

Venerable Dean

Leader of the active chapter



Gold Book Series - 2023 Edition

Name:

Date:

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Acacia Fraternity Gold Book

A Message from the Headquarters

Dear Venerable Dean,

Congratulations on being elected to serve your chapter as Venerable Dean. The next year will be one of the most educational years of your life. You will grow as a leader and as an individual. The insights you gain into human nature and into organizational dynamics, as well as the skills you will develop as a leader and a motivator, will prove invaluable to you throughout your personal and professional life.

As the Venerable Dean, it is your duty to read this Gold Book carefully and to run your chapter to the best of your ability. To gain a good understanding of the other chapter offices, you should review all other publications in the Gold Book series currently available to your chapter from the International Headquarters.

It is required that you hold a Chapter Retreat sometime during your term (preferably prior to the fall semester), so reading the Chapter Retreat Gold Book will also be necessary. I would also recommend you review Acacia's Chapter Standards program, *The Spirit of Excellence*, so that you can continuously evaluate your chapter's performance and strive to improve the chapter's level of efficiency.

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

So Live,

Acacia Fraternity Headquarters

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Definition of the Team

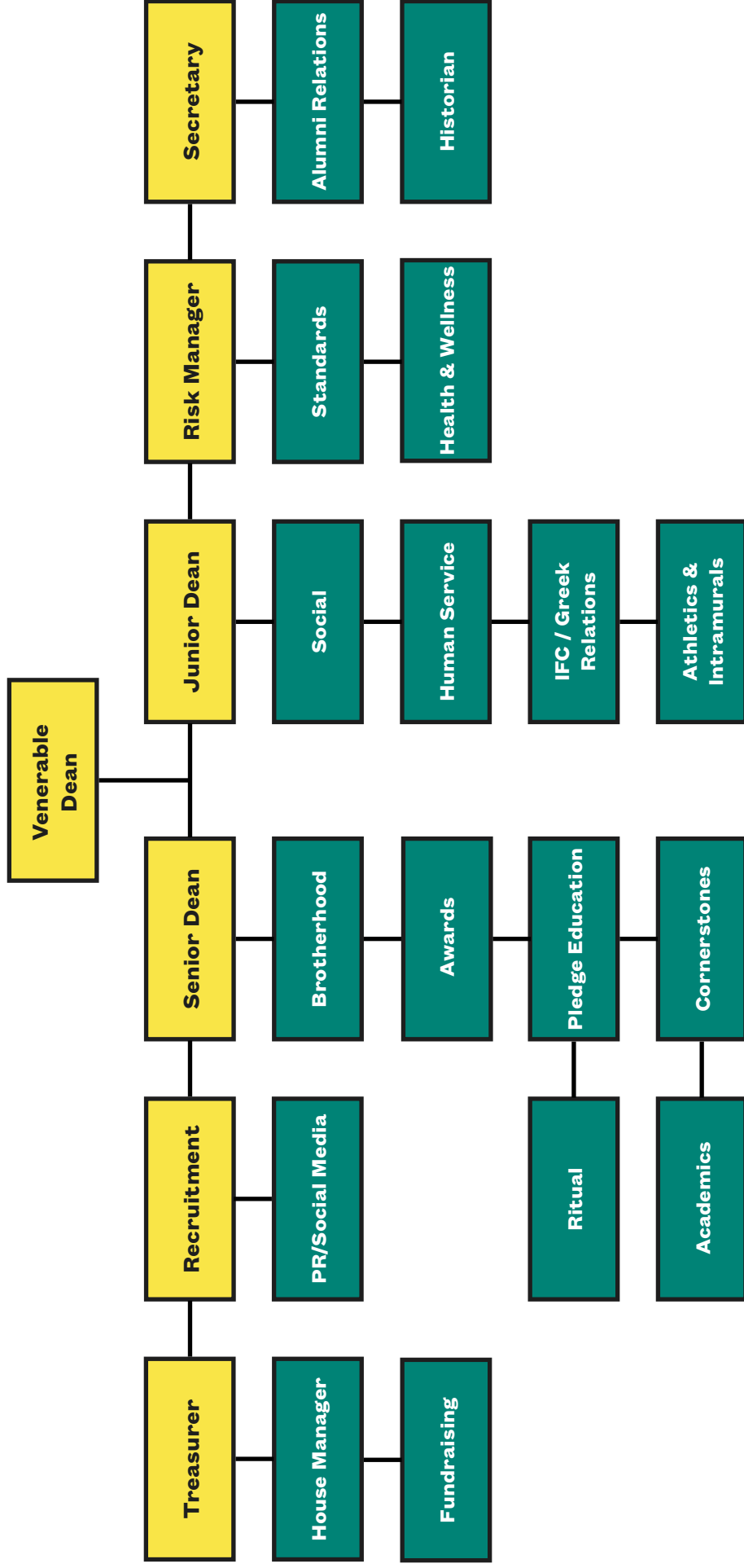
Your Team

The Venerable Dean is the leader of the active chapter and additionally is the leader of the Chapter Council/Executive Board. The Venerable Dean's team includes the Senior Dean, Junior Dean, Secretary, Treasurer, Recruitment Chair, Risk Manager, and House Manager (if the chapter has one). A Chapter Advisor may also be part of the team to serve in an advisory capacity.

