What is my role for the Chapter Success Plan?

Chapter Level

Chapter Executive Board

- The Chapter Success Plan is intended to be a group project for the chapter’s executive board. One officer will NOT be able to complete the Chapter Success Plan on their own. Each of the seven core officers and the chapter advisor will receive an email detailing how to access the Chapter Success Plan as well as some initial instructions on how to complete the form. The chapter email and password used to log in to the Chapter Success Plan is available in HQDocs in the General Resources folder.
- Each officer should view the form and complete the sections/questions relevant to their position’s expertise. The executive board should then review the Chapter Success Plan as a group with the chapter advisor present if available. The chapter should submit their Chapter Success Plan on SmarterSelect by the May 15th due date.
- The executive board should use their submitted Chapter Success Plan as the outline for the upcoming year.
- If the chapter has a “signature” or “flagship” program or event, consider applying for the fraternity’s Outstanding Programming awards.

Chapter Advisor

- The chapter advisor should serve as a guide for their chapter officers as they fill out the Chapter Success Plan.
- The chapter advisor will also be responsible for evaluating their chapter’s Chapter Success Plan in SmarterSelect. Their feedback will be provided to the chapter to make any suggested and/or required changes for final approval by the regional director.
- The chapter advisor will locally coach the chapter in carrying out their Plan, the regional director’s goals, and fraternity policy.

Regional Level

Section Director

- The section director should work with their chapter advisors to make sure the chapters are submitting their Chapter Success Plans on time.
• The section director will also serve as an evaluator in SmarterSelect for their chapters’ submitted Chapter Success Plans to assist the regional director in measuring each chapter’s needs and successes.
• A section director could also be an additional coach for the chapter officers, offering advice for the chapter to overcome potential challenges.

Regional Director
• Regional directors are key to the Chapter Achievement Model.
• The regional director will set an individualized year-end chapter size for each chapter.
• The regional director will evaluate and approve each chapter’s Chapter Success Plan in SmarterSelect.

Heritage Center Staff

Chapter Educational Resource Coordinator
• The CERCs are responsible for organizing and overseeing the Chapter Success Plan process and deadlines.
• The chapter’s CERC will provide a copy of the previous year’s Chapter Success Plan. This resource can be found in the chapter’s HQDocs General Resources Folder.
• The CERCs will providing relevant resources to help chapters accomplish their Chapter Success Plan and goals.

If there are any questions or concerns with the Chapter Success Plan, please contact your resource coordinator at CERC@akpsi.org.