

Phi Eta Sigma National Honor Society

Chapter Advisor Annual Rhythm

Updated: January 2026

This document provides Chapter Advisors with a high-level overview of the typical annual cadence of chapter activities and reporting. It is intended to support planning and transparency; specific deadlines and requirements are communicated annually by the National Office and may vary by institution.

*This resource is designed to be used in conjunction with the **Chapter Advisor Policy**, which outlines formal expectations and responsibilities associated with the advisor role.*

Purpose

The Chapter Advisor Annual Rhythm is designed to offer transparency into the general flow of the academic year, helping advisors anticipate key touchpoints, responsibilities, and periods of activity associated with the role. This resource is informational and supportive in nature and does not replace official communications or required deadlines.

Typical Annual Cycle

The sections below outline common chapter activities across the academic year. Because institutional calendars and practices vary, not all chapters will engage in every activity listed.

New Member Recruitment and Induction (Primary Responsibility)

Supporting a successful new member intake process is one of the most important responsibilities of a Chapter Advisor. This includes oversight of **recruitment, eligibility verification, invitation processes, induction ceremonies, and post-induction reporting**.

Most Phi Eta Sigma chapters host **one primary New Member Induction Ceremony per academic year**, typically in **either the fall or the spring term** (chapters may conduct multiple ceremonies within an academic year if it aligns with their institutional policies and chapter needs). Advisors should select the term that best aligns with their institution's academic calendar and chapter practices.

New member-related responsibilities may include:

- Reviewing and confirming eligibility criteria in accordance with national and institutional standards
- Supporting chapter officers in planning and distributing new member invitations
- Providing guidance and oversight for induction ceremony planning and execution
- Ensuring newly inducted members are accurately reported to the National Office

Fall Term

Fall is often an active planning and leadership development period for Phi Eta Sigma chapters.

Activities may include:

- Supporting chapter officer leadership and early-year planning
 - Engaging with National Office communications and updates
 - Assisting with chapter programming preparation, as applicable
 - Optional, but encouraged: participation in the Annual Phi Eta Sigma National Convention
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Winter / Early Spring

This period typically focuses on reporting, planning, and continuity.

Activities may include:

- Completing annual financial reconciliation and reporting
 - Reviewing chapter account balances and expenditures
 - Receiving advisor communications and updates from the National Office
 - Supporting planning for spring induction ceremonies or programming
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Spring Term

Spring often represents a transition and closeout period for many chapters.

Activities may include:

- Submitting final membership reports for the academic year
 - Promoting national scholarship opportunities to eligible members
 - Supporting scholarship recommendation and submission processes, as applicable
 - Supporting chapter officer transitions and leadership continuity
 - Assisting with end-of-year chapter review or closeout activities
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Summer

Summer months are generally lighter but important for planning and transition.

Activities may include:

- Reviewing National Office updates and advisor communications
 - Supporting planning for the upcoming academic year
 - Assisting with chapter transitions, reactivation efforts, or advisor changes as needed
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Important Notes

- Institutional academic calendars and chapter practices vary; not all chapters will engage in every activity listed.
 - Specific deadlines, reporting requirements, and procedural guidance are provided annually by the National Office.
 - Advisors are encouraged to maintain regular communication with chapter officers and the National Office throughout the year.
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This document is reviewed periodically and may be updated to reflect evolving practices and national priorities.