

Junior Dean

External Vice President



Gold Book Series - 2023 Edition

Name:

Date:

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Acacia Fraternity Gold Book

A Message from the Headquarters

Dear Junior Dean,

Congratulations on being elected to serve your chapter as Junior Dean. This manual will provide guidance and resources to help you better understand the expectations and responsibilities of your role.

We hope that this Gold Book will not only help you better understand your role but also help strengthen the Acacia Fraternity as a whole. A strong social program will strengthen the ties of friendship in your chapter and build relationships with other students on campus.

We are confident that, by equipping Junior Deans with the information and resources they need to be successful, Acacia Fraternity will continue to be a leader in the Greek community.

I extend my best wishes to you for every success in your term. Should you ever require assistance, please feel free to contact us at the Headquarters. Congratulations, and best of luck!

So Live,

Acacia Fraternity Headquarters

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Definition of the Team

Your Team

The Junior Dean's Team typically consists of Social Chair, Human Service Chair, IFC/ Greek Relations Chair, and Athletics/Intramurals Chair. An Advisor may also be part of the team to serve in an advisory capacity. This team is generally responsible for planning and coordinating a well-rounded social calendar for the chapter. Smaller chapters may consider combining roles.

On the next page is a recommended organizational chart. You are not required to follow this chart. It serves as a starting point for the structure for overall chapter operations and breakdown of duties. If your chapter does not have something similar, it is recommended that you develop one or adopt this recommendation.

Social Committee

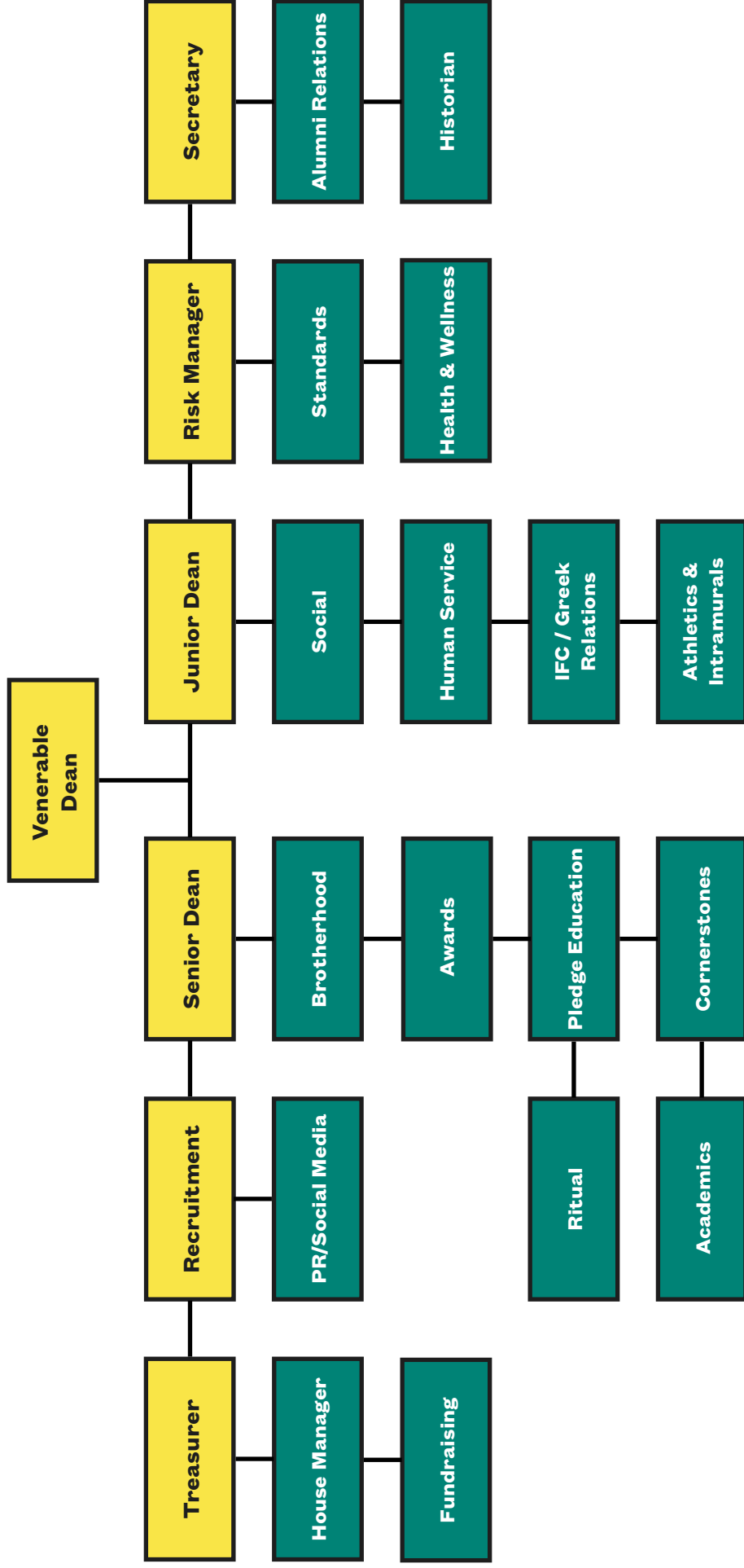
The purpose of a Social Committee is to aid the Junior Dean in planning, organizing, and executing the chapter's social events. Typically, Social Committee Members are trusted to create fun and safe event plans, encourage brothers to attend events, manage a specific event, fill out paperwork as required by the institution or Fraternity/Sorority Life Office, and evaluate events through feedback from chapter.

