



## General Fraternity Officer Operating Calendar

*Updated August 2018*

District chiefs, assistant district chiefs, and regional chiefs should use this operating calendar to guide their work. The suggested months and timelines are just that – suggestions for what should happen when, based on the flow of our “Beta year.” You will need to adjust some dates and deadlines based on the unique nature of your campuses (for instance, quarter school start later in the fall).

Suggestions or edits should be sent to Director of Chapter Services Austin Marple ([austin.marple@beta.org](mailto:austin.marple@beta.org)).

### Other resources

- [A Year in the Life](#) for chapters lists dates and deadlines for reporting and event registration.
- General Fraternity Officer Manual [can be found on Lessonly.com]
- Beta’s online learning center (powered by Lessonly): <https://betathetapi.lessonly.com/learn>

| Month     | District Chief & Assistant District Chief | Regional Chief | Action   |
|-----------|---|----------------|--|
| August    | X   | X              | Attend General Convention  |
| August    | X   | X              | Attend / listen to post-Convention online training (for GFOs who didn’t attend in person)  |
| August    | X   |                | Outreach to campus Greek Life professionals with relevant chapter updates. Sample email text can be found in Beta’s online learning center:<br><a href="https://betathetapi.lessonly.com/lesson/155120-gfo-sample-email-to-campus-professionals">https://betathetapi.lessonly.com/lesson/155120-gfo-sample-email-to-campus-professionals</a> |
| August    | X   |                | Outreach to chapter presidents and chapter counselors to start fall term; review calendar and discuss dates for chapter visits   |
| August    | X   |                | Participate in back-to-school exec and advisor retreats  |
| August    |   | X              | Monthly call with leadership consultant  |
| September | X   |                | Due September 1: PPEA certification deadline for chapters taking fall new members  |



# BETA THETA PI

MEN OF PRINCIPLE

| Month     | District Chief & Assistant District Chief | Regional Chief | Action  |
|-----------|---|----------------|---|
| September | X   |                | Monitor fall recruitment results; schedule targeted calls with recruitment advisors for chapters needing additional focus   |
| September |   | X              | Monthly call with leadership consultant   |
| October   | X   |                | Monitor fall pledge education; schedule targeted calls with advisors for chapters needing additional focus  |
| October   | X   |                | Call chapter presidents and chapter counselors to ensure they are prepared for officer elections  |
| October   | X   |                | Attend or call in to one advisor meeting for each of your chapters  |
| October   |   | X              | Monthly call with leadership consultant   |
| November  | X   |                | Call with new chapter presidents to welcome them to the role and introduce yourself; discuss plans for officer training / transition retreat  |
| November  | X   |                | Call with chapter president and chapter counselor to review events leading up to initiation   |
| November  | X   | X              | Submit recommendations for colonies intending to charter at next Convention   |
| November  | X   |                | Attend or call in to at least one chapter, exec or new member meeting for each of your chapters   |
| November  |   | X              | Check-in call with each DC / ADC about Leadership Summit attendance and fall priorities   |
| November  | X   | X              | Regional call for all GFOs and leadership consultant  |
| November  |   | X              | Monthly call with leadership consultant   |
| December  | X   | X              | Due December 15: Deadline to register for Leadership Summit   |
| December  | X   |                | Due December 15: Deadline for spring PPEA certifications  |
| December  | X   |                | End-of-semester check-in with each chapter counselor to discuss team performance (and calls with individual other advisors as needed). Priorities are identifying any vacancies or underperforming advisors and pushing for Keystone attendance for at least one advisor. |
| December  | X   |                | Deadline for pre-work for Chapter Presidents Leadership Academy and Leadership Summit (even if you're not attending in person)  |
| December  |   | X              | End-of-term call with leadership consultant to review region plans, chapter statuses, and progress on directives  |
| December  | X   | X              | Thank you calls, emails or notes for volunteers in your district or region  |



