members learn material and create their own exam or PowerPoint to explain to the chapter what they thought was most important.
- Discuss future plans and create/manage schedule for next semester.
- Host philanthropy, recruitment, and Health & Safety seminars online for the new members.
- Have new members plan philanthropy, Brotherhood and/or other events to host upon return to campus.

**Brother-At-Large:****Minimum Expectations:**

- Contact every Brother to check-in to say hello and to keep them in the loop.
- Get feedback from Brothers as to how active the chapter is willing to be during this time for those on/near campus (this can be done on the check-in calls or in survey format).
- Keep sending out motivational tidbits, quotes, etc. to keep Brothers thinking positively.

**Next Level:**

- Design fun ways for Brothers to interact. For example, challenge Brothers to contact every other Brother to keep in touch and give them a list of fun questions or topics to discuss.
- Work on analytics from surveys submitted to show what Brothers want.
- Think ahead and survey Brothers for Fall semester and ask questions related to events so that it will be easier for the committees to plan events around what Brothers want.
- Create a list of Brotherhood expectations for the Brothers.

## House Manager:

### Minimum Expectations:

- Please remember that our housing contracts with schools, private landlords, House Corporations, etc. are in affect and do not get canceled due to Coronavirus.
- Standards and tips for cleaning and disinfecting as well as hand hygiene can be found on the [CDC's website](#).

## Minor Board Committees:

**Philanthropy-** There are events Brothers can take part in remotely:

- Text a thon
- Letter writing campaign

The Chapter can participate in a Philanthropy seminar - Why Jewish Philanthropy -- led by staff.

### **Jewish-**

- AEPi International staff is offering sessions and activities such as Jewish Programming 1on1, Teaching new members our core values (New MemberCore), etc. Additionally, events can become online discussions.

### **Israel-**

- Plan watch parties for Israeli shows and movies
- Offer communal Hebrew learning
- AEPi International staff can facilitate online discussions to discuss Israeli issues.