

# **TRIANGLE FRATERNITY CHAPTER MANAGEMENT RESOURCE**

*Brought to you by the Triangle National Fraternity Headquarters. We would like to thank the Delta Sigma Phi Fraternity for sharing this resource.*

## Chapter Management Resource

# President

### **Key Leadership Characteristics for Success**

- Responsible
- Poised
- Persistent
- Practical
- Fair
- Challenges the status quo
- Organized
- Understanding
- Friendly
- Honest
- Resourceful
- Reliable
- Relates well to others
- Punctual
- Motivational
- Proactive
- Visionary

### **Key Leadership Skills for Success**

- Goal setting
- Delegating
- Public speaking
- Managing meetings
- Utilizing Parliamentary Procedure and Robert's Rules of Order
- Resolving conflict
- Facilitating conversation during meetings
- Encouraging others
- Empowering others to act
- Brainstorming new ideas

# Chapter Management Resource

## Check List for the President

Participate in officer training and transition activities.

Solicit interest from members regarding their involvement in chapter committees, leadership positions, etc.

Appoint all non-elected offices, committee chairmen, and committee members at least two weeks after election:

Recruitment Chairman

New Member Educator

Scholarship Chairman

Social Chairman

Activities Chairman

Athletics Chairman

Historian Chaplain

Editor

Alumni/Public Relations Chairman

House Manager \*

Steward \*

\* (Chapters without housing and/or meal service do not need these positions.)

Coordinate the chapter goal setting retreat (at least once a year).

Develop a written chapter plan at the chapter goal setting retreat.

Submit the plan (in writing) to the entire chapter, Greek Advisor, chapter advisor, and headquarters.

Plan chapter goals around development areas such as: Personal development, professional success, Growth, and Campus and community involvement.

Facilitate the completion of information for Chapter Performance Awards.

Get name on all fraternity checking accounts.

Lead goal-setting session specifically for Executive Board leaders. Ask each to record goals for himself during his term of leadership. These goals are separate from the chapter goals. This may run the span of a few meetings.

Copy and distribute an Executive Board Evaluation to all chapter members. Review at next Executive Board meeting and determine areas of improvement.

Lead the election process. Invite current chapter officers to share their roles and responsibilities at chapter meeting at least three weeks prior to elections for Q/A. Share the chapter organization chart so everyone understands the reporting and leadership structure.

Plan the officer transition process at the end of your leadership term.

Manage the officer installation ceremony and tasks.

# Chapter Management Resource

Document all activities and submit CPA information to headquarters. Forms can be found on the Triangle web site at [www.triangle.org](http://www.triangle.org)

## **Ongoing Responsibilities:**

Live in the chapter house (add to chapter Bylaws).

Serve as a member of the Executive Board.

Set standards for moral behavior, academic success, and chapter/campus leadership.

Safeguard the chapter's charter and Ritual.

Inform the chapter of Alumni Board activities.

Inform the Alumni Board of chapter activities.

Attend Alumni Board meetings.

Maintain good relations with the headquarters staff.

Maintain good relationship with campus fraternity/sorority advisor and other campus officials.

Read, understand, and follow-up on the responsibilities of all chapter officers.

Maintain frequent communication with Vice President.

Preside over all chapter meetings.

Develop team spirit with Executive Board.

Call special chapter meetings when necessary (special voting, emergencies, etc.).

Develop list of acceptable reasons for missing chapter meetings. Share with the Secretary.

Excuse brothers from chapter meetings for valid reasons.

Interpret the Fraternity Constitution, Fraternity, and Chapter Bylaws, Fraternity and University Policies, and other regulations of the chapter.

Attend Interfraternal Council meetings as the chapter's delegate.



## Chapter Management Resource

# Vice President

### Key Leadership Characteristics for Success

- Role model
- Organized
- Fair
- Consistent
- Reliable
- Resourceful
- Responsible
- Tactful
- Efficient

### Key Leadership Skills for Success as the Vice President

- Setting and measuring goals
- Developing programs enhancing the skills and abilities of members
- Researching campus resources for speakers, site visits, etc.
- Making presentations/sharing information at chapter meetings
- Managing the committee system
- Delegating meaningful responsibilities

### Check List for the Vice President

Develop personal goals to be submitted to the Executive Board.

