AAC Structure Implementation Timeline

July 1 – August 1, 2019

- AAC gather and share Convention information.
- AAC members review job descriptions for AAC roles and Chapter Leadership Team and key Directors noting knowledge and interests.
- AAC Chair partners with Regional Team to understand chapter’s needs, current skills and strengths of AAC and any necessary additional advisors.
- AAC Chair works with Executive Council to begin discussion of the new structure and chapter’s needs.
- AAC and Regional Team set date for a fall call.

August 1 – September 1, 2019

- In collaboration with the regional team, each AAC determines assignments for the coming year and secures advisor commitments for 2020.
- AAC Chair works with the chapter to request dispensation for any changes to the officer structure model (due September 15).
- If an advisor has interest in serving in a different capacity, AAC Chair can share her name with the regional team. Pi Phi’s LNC is also always looking for volunteers who are interested in serving above the local level, contact lnc@pibetaphi.org.

September 1 – October 1, 2019

- AAC Chair identifies AAC vacancies and works on recruitment and consults regional team for assistance.
- AAC collaborates with the chapter to host a celebration or recognition for those AAC members not continuing in the next year.
- Attend in-person trainings if possible

October 1 – November 1, 2019

- AAC Chair enters the committee into eReports and AAC members are installed during a chapter meeting.
- If the chapter needs additional AAC members, the AAC Chair communicates those to the regional team and recruits or appoints as needed.
- AAC provides support and direction for elections and leadership retreat.
- AAC Chair registers for College Weekend.
- Complete fall call with the regional team (if not already completed)
- Attend in-person trainings if possible
November 1 – December 1, 2019

- AAC members review Online Learning assignments
  - Overall fraternity and advising courses
  - Chapter Leadership Team position specific courses
  - Sign the AAC Commitment Statement