

## Preparing for the TKE Regional Consultant Visit

About a month before the TKE Regional Consultant is scheduled to visit your Chapter you should receive a letter stating the exact dates he will be there. The purpose of the visit is three-fold:

- ◇ First, it is the commitment of the Grand Council that all Chapters and Colonies will receive at least one visit each year from a member of the Professional Staff of Tau Kappa Epsilon.
- ◇ Second, it is an opportunity for the Consultant to review your Chapter's operation and evaluate how well you are doing in meeting the Apollo Program Standards approved by the Grand Council. At the conclusion of his visit the Consultant should leave with you a copy of his evaluation and written recommendations and suggestions as to how your Chapter can improve.
- ◇ Third, it affords you and all members of your Chapter to ask questions regarding all aspects of Chapter operations (i.e., scholastics, rush, finances, educational programming, etc.), request clarification about the various TKE policies, express your Chapter's concerns, and ask for help.

Now that you know the Consultant is coming, what is it you should be doing to prepare for it?

Overall, it is the Prytanis' responsibility to ensure the Chapter is ready for the Consultant's visit. But all the Officers and Committee Chairs must see to it that all information within their areas of responsibility is available to the Consultant. It is also the Chapter's responsibility to make sure that Consultant is taken care of during his visit. In other words, be a good host!

Following is a list of things that the various Officers and/or Committee Chairmen must do to help make the visit a success.

### The Prytanis ~

- ◇ At the next Chapter meeting be sure to announce the upcoming visit
- ◇ Confirm with your Greek Advisor that they are aware of the visit and schedule an appointment for the Greek Advisor and TKE Consultant to meet. The appointment should be for an hour with the first 40 minutes for the two of them to meet privately; you should participate in the last 20 minutes. Be sure to let the Consultant know when the appointment is. (Most likely, the Consultant will have already taken care of arranging this meeting; however, take the time to double-check.)
- ◇ Notify your Chapter Advisor, Faculty Advisor and Board Chairman of the visit and ask when it would be convenient for them to meet with the Consultant. Be sure to let the Consultant know when they can meet with him.
- ◇ Schedule a ritual meeting during his visit.
- ◇ Arrange accommodations for the Consultant during his stay.

### **The Epiprytanis ~**

- ◇ Have available a copy of the Chapter's current constitution and by-laws, policies, plans, etc.

### **The Grammateus ~**

- ◇ Provide a copy of the current roster of all members (active, inactive and candidates).
- ◇ Provide a copy of the Officers and Committee Chairs with telephone numbers.
- ◇ Have available the minutes for the current year.
- ◇ Provide a copy of the address, telephone numbers and email address of the Chapter Advisor, Faculty Advisor and members of the Board of Advisors (at least the Board Chair).

### **The Crysochylos ~**

- ◇ Have available a copy of the Chapter's Financial Policy, the Chapter Budget, the Chapter's financial reports for the year to date, the latest bank statements, the latest statement from TKE, a list of all the members (active, inactive and alumni) who owe money to the Chapter and how much.

### **The Histor ~**

- ◇ Be sure the Chapter Scroll is available for inspection by the Consultant.
- ◇ Have available a copy of the last three newsletters the Chapter sent to your alumni.
- ◇ Provide a roster of all alumni and their current addresses, telephone numbers and email addresses.
- ◇ Provide a roster of the Chapter Alumni Association Officers, with addresses, telephone numbers and email addresses.

### **The Hypophetes ~**

- ◇ Be sure to inventory all the ritual equipment and order replacements for missing/damaged items.
- ◇ Be sure the robes, altar cloth, etc. are in good condition - have them cleaned before the visit.
- ◇ Arrange the room for the ritual meeting during the Consultant's visit.
- ◇ Have available a copy of the Chapter's Scholastic Policy.
- ◇ Have available a copy of the latest report from the Greek Advisor on the Chapter's scholastic standing on campus, as compared to the All Men's Average and a copy of the latest GPA list for all the Chapter members.

### **The Pylortes ~**

- ◇ Provide a copy of the Chapter's Risk Management Policy and be prepared to discuss it.

### **The Hegemon ~**

- ◇ Provide a copy of the current candidates for membership.
- ◇ Provide a copy of the Chapter's Education Program (both New Member and On-going Education).

### **The Rush Chairman ~**

- ◇ Provide a copy of last semester's Rush Plan and the Rush Plan for the next semester.

### **The Membership Quality Board Chairman ~**

- ◇ Provide a copy of the Chapter's Member Standards Policy; the New Member/Candidate for Membership Standards; the Chapter Code of Conduct; and the standards for the Order of the Founders, Knights of Classic Lore, and the Fraternity for Life levels of fraternal achievement.

### **Other Committee Chairs ~**

- ◇ Provide a copy of your Committee's written policies, plans, etc. and be prepared to discuss them with the Consultant.

Following the TKE Regional Consultant's visit several things should happen ~

- ◇ Hold an immediate Officers and Committee Chairmen meeting to review the report. The outcome of the meeting should be a plan to implement the recommendations/suggestions/corrections of the Consultant. The plan must list the item to be corrected, the steps to be taken, who is responsible to see that it is done, and the date(s) by which it will be done.
- ◇ Review the Consultant's report with the Chapter at the next meeting.
- ◇ Discuss the report with the Chapter Advisor, Faculty Advisor and the Board of Advisors and your plan to improve the Consultant's evaluation.
- ◇ Give a 'progress report' at future Chapter meetings; let the Chapter know what is being done to improve the areas that were identified by the Consultant as needing improvement.
- ◇ Be sure to follow-up with the Consultant and keep him aware of your progress.

*Submitted by Frater Todd Emery, Delta-Epsilon Chapter  
TKE Northeast Regional Consultant ~ 2001-02*

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