Recruit capable and responsible men for the Leadership Committee.

Coordinate goal-setting sessions for Executive Board members.

Set goals during the chapter goal setting retreat specifically aimed at leadership development.

With the Leadership Committee, develop a chapter leadership development program. Program should include:

Skill development programs

Guest speakers

Announcing campus, Greek, and community leadership development opportunities

Chapter meeting announce all leadership honor societies (Mortar Board, Blue Key, Golden Key, Order of Omega, etc.). Share applications, deadlines, and fees.

Develop a budget based on chapter leadership goals and recognition programs.

Document all members who belong to leadership societies. Share with the Recruitment Chairman.

Send a press release recognizing all members who belong to leadership honor societies.

# Chapter Management Resource

Write congratulation letters to all organizational and carbon copy the letter to parents.

Send out press releases on all members who are inducted into the honor societies.

## **Ongoing Responsibilities:**

Preside over weekly Executive Board meetings.

Coordinate the agenda for chapter meetings.

Render full support to the President.

Serve as a member of the Executive Board.

Administer the chapter committee system.

Ensure that committees meet the responsibilities they accepted during chapter retreats.

Motivate the committee members and the chapter to attain their goals.

Assist committees in program development.

Represent the committee chairmen at Executive Board meetings.



## Chapter Management Resource

# Secretary

### Key Leadership Characteristics for Success

- Responsible
- Practical
- Organized
- Reliable
- Relates well to others
- Punctual
- Good listener
- Efficiency
- Typing
- Documentation

### Key Leadership Skills for Success

- Attending to details ñ in writing
- Precise note taking
- Promoting cooperative team work
- Organizing reports
- Effectively managing time
- Understanding organizational policies and procedures
- Maintaining paperwork
- Establishing good clerical skills
- Writing concise communications
- Expressing thoughts clearly

### Check List for the Secretary

Keep minutes at chapter and Executive Board meeting.

Send new member forms with appropriate fees for the headquarters no later than 14 days after new members' sign.

Send a request for initiation along with the appropriate fees and forms to the headquarters at least 14 days prior to initiation.

Send the initiation report (Form E) to the headquarters within three days of initiation.

Complete and return Chapter roster to the headquarters when requested.

Maintain an accurate role of all undergraduates (new members and initiates) and alumni, including addresses and phone numbers.

# Chapter Management Resource

Send all alumni address changes to the headquarters.

Report all officer elections and changes to the headquarters.

Keep accurate chapter files with all correspondence for the last five years.

Discard non-historical information after five years.

Serve as a member of the Executive Board.

Keep attendance at chapter activities and events.

## **Ongoing Responsibilities:**

Provide information for chapter web site/listserv.



## Chapter Management Resource

# Treasurer

### Key Leadership Characteristics for Success

- Organized
- Neat
- Fair
- Pragmatic
- Diplomatic
- Persistent
- Thick skinned
- Patient
- Helpful
- Understanding
- Efficient
- Thrifty/Frugal

### Key Leadership Skills for Success

- Budgeting
- Accounting
- Paying bills
- Collecting bills
- Using available resources for assistance
- Developing fair and consistent policies
- Understanding organizational policies and procedures
- Understanding and dealing with the challenges of others
- Following-up with others on a consistent, firm but not micro-managing manner
- Documenting decisions
- Proficiently using computer budgeting software
- Understanding ledger sheets

### Check List for the Treasurer

Remove name of previous Treasurer and President from checkbook and update it with new Treasurer and President's signatures upon installation.

Ensure two names are on current checkbook (Treasurer and President).

Ask President to appoint an Assistant Treasurer to assist with all responsibilities related to this position.

Send initiation forms (Form B) with appropriate fees to the headquarters no later than 14 days prior to initiation (or Secretary).