# BETA THETA PI

MEN OF PRINCIPLE

| Month    | District Chief & Assistant District Chief | Regional Chief | Action  |
|----------|---|----------------|---|
| December | X   |                | Call chapter presidents not yet registered for CPLA   |
| January  | X   | X              | Deadline to register for Keystone   |
| January  | X   | X              | Attend Leadership Summit  |
| January  | X   | X              | Attend / listen to post-Leadership Summit online training (for GFOs who didn't attend in person)                                |
| January  | X   | X              | Ready CPLA Priority Plan for each of your chapters (will be sent via email from your leadership consultant the week after CPLA) |
| January  | X   |                | Monitor spring recruitment results  |
| January  | X   |                | Monitor spring pledge education   |
| January  | X   | X              | Call with leadership consultant to review fall visit schedule   |
| February | X   | X              | Feb 1: Submit proposed legislation or Code amendments for next General Convention   |
| February | X   | X              | Attend Keystone Regional Leadership Conference  |
| February | X   |                | Attend or call in to one exec meeting, chapter meeting, new member meeting, or initiation for each of your chapters             |
| February | X   | X              | Read Keystone Priority Plans for each of your chapters  |
| February |   | X              | Monthly call with leadership consultant   |
| March    | X   |                | Call with chapter president and chapter counselor to review events leading up to initiation                                     |
| March    | X   | X              | Nominate GFOs, advisors and house corporation volunteers for awards   |
| March    | X   |                | Promote awards applications to chapter officers and advisors  |
| March    | X   |                | Mid-term call with each chapter counselor (and other individual advisors as needed)   |
| March    | X   |                | Attend or call in to one advisor meeting for each of your chapters  |
| March    |   | X              | Monthly call with leadership consultant   |
| March    | X   |                | Call with chapter president and chapter counselor to review events leading up to initiation                                     |
| April    |   |                | Due April 15: Deadline to register for summer Wooden Institute  |
| April    | X   | X              | Due April 15: Deadline for all Convention awards  |
| April    |   | X              | Monthly call with leadership consultant   |
| May      | X   | X              | End-of-term call with leadership consultant review chapter statuses and summer support plans                                    |
| May      | X   | X              | Thank you calls, emails or notes for volunteers in your district or region  |



**BETA THETA PI**  
— MEN OF PRINCIPLE —

| <b>Month</b> | <b>District Chief &amp; Assistant District Chief</b> | <b>Regional Chief</b> | <b>Action</b>  |
|--------------|--|-----------------------|--|
| June         | X  | X                     | Read proposed Convention legislation and participate in trainings about proposed legislation                                       |
| June         | X  |                       | Begin fall PPEA review for all chapters  |
| June         | X  | X                     | Register for General Convention; make travel arrangements  |
| June         | X  |                       | Targeting outreach to advisors to attend General Convention  |
| July         |  | X                     | Host regional conference call/webinar to review proposed legislation and prepare delegates for Convention                          |
| July         | X  | X                     | Complete Convention pre-work including review of proposed legislation, committee assignments, and preparation for regional meeting |
| July         | X  | X                     | Call with leadership consultant to review fall visit schedule  |



|         | <b>District / Assistant District Chiefs</b>   | <b>Regional Chiefs</b>  |
|---------|---|---|
| Weekly  | <ul style="list-style-type: none"> <li>• Review tasks and deadlines in GFO operating calendar</li> <li>• Review deadlines in “A Year in the Life”</li> <li>• Read and respond to emails</li> <li>• Read leadership consultant visit reports and colony development coordinator constituent updates</li> <li>• Complete action items listed in visit reports and constituent updates</li> <li>• Read GFO Updates</li> </ul>  | <ul style="list-style-type: none"> <li>• Review tasks and deadlines in GFO operating calendar</li> <li>• Review deadlines in “A Year in the Life”</li> <li>• Read and respond to emails</li> <li>• Read leadership consultant visit reports and colony development coordinator constituent updates</li> <li>• Complete action items listed in visit reports and constituent updates</li> <li>• Read GFO Updates</li> </ul>  |
| Monthly | <ul style="list-style-type: none"> <li>• Monitor advisory team positions; fill vacancies and conduct phone / in-person training for new advisors</li> <li>• Call with leadership consultant</li> <li>• Call with regional chief (1-on-1 or with entire region)</li> <li>• Call or visit with each chapter president and chapter counselor/advising team (some DCs check in with chapter counselors 2x/month &amp; all advisors at least 1x/ semester)</li> <li>• Review chapter statuses and progress against directives</li> <li>• Read the Beta Brief (sent on the eighth of each month)</li> </ul>                                 | <ul style="list-style-type: none"> <li>• Call with leadership consultant</li> <li>• Call with district chiefs (1-on-1 or with entire region)</li> <li>• Read the Beta Brief (sent on the eighth of each month)</li> </ul>   |
| Yearly  | <ul style="list-style-type: none"> <li>• Attend Leadership Summit</li> <li>• Attend Keystone Regional Leadership Conference</li> <li>• Attend Convention</li> <li>• Review position description and GFO manual</li> <li>• Call with regional chief to discuss performance, ongoing involvement, and succession planning for your district</li> <li>• Host district-wide advisor training event or webinar</li> <li>• Attend chapter anniversary events, installations, Trustees meetings and other events as invited</li> <li>• Attend an alumni event or house corporation meeting (especially for large housed chapters)</li> </ul> | <ul style="list-style-type: none"> <li>• Attend Leadership Summit</li> <li>• Attend Keystone Regional Leadership Conference</li> <li>• Attend Convention</li> <li>• Review position description and GFO manual</li> <li>• Attend quarterly calls with General Secretary and other regional chiefs</li> <li>• Call with General Secretary to discuss performance, ongoing involvement, and succession planning for your region</li> <li>• Attend chapter anniversary events, installations, Trustees meetings and other events as invited</li> </ul> |