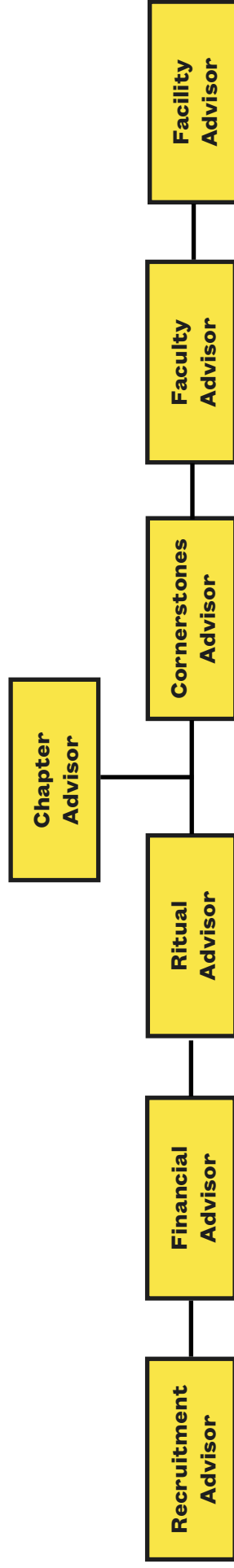
On the next page is a recommended organizational chart. You are not required to follow this chart. It serves as a starting point for the structure for overall chapter operations and breakdown of duties. If your chapter does not have something similar, it is recommended that you develop one or adopt this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

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 Venerable Dean:

- Acts as chairman of chapter meetings and follows Roberts Rules of Order
- Oversees and delegates chapter work to Chapter Council/Executive Board based on their positions
- Attends local IFC meetings regularly and if cannot attend, sends a delegate
- Attends meetings as requested by institution staff, advisors, and the house corporation board
- Completes or delegates tasks and reports for the institution and headquarters
- Understands and executes the Crisis Management Plan at the chapter level
- Is the only chapter spokesman in crisis situations
- Completes an officer transitions program including one on one meetings with outgoing and incoming officers
- Attends the Lee Kearney Officer Summit in January
- Prepares proposed chapter budget alongside the Treasurer
- Supports Risk Manager through his plans, goals, and programs
- Assists Risk Manager with all accident investigations, reports, and communications
- Plans, organizes, and hosts a Chapter Retreat once per academic year
- Plans, organizes, and hosts a Chapter Council/Executive Council Retreat each semester with support of Chapter Advisor
- Attends Chapter Coaching calls with Acacia Headquarters' Chapter Coach
- Maintains updated chapter bylaws as well as provide opportunities to amend said bylaws
- Encourages officers and members to attend international Conclave, Officer Summit, and the Acacia Leadership Academy (ALA) by sharing registration information regularly