Lead the Budget/Finance Committee.

Develop a semesterly or quarterly chapter budget.

# Chapter Management Resource

Establish and maintain a chapter building fund, held by the Alumni board (separate bank account requiring two signatures).

Establish a Convention fund each semester.

Monitor the chapter's financial expenditures on a regular basis to ensure it stays within budgetary limits. Reconcile chapter checkbook.

Distribute and collect all bills from initiates and new members.

Collect the Insurance assessment from all members and pay by September 15.

Promptly pay all debts owed by the chapter.

Work in concert with Fundraising Chairman.

Pay local Interfraternity Council dues.

Make monthly financial reports to the Alumni Board.

File all IRS reports.

Withhold all employee payroll deductions.

Properly report and pay all employee payroll deductions.

Pay all fees to the headquarters on time.

Obtain the services of a professional accounting firm for a chapter audit.

Maintain contact with Alumni Board Treasurer.

Attend Alumni Board Meetings.

## **Ongoing Responsibilities:**

Weekly updates on outstanding dues.

Ensure no account receivables over 30 days past due.

Ensure no accounts payable over 30 days past due.

Properly enforce the chapter's financial delinquency policy.

Maintain regular communication with Rhonda Halcomb at headquarters (317-837-8640.)



## Chapter Management Resource

# Sergeant-at-Arms

### Key Leadership Characteristics for Success

- Fair/Unbiased
- Consistent
- Resourceful
- Patient
- Responsible
- Honest
- Tactful
- Proactive
- Self- confident
- Firm

### Key Leadership Skills for Success

- Communicating one-on-one
- Confronting others in a caring manner
- Sharing organizational expectations
- Helping members understand the values and reasons behind policies
- Role modeling responsible behavior
- Resolving conflict
- Using available resources for educational programming
- Utilizing key community and campus resources
- Leading by example
- Understanding and using of Parliamentary Procedure and Robert's Rules of Order

### Check List for the Sergeant-at-Arms

Work with the New Member Educator to provide information to all new members regarding the importance of risk management and safety.

Display all emergency phone numbers boldly next to all house phones. (Police, Ambulance, Fire, Greek Advisor, Chapter Advisor.)

Ensure that all evacuation routes are clearly marked, and posted in conspicuous areas in the house.

Maintain regular communication with the Alumni Board.

Work with the House Manager to ensure adequate fire and properly insurance is obtained for the house.

Coordinate with Social Chairman interesting non-alcoholic functions for the chapter.

Develop an alcohol awareness program for the chapter.

# Chapter Management Resource

Make sure all chapter functions are within Third Party Guidelines or Dry. The chapter must not purchase any alcohol with chapter funds. There is no pooling of funds to purchase alcohol. No hat passing or slush funds.

Educate the chapter on all risk management policies. Remind them the possession, sale and/or use of any illegal drugs or controlled substances by any member or new member of the Fraternity is not condoned or tolerated.

Manage the chapter designated driver program.

Ensure that at least two members at every social function are required to be designated drivers.

Uphold the Fraternity policy that the chapter will not hold any "open parties." All functions must be by invitation only.

Monitor social events so that only members are guests that are of legal drinking age are allowed to have alcohol in their possession at functions.

Work the Standards Board Chairman taking strong disciplinary action against any member found to be involved in any hazing activities.

Coordinate proactive educational programs in which all members are instructed as to the proper way to treat women. They should be encouraged to honor the high standards of social conduct, which recognize the human dignity of every individual.

## **Ongoing Responsibilities:**

Act as the Risk Manager for the chapter.

Act as Parliamentarian at chapter meetings.

Be familiar with the Fraternity Constitution and Chapter Bylaws.

Maintain copies of the Fraternity Constitution and Chapter Bylaws with all amendments properly entered.

Assist the President in the enforcement of all chapter regulations.

Assess fines for violations of the rules and regulations.

Prepare the chapter for performances of the Ritual and lead Ritual Team.

Determine that all ritual materials are in good order.

