

Phi Kappa Tau Key Educational and Administrative Responsibilities by Entity

<b><u>BOD</u></b>	<b><u>OEF</u></b>	<b><u>Phi Kappa Tau Foundation</u></b>
<ul style="list-style-type: none"> <li>• Owner of Chapter House and Hintz Annex via Omicron Association</li> <li>• Capital improvements to chapter house</li> <li>• Coordinate large capital improvement project fundraising campaigns and events</li> <li>• Host alumni events</li> <li>• Collect rent from undergraduates</li> <li>• Maintain day to day physical plant of the chapter house</li> <li>• Plan and convene annual meeting in July</li> <li>• Procure and maintain Boro permit and insurance on the chapter house &amp; annex</li> <li>• Engage alumni communications and programming</li> <li>• With the Board of Governors, provide direction and leadership to undergraduate executive council</li> <li>• Overall risk management accountability</li> <li>• Proper maintenance of house corporate financial records and interactions with the IRS</li> <li>• Open lines of communication with Penn State University administration, Borough of State College officials, and fellow fraternity neighbors</li> <li>• Engagement with Phi Kappa Tau Fraternity national organization ensuring compliance with prescribed standards</li> </ul>	<ul style="list-style-type: none"> <li>• Provide scholarship opportunities for undergraduate members (eg. Struthers Family and OEF Scholarships)</li> <li>• Leadership Development Courses</li> <li>• Promote and support undergraduate members attendance at Phi Kappa Tau national leadership academy</li> <li>• Emergency Academic Assistance</li> <li>• Educational Improvements to the chapter house (eg. upgrades to wifi)</li> <li>• Funds held by OEF and National's Omicron Chapter Educational Grant Fund &amp; locally</li> <li>• Donations received via both channels (OEF and National)</li> <li>• Donations made to National can be designated to OEF</li> <li>• Upgrade to Omicron web page in progress to dedicate space and messaging specific to the OEF</li> <li>• Maintain OEF- specific communications with our alumni</li> <li>• Liaison with Penn State, Omicron Association, and National Fraternity</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the philanthropic support necessary to sustain high levels of educational programming by fostering lifelong relationships and commitment to fraternity ideals</li> <li>• Provide vehicles for alumni to fulfill their lifelong commitment to Phi Kappa Tau</li> <li>• Encourage brothers, parents and friends to engage or re-engage in the life of Phi Kappa Tau.</li> <li>• Solicit philanthropic support from stakeholders through cash, stock, endowment and estate gifts to sustain Phi Kappa Tau at a high level.</li> <li>• Steward donors and supporters by providing gratitude and demonstrating donors' impact on the lives of young brothers.</li> <li>• Grant funds to support the Fraternity's Men of Character Programs, academic scholarships, SeriousFun Children's Network, Chapter Educational Grants and other resources.</li> <li>• Manage investment portfolios, capital and annual campaigns, policies, volunteers and staff to ensure good governance.</li> </ul>