Good Operations

Task	Timeframe	Y/N
Read Gold Book and complete officer transition	Immediately following election	
Attend the VD Summit	First week of January	
Prepare proposed Executive Council Budget	Prior to start of semester	
Host an officer/chapter retreat with semester planning, educational sessions, and goal planning (such as S.M.A.R.T. goals)	Within first month of academic term	
Ensure that there is a chapter calendar prepared prior to the start of the semester based off all officers schedules	Prior to start of semester	
Ensure chapter bylaws are updated and reviewed by the chapter, certified by the chapter advisor and approved by Acacia Fraternity Headquarters	As necessary	
Respond to HQ through the appropriate medium (Checklist App, Phone, Email, etc.) in a timely manner	Ongoing (within 24 hours or by deadline)	
Hold a weekly chapter meeting with a quorum and serve as the chairman (formal/ritual meeting at least once per month)	Ongoing	
Establish regular contact with Chapter Advisor and House Corporation Board (where applicable)	Chapter Advisor: Weekly House Corp. Board: At least monthly	
Work with the Treasurer to ensure all International Fraternity dues and fees, as well as Insurance/IRS/Campus fees are paid within a timely manner	Ongoing (see fee schedule)	
Work with Chapter Advisor and Risk Management Chair to follow the chapter's crisis management plan to report all incidents and injuries of members or guests to the Acacia Fraternity Headquarters	Ongoing	
Work with the Junior Dean and Risk Management Chair to ensure all event planning/registration forms are completed and the chapter is following the Acacia Risk Management Policy	Ongoing	
Introduce yourself and other officers to campus officials and alumni	Within first month of each semester	
Ensure proper chapter representation at the International Conclave and other leadership academies and summits	Ongoing	
Ensure all Executive Council meet with the Leadership Consultant during their visit	Twice yearly	
Transition incoming Venerable Dean	Immediately following election	

Better Operations

Task	Timeframe	Y/N
Schedule weekly Executive Committee meetings to encourage collaboration and accountability among officers regarding all chapter events and programming	Weekly	
Review Robert's Rules of Order with the chapter and encourage all members to exhibit proper decorum during chapter meetings	Within first month of academic term	
Run all chapters by parliamentary procedure, and have at least one formal chapter per month with the ritual opening and closing	Weekly/Monthly	
Read and make notes on Gold Book & Laws of Acacia	As needed	
Have a physical copy of the Semester Calendar posted throughout the Chapter house	Within first month of academic term	
Organize a Chapter Retreat prior to the start of each semester in addition to an Executive Committee planning retreat	Twice yearly	
Ensure proper chapter representation at all Interfraternity Council meetings, campus workshops, and events	As needed	

Best Operations

Task	Timeframe	Y/N
Review all Gold books and Laws of Acacia with every officer	Within first month of the academic term	
Ensure that every officer has S.M.A.R.T. goals and that they are posted throughout the Chapter House	Within first month of the academic term	
Appoint a Sergeant-at-arms (parliamentarian) to enforce Robert's Rules of Order	Weekly	
Check in with officers midweek to discuss any items that they are working on or have completed to ensure productive Executive Committee meetings	As needed	
Work with Executive Committee officers to prepare and submit applications for Acacia and campus awards	Immediately following end of term	
Create an Officer Binder that explicitly outlines all of the details and intricacies of your position as it pertains to your specific campus. The binder should also include an up to date copy of this Gold Book.	Twice yearly	

Important Aspects of Venerable Dean's Role to Know

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

Chapter Meetings

Parliamentary Procedure is a time-tested method of conducting business at meetings that can be adapted to fit the needs of any organization. Acacia Fraternity uses Roberts Rules of Order to conduct business meetings. The Venerable Dean is the chairman of meetings for Acacia therefore it is important to know the ins and outs of Robert's Rules of Order. Chapter Meetings can be formal or informal. Formal Chapter Meetings have a Ritual opening and members wear appropriate Ritual attire such as coat and tie. Chapter Meeting agendas are produced prior to the meeting and meeting minutes sent to the entire chapter afterwards. A regular cadence of meetings is recommended to encourage attendance.

Chapter Crisis Communication Procedures

There may come times during your tenure in which you may deal with a crisis. This could come in many forms from severe incidents such as a hospital transport to smaller accidents like spraining an ankle at an intramural game. The Venerable Dean is the spokesperson for the chapter in relation to crises. This is especially important if any media becomes involved. The Venerable Dean will work with the Acacia Headquarters staff on verbiage for statements. If The Venerable Dean is not going to be present at an event, it is their responsibility to appoint someone to follow this process and to alert the chapter who to notify in the event of an emergency or media inquiry. Check out the Crisis Management Plan and Incident Report in the appendix.

If someone is injured at the chapter facility or during a chapter sponsored event, the following procedures are recommended:

1. Safety First
 - a. Call proper authorities for assistance
 - b. Do not move the injured individual
2. Provide privacy to affected parties
 - a. Remove extra people and clear out space
3. Immediate notification to Chapter Advisor and Acacia Headquarters via Incident Report or phone call
4. One spokesman- Direct all media inquiries to the International Headquarters
5. Be truthful and be patient

Important Aspects of Venerable Dean's Role to Know

Risk Management Policies and Procedures

Risk management policies exist due to insurance needs, but mainly for the health and safety of our members. The Venerable Dean works directly with the Risk Manager and Junior Dean who plan events which align with risk management policies and procedures. It is important for the Venerable Dean to be knowledgeable of the risk management policies and procedures of Acacia Fraternity, but also of the institution.

[Click here to review Acacia's Risk Management Policies.](#)

Chapter Coaching

Acacia's Chapter Coaching Model assigns each chapter and associate chapter of Acacia with their own Chapter Coach, who is a staff member at Headquarters and who remains consistent throughout the year. This staff member is the chapter's primary contact at Acacia Headquarters. By participating in the Chapter Coaching Model:

1. Chapters will learn and utilize best practices for all fraternity operations so they can meet and/or exceed standards set by The Chapter Standards Gold Book.
2. Chapters will be able to see the benefits of and understand how to best employ the systems Acacia Fraternity provides such as ChapterBuilder, OmegaFi Vault, The Acacia Growth System and Tightrope.
3. Chapter Officers and Advisors will have opportunity to problem solve and critically evaluate any chapter or member issues in a timely manner with their Chapter Coach.
4. Chapter Officers and Advisors will learn how to be more successful in the art of delegating therefore allowing for more members and officers to be engaged in chapter operations
5. Chapter Officers will create goals at beginning of each term and will be provided opportunities to discuss best ways to achieve these goals
6. Chapter Officers and Advisors will become more successful in holding themselves and others accountable to completion of important tasks.
7. Chapter Officers will build more trusting and supportive relationships with advisors and their Chapter Coach.
8. Chapter Officers & Advisors will have frequent opportunities to celebrate and communicate wins

Important Aspects of Venerable Dean's Role to Know

Committees

Committees are incredibly important to the chapter accomplishing its goals and being most productive. While selecting committees can be a group effort by the Executive Board/Chapter Council, the Venerable Dean appoints the chair of each committee. Each committee can consist of a different number of brothers and pledges based on the specific need for the committee.

There are two different types of committees. A Standing Committee always stays in place, functions regularly, and meets independent of chapter and executive board/chapter council meetings. Ad Hoc committees are formed to facilitate special items of business that are not continual concerns.

Some recommended standing committees are:

1. Recruitment
2. Judicial/Standards
3. Finance
4. Social
5. Ritual
6. Alumni Relations
7. Pledge Education
8. Recommended Ad Hoc committees are for events and programs like Acacia Claus, Chapter Awards, Founders' Day, and Homecoming.

Choose the committees that are going to work best for the 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. Meeting Templates
 - a. [Chapter Meeting Agenda Template](#)
 - b. [Chapter Meeting PowerPoint Template](#)
 - c. [Chapter Council/Executive Board Agenda Template](#)
2. [Roberts Rules of Order Summary](#)
3. Risk Management
 - a. [Acacia Risk Management Policy](#)
 - b. [Incident Reporting Form](#)
 - c. [Incident Action Plan](#)
 - d. [Medical Good Samaritan Policy](#)

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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