Check the credentials of all visitors to the chapter.

Uphold and enforce the Code of Conduct.

Serve as a member of the Executive Board.

# Chapter Management Resource

Be familiar with Robert's Rules of Order.



## Chapter Management Resource

# Scholarship Chairman

### Key Leadership Characteristics for Success

- Academic role model
- Organized
- Fair
- Consistent
- Reliable
- Resourceful
- Responsible
- Tactful
- Efficient
- Practical

### Key Leadership Skills for Success as the Vice President

- Setting goals
- Developing programs enhancing the skills and abilities of members
- Researching campus resources for speakers, site visits, etc.
- Making presentations/sharing information at chapter meetings
- Leading a committee team
- Delegating meaningful responsibilities

### Check List for the Scholarship Chairman

Serve as the chapter Scholarship Chairman.

Recruit good academic role models for the scholarship committee (3-4 members).

Develop personal goals to be submitted to the Executive Board.

Set goals during chapter goal setting retreat specifically aimed at scholastic development.

With committee, develop a chapter scholarship program. Program should include:

- Ways to utilize the skills and experiences of the chapter Faculty Advisor.
- Study/quiet hours in house/suite.
- Minimum grade point average for officers.
- Educational sanctions and/or restrictions for members with GPAs below the minimum chapter and national Fraternity requirement.
- Plan for assisting academically challenged brothers.
- Individual monthly awards for academic achievers.
- End-of-the-term (and end-of-year) academic awards for academic achievers (most improved, highest new member GPA, highest initiate GPA, outstanding senior GPA, etc.)
- Scholastic improvement speakers/programs (at least two a year).
- Faculty and course evaluations file.
- Study guide file.

# Chapter Management Resource

Report scholarship program to Executive Board.

Develop budget based on chapter scholarship goals and programs.

Report scholarship program to chapter.

Visit counseling and/or career development center to research career exploration resources. Invite interested brothers to attend.

Visit office of student activities to research all honor and leadership societies. Invite interested brothers to attend.

Visit campus math lab. Invite interested brothers to attend. Report resources, business hours, and services of this office.

Visit campus reading and study skills center. Invite interested brothers to attend. Report resources, business hours, and services of this office.

Visit campus computer lab. Invite interested brothers to attend. Report resources, business hours, and services of this office.

Visit campus library staff. Report resources, business hours, and services of this office. Perhaps provide a tour of the library for first-year students (and interested chapter members). Invite interested brothers to attend.

Chapter meeting announce all scholastic honor societies. Share applications, deadlines, and fees.

Document all members who belong to scholastic honor societies. Share with Recruitment Chairman.

Send press release recognizing all members who belong to scholastic honor societies.

Write congratulation letters to all academic achievers and carbon copy the letter to parents.

Send out press releases on all members who make the Dean's List, academic honor roll, 4.0, etc.

Complete and return the semesterly scholarship reports to headquarters.

# Chapter Management Resource

## Ongoing Responsibilities:

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## Additional Responsibilities Assigned by the Local Chapter (fill in):

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## Important Dates to Remember:

Course registration dates  
Course drop dates  
Mid-terms week  
Finals week  
Initiation

## Resources Helpful to the Scholarship Chairman:

Headquarters Staff  
Campus Fraternity/Sorority Advisor  
Counseling Center  
Academic Advising Center  
Career Development Office  
Registrars Office  
Office of Student Activities Staff  
Other chapter scholarship chairs on campus  
Math Lab Staff  
Reading and Study Skills Center staff  
Computer Lab Staff  
Library Staff

## Chapter Management Resource

# Alumni Relations Chairman

### Key Leadership Characteristics for Success

- Outgoing
- Mature
- Enthusiastic
- Organized
- Team-oriented
- Responsible
- Poised
- Persistent
- Understanding
- Friendly
- Honest
- Resourceful
- Relates well to others
- Motivational
- Visionary

### Key Leadership Skills for Success

- Relating well to people from different generations
- Writing and editing
- Planning special events
- Delegating meaningful tasks to others

### Check List for the Alumni Relations Chairman

Update chapter's alumni membership roster.