Brothers from the list below are recommended to be part of a Social Committee:

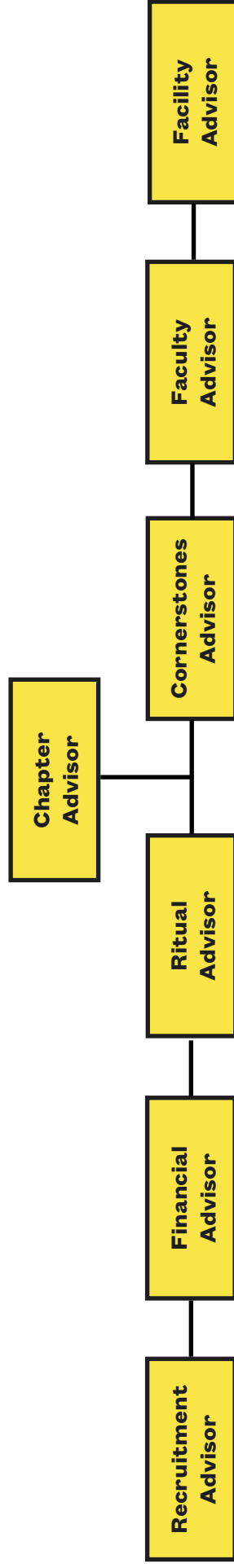
- Junior Dean (Chair of Committee)
- Social Chair
- Risk Manager
- Treasurer
- Brother(s) from variety of pledge classes

Acacia chapter Organization Chart

CHAPTER COUNCIL



ALUMNI ADVISORY TEAM



Overview of the Role

The following overview provides a recommended guide to your positions that, if utilized, can result in better chapter operations.

Effective Practices of the Junior Dean:

- Schedules, plans, and supervises all social events of the chapter including but not limited to formal, mixers, date parties, and social events with alcohol
- Meets with Risk Manager to discuss all relevant laws and policies that relate to events being planned. This includes:
 - Acacia Fraternity policies and procedures
 - The Institution's policies and procedures
 - Local laws and/or ordinances
- Collaborates with other chapter officers to coordinate their events. For example: Working with Alumni Relations Chair to coordinate an Alumni Weekend
- Assists new member officers in arranging social events with other organization's new member classes
- Notifies the chapter about campus social events at each chapter meeting
- Works with the Treasurer to manage social budget
- Maintains an officer notebook including calendar, contacts, and planning/evaluation forms
- Works with Venerable Dean and Risk Manager on chapter calendar to create balance and reduce potential conflicts between chapter events
- Plans and executes yearly Founders Day event
- Plans and executes annual parents' weekends
- Promotes social development through both brothers-only events and general social events
- Attends Chapter Council Meetings
- Chairs the Social Committee
- Trains successor through the officer transition process

Overview of the Role

Effective Practices of the Social Chair:

- Notifies the chapter about campus social events at each chapter meeting
- Schedules, plans, and supervises all social events of the chapter including but not limited to formal, mixers, date parties, social events with alcohol,
- Active on Social Committee
- Communicates with social chairs from other organizations to plan events together
- Identifies areas of liability and exposed risk associated with social functions

