

# Alpha Phi Alpha Fraternity, Inc.

## Linking The Chapter Operations Plan with The Strategic Plan

Date: September 1, 2009

Strategic Goal	Chapter Needs to Address	Chapter Operation Plan Topics
Communication Management	Internal communications External communications Crisis management plan	General Description Purpose Chapter History Alpha Phi Alpha Mission Statement Chapter Brand Slogan Method of Membership Communications Publicity Planning & Advertising Methods
Operations Management	Collect & review existing policies and procedures Clarify relationship with foundations	Chapter Key Chapter Mailing Address & Web Address Chapter Email Address Chapter Meeting Date Chapter Meeting Place Chapter Meetings & Chapter Business Non-Profit Organizations Relationship between Chapter & foundations Rules of meeting procedures (Robert's Rules)
Leadership Management	Managing members Attracting new or reclaiming members	Chapter Profile Chapter Membership Requirements Supporting College & Alumni Chapters Membership Intake & Reclamation Training Chapter roster Officers & Committee Chairs
Fiscal Management	Promoting financial accountability & transparency Funding plan	Chapter Checking Account Chapter Dues Grand Tax Operations Budget Program Budget
Program Management	Identifying the programs the are being implemented Determining how you measure your programs for improvement or success	Chapter Calendar of Events & National Programs Special projects