Meet with campus alumni center staff for ideas.

Develop a plan for alumni relations programming (newsletter, Homecoming, Founders Day, fund raising, special events, reunions, etc.).

Divide committee into workable sub-committees such as Reunions/Homecoming, newsletter, and fund raising. Ask each sub-committee volunteer to develop a plan for the year.

Identify a few key areas for fund raising (home improvement, educational programming, etc.).

#### *Alumni Newsletter:*

Develop timeline for chapter newsletter. Twice yearly newsletters are ideal for ongoing communication.

Solicit input from alumni for chapter newsletter.

Ask major officers to write articles.

# Chapter Management Resource

List all officers, new members, and initiates with their full names, initiation dates, and hometown.

Write spotlights on alumni members.

List all honors, awards, campus leadership positions, appointments, pinnings, special announcements, etc.

Provide updates on chapters activities such as philanthropies, community service activities, progress on Founders Days, Moms Weekend, Dads Weekend, and Parents Weekend.

Gather photos, current and historical (preferably black and white and clear). People shown in the photos should be identified whenever possible.

Write text for chapter alumni newsletter.

Lay out alumni newsletter in appealing graphic format and have professionally printed.

Obtain bulk mail permit.

Distribute alumni newsletter in bulk mail.

## *Reunions/Homecoming*

Inform alumni of the date, location (provide map), time, and other details at least two months in advance of the event.

Recruit specific alumni members to attend. Make sure you have alumni from different generations. Include their name and graduation year in all future invitations.

Prepare a budget.

Make appropriate arrangements for food, entertainment, venue, etc.

Consider having the initiation ceremony.

Have a scrapbook of all past chapter events.

Consider special prizes (Triangle who travels the longest distance to attend, the oldest in attendance, etc.).

Consider party favors.

Send invitation at least one month in advance of the event. Notify alumni of attire - formal, business, casual.

Arrange for a chapter or professional photographer.

Create a written evaluation for the alumni members in attendance.

## *Fund Raising*

Remember alumni want to give money to something specific - that they believe is important to them.

# Chapter Management Resource

Set a fund raising goal.

Create an alumni/undergraduate fundraising committee. Invite alumni members to do the actual solicitation.

Create a menu of opportunities for giving (home improvement, scholarships, Greek activities, educational programs, etc.). Give alumni a checklist so they can choose where they want their money to go.

Work with Fundraising Chairman to avoid overlaps in programming/soliciting.

## **Ongoing Responsibilities**

Manage the sub-committees.

Ensure a balanced calendar of activities for alumni.

Maintain strong relationships with individual alumni members and Alumni volunteers.



## Chapter Management Resource

# Community Service Chairman

### Key Leadership Characteristics for Success

- Responsible
- Civic-minded
- Concern for others
- Knowledge about community issues
- Relates well to others
- Resourceful
- Motivational
- Organized
- Commitment

### Key Leadership Skills for Success

- Motivating others
- Helping members see value of serving the community
- Understanding the importance of helping others
- Listening
- Leading with empathy - feeling for the issues of others
- Organizing
- Planning events
- Communication in public
- Building rapport with community service agency representatives

### Check List for the Community Service Chairman

Recruit a committee of service-minded members.

Meet with various service agency representatives to learn more about the purpose and mission of their organizations. Ask them what needs they have of volunteers.

Develop a calendar of service activities for the entire year.

Develop a list of service projects. Present a list of options for the chapter to vote on.

Create a comprehensive file containing all service agencies phone number, address, brochures, etc.

Develop a file of possible projects.

Plan both small and large-scale (all chapter) service activities.

Select at least two hands-on service activities for the year.

At chapter meetings, announce opportunities for members to provide service on their own time (such as reading to the blind, serving as a Big Brother, tutoring, work with children, etc.).

Evaluate your efforts and the project itself.