Effective Practices of the Human Service Chair:

- Plans and executes AcaciaClaus for November and December
- Plans and executes Week of Service in spring
- Identifies and shares service opportunities to chapter members during chapter meeting
- Connects with institution's community service office to determine some service opportunities
- Plans and executes the chapter's philanthropic events
- Utilizes CrowdChange for raising donations for philanthropy

Effective Practices of the IFC and/or Fraternity & Sorority Relations Chair:

- Attends regularly scheduled IFC Meetings unless Venerable Dean is required.
- Reports updates back to chapter about happenings in the campus community and fraternity/sorority community
- Works to establish positive relations with other chapters and student organizations on campus

Effective Practices of the Athletics & Intramurals Chair

- Coordinates intramural games including types of sports played, times of games
- Builds and Manages chapter's intramural teams
- Submits proper paperwork to institution such as team rosters, registration, etc
- Encourages members not on a team to come to game and cheer on the chapter team

Important Aspects of Junior Dean's Role to Know

The following overview provides a recommended guide to your positions that, if utilized, can result in better chapter operations.

A Well-Rounded Event Calendar

A well thought out social calendar will provide the chapter with events that strengthen the ties of brotherhood and build good relationships with other campus and community members. The range of events in a social calendar can include brotherhoods, exchanges/mixers, alumni gatherings, and more. Where the University allows alcoholic events, the calendar should include several non-alcoholic events as well. A well-rounded social calendar will consider scholastic, community service, and other personal development needs.

- Brotherhood Events
- Alumni Events
- Mixers/Exchanges
- Themed Date Parties
- Formals
- Dad/Mom/Parent Weekends
- Study Breaks

Event Planning

There is a famous quote from Benjamin Franklin that says, "If you fail to plan, you are planning to fail." This sums up the Junior Dean's role well especially around all duties related to event planning. Planning an event can be as simple as answering the questions: who, what, when, where and why. But it could also be as extensive as needing to fill out paperwork from your institution or following an event planning guide. Acacia Fraternity has two different resources that will support your efforts in event planning. The first is the Holmes Murphy Event Planning Guide and the second is a simple event planning worksheet.

Risk Management

While risk management is not in the title of the Junior Dean's role, it is an important part of everything you do. The Junior Dean and Risk Manager working together well is extremely important and beneficial to the chapter. The Junior Dean is expected to be familiar with health and safety policies of Acacia Fraternity, the institution, and the local community. Reviewing events with the Risk Manager while in the planning process will support the chapter in reducing risk and therefore promote health and safety.

Important Aspects of Junior Dean's Role to Know

Brotherhood Functions

It is important for the social calendar to involve functions that are brothers only. It is through these events that the ties of brotherhood will strengthen. Some ideas for brotherhoods are:

- Camping/Fishing Trips
- Paintball
- Sporting Events
- Bracket Pools
- Bowling
- Billiards
- Pass the Gavel/Good of the Fraternity
- Monday Night Football
- Or any event that the brothers are interacting together

Community Relations

Engaging with the fraternity and sorority community at your institution is important. This can be engaging in person via intramurals, Greek Week, Homecoming, and so forth. This can also be sending congratulatory cards, thank you notes, and holiday/occasion cards to chapters regularly. This can also be done by visiting chapters for a meal or for announcements about your chapter.

Appendix

Here are some additional helpful resources to assist you in your role. Click on the link to be taken to the document in a new window.

1. [Organization Names & Founding Dates Template](#)
2. Human Service
 - a. [Acacia Claus](#)
 - b. [Shriners Hospital](#)
 - c. [Seven Days of Service](#)
3. [Event Planning Guide](#)
4. Risk Management
 - a. [2021-22 Risk Management Liability Gold Book](#)
 - b. [Health & Safety Standards](#)
 - c. [Holmes Murphy Prevention Plan](#)
 - d. [Holmes Murphy What Constitutes an Event](#)
 - e. [Building A Guest List](#)
 - f. [Event Monitor Resource](#)
5. [101 Non Hazing Activities for New Members](#)
6. [CrowdChange](#)

These and other resources can be found at [acacia.org/officer-resources](https://www.acacia.org/officer-resources).

Questions/Concerns

If you have any questions about the specific content in this document, please contact: communications@acacia.org

If you are experiencing any technical difficulties with this document, please contact: communications@acacia.org

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