

# RISK MANAGER'S REPORT FORM

*For the Leadership & Education Consultant*

NAME: \_\_\_\_\_ CHAPTER: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

DATE: \_\_\_\_\_ TERM EXPIRES: \_\_\_\_\_

***Please complete this report for the Consultant prior to his arrival.***

For the following section, please circle the appropriate answer or rating as it pertains to your chapter. Rating key: E=Excellent, AA=Above Average, A=Average, BA=Below Average, P=Poor. If a question does not apply to the chapter, please leave it blank.

**CHAPTER LEADERSHIP AND ORGANIZATION**

Executive Council effectiveness within the chapter.....	E	AA	A	BA	P
Chapter meetings are run in an orderly manner.....	E	AA	A	BA	P
Officer notebook is current and utilized.....	E	AA	A	BA	P
Effectiveness of most recent officer transition.....	E	AA	A	BA	P
Effectiveness of committees.....	E	AA	A	BA	P
Chapter goal-setting.....	E	AA	A	BA	P
Chapter goal-achievement.....	E	AA	A	BA	P
OVERALL RATING.....	E	AA	A	BA	P

**BROTHERHOOD AND MOTIVATION**

Brothers' respect toward each other.....	E	AA	A	BA	P
Chapter morale.....	E	AA	A	BA	P
Attendance at chapter meetings.....	E	AA	A	BA	P
Member participation in activities.....	E	AA	A	BA	P
Accountability of individual members.....	E	AA	A	BA	P
OVERALL RATING.....	E	AA	A	BA	P

**SOCIAL PROGRAMMING AND RISK MANAGEMENT PRACTICES**

Chapter holds social events without alcohol.....	Yes	No			
Risk Manager knowledge of University/Theta Chi/FIPG risk management policies.....	E	AA	A	BA	P
Chapter knowledge of University/IFC social policies.....	E	AA	A	BA	P
Chapter knowledge of FIPG policies.....	E	AA	A	BA	P
Chapter knowledge of Theta Chi's Alcohol-Free Housing policies.....	E	AA	A	BA	P
Education of members on liability, alcohol, and drug awareness.....	E	AA	A	BA	P
OVERALL RATING.....	E	AA	A	BA	P

**DESCRIBE THE TYPICAL SOCIAL ACTIVITIES HOSTED BY THE CHAPTER**

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**DESCRIBE A RECENT RISK MANAGEMENT ISSUE YOUR CHAPTER HAD TO DEAL WITH AND HOW YOU RESPONDED**

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\_\_\_\_\_

\_\_\_\_\_

**IN WHICH AREAS CAN THE CONSULTANT BE THE MOST HELPFUL TO YOU?**

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\_\_\_\_\_

**HOW CAN THE HEADQUARTERS STAFF BETTER SERVE YOUR CHAPTER?**

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**Please bring the following items with you to your meeting with the LEC**

- [ ] Officer Notebook
- [ ] Copy of IFC alcohol policy
- [ ] Any other requested items