## Chapter Management Resource

# Philanthropy Chairman

### Key Leadership Characteristics for Success

- Goal oriented
- Concerned for society at large
- Wants to make a difference
- Charismatic
- Charitable
- Generous
- Outward focused
- Trustworthy
- Honest
- Fair

### Key Leadership Skills for Success

- Encouraging others
- Collaborating with agency representatives
- Motivating others
- Setting goals and enables others to contribute to goals
- Working effectively with Community Service Chairman
- Working effectively with Fundraising Chairman (if available)
- Following-through on the work of others
- Setting financial goals with the chapter

### Check List for the Philanthropy Chairman

Recruit goal-oriented and responsible men for the Philanthropy committee.

Invite chapter to submit their desires for issues, causes, and nonprofit organizations that would benefit from philanthropic fundraising.

Develop committee goals around chapter desires.

Develop a plan for contributions (time, energy, and money) from all members of the chapter.

Develop a working relationship with appropriate beneficiary. Work together on mutual expectations and desires.

Find suitable date for event/activity.

Promote the activity and solicit support from the campus, Greek, and surrounding community.

Execute the philanthropic efforts.

Invite the entire chapter to give the money to the beneficiary. Make sure members understand where the money went. Be sure that all members actually meet the beneficiaries rather than just mail a check.

Evaluate the philanthropic efforts. Keep evaluations for files.



## Chapter Management Resource

# House Manager

### Key Leadership Characteristics for Success

- Fair/Unbiased
- Consistent
- Patient
- Responsible
- Honest
- Tactful
- Proactive
- Firm

### Key Leadership Skills for Success

- Communicating one-on-one
- Confronting with care
- Sharing organizational expectations
- Helping members understand the values and reasons behind policies
- Role modeling responsible behavior
- Leading by example

### Check List for the House Manager

Update chapter house policies and rules. Post in conspicuous place.

Make sure emergency phone numbers are posted near every chapter house telephone (police, fire, emergency, chapter advisor, campus Greek advisor, etc.)

Maintain sanitary living conditions in the chapter house.

Coordinate fire drills and discussion of the evaluation plan at least two times per semester.

Coordinate fire safety inspections once per year with proper city authorities.

Ensure smoke detectors and fire extinguishers are installed and checked at least once per month.

Coordinate safety checks with proper authorities so that the chapter property meets all local fire and health codes and standards.

Assign heavy penalties for members discharging extinguishers or setting off alarms.

Work with the Sergeant-at-Arms to ensure adequate fire and properly insurance is obtain for the house.

Ensure the chapter abides by the alcohol free housing policy.

Coordinate work sessions for all members to clean the house.

Notify campus or community police of the times when the chapter house will be closed for breaks.



# Chapter Management Resource

## Key Leadership Characteristics for Success

- Fair/Unbiased
- Consistent
- Patient
- Responsible
- Honest
- Tactful
- Firm

## Key Leadership Skills for Success

- Organizing and advance planning
- Watching over the operations of the kitchen
- Supervising others
- Managing others
- Encouraging and motivating others
- Role modeling responsible behavior
- Leading by example

## Check List for the Steward

Develop a written commissary program.

Account daily for all kitchen expenses.

Require purchase orders for all commissary purchases.

Keep a running inventory of all items in stock.

Turn over a monthly inventory of stock to the Treasurer.

Oversee cooks, waiters, and dishwashers.

Arrange regular inspections of the kitchen by the local health department.

## Ongoing Responsibilities

Abide by all local sanitary regulations.

Manage purchase order process.

Ensure kitchen staff fulfills their responsibilities.

Work proactively with all local sanitary agencies.

## Additional Responsibilities Assigned by the Local Chapter (fill in):

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# Chapter Management Resource

# Social Chairman

## Key Leadership Characteristics for Success

- Responsible
- Fun
- Organized
- Fair
- Personal initiative
- Role model
- Warm
- Open
- Personable
- Outgoing

## Key Leadership Skills for Success

- Organizing others
- Delegating meaningful projects and tasks
- Building a sense of community
- Encouraging and motivating others
- Managing time effectively
- Prioritizing important chapter activities and responsibilities over social calendar
- Balancing fun with social responsibility
- Understanding and utilizing good etiquette
- Program planning

## Check List for the Social Chairman

Organize and recruit responsible men for the Social committee.

Work with the committee to think of fun social events.

Plan fun alcohol-free activities.

Develop a budget for the year.

Establish good relationships with both fraternity and sorority Social Chairmen.

Develop a diversified social calendar within the limits of the chapter budget.

Announce the social calendar prior to the beginning of the term.

Provide each member with a copy of the social calendar (or provide on public information board for the chapter).

Organize Founders Day celebrations.

# Chapter Management Resource

Organize a Parent's Day reception/activity and Homecoming celebration with the assistance of the Alumni Relations Chairman.

Plan and promote social events.

## Ongoing Responsibilities

Serve as a member of the Executive Board.

Work with the chapter Sergeant-at-Arms to ensure all social events abide by state law, university/college policies, and Triangle policies.

## Additional Responsibilities Assigned by the Local Chapter (fill in):

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## Important Dates to Remember:

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## Resources Helpful to the Social Chairman

Student Activities Staff

Alumni Relations Chairman

Campus Office of Parent Programs (often housed in Alumni Affairs Office)

## Chapter Management Resource

# Recruitment Chairman

### Key Leadership Characteristics for Success

- Responsible
- Organized
- Personal initiative
- Role model
- Warm
- Open
- Personable
- Outgoing

### Key Leadership Skills for Success

- Organizing events and people
- Teaching communication skills
- Delegating meaningful tasks to others
- Creating and building a sense of team
- Encouraging and motivating committee members and all chapter members
- Managing time
- Keeping chapter true to recruiting quality men
- Understanding and utilizing good etiquette
- Planning programs

### Check List for the Recruitment Chairman

Recruit responsible and dedicated committee members.

Ensure recruitment goals are set during chapter goal setting retreat.

Find (or obtain) the Triangle Recruitment Play Book. You can download this resource from the national website, <http://www.triangle.org> or call 317-837-8640 to have a copy sent to you.

Read through the Recruitment Play Book and make sure all committee members do the same.

Evaluate past recruitment efforts with committee. Ask new members to evaluate the recruitment process. Work with the New Member Educator on this task.

Fully understand the simple five-step process of recruitment.

Invite members to complete a skills and characteristics evaluation. This will give members a chance to see what skills will help in recruitment. You can even ask them to get feedback from other brothers.

Develop a profile of the ideal Triangle member. What kind of man does the chapter want to recruit?

Ask members how this profile of the ideal Triangle member will help the fraternity fulfill its purpose.

# Chapter Management Resource

Create a year-round plan for membership recruitment.

Work with a faculty member, alumnus, or campus Greek Advisor to develop a list of communication skills needed to recruit new members into the chapter.

Coordinate seminars or workshops on communication skills for all members. Look to campus resources to lead the workshops.

Actively teach and encourage members to recruit potential members throughout the year.

Plan summer recruitment strategy.

Ensure all recruitment events and activities are alcohol-free.

Encourage members to bring in at least one prospective member to a fraternity activity (service project, philanthropic activity, social events, etc.).

# Chapter Management Resource

## Ongoing Responsibilities

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## Additional Responsibilities Assigned by the Local Chapter (fill in):

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## Important Dates to Remember:

IFC/Campus dates for turning in bid cards

Mid-year exams (to avoid over-programming during priority academic periods)

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## Resources Helpful to the Recruitment Chairman

Communications professors

Alumni volunteers

Campus Greek advisor

Interfraternity Council

## Chapter Management Resource

# New Member Educator

### Key Leadership Characteristics for Success

- Organized
- Caring
- Warm
- Personable
- Values teaching and learning
- Fair
- Honest
- Leads with integrity
- Kind
- Respectful of others

### Key Leadership Skills for Success

- Organizing others
- Planning events and activities
- Facilitating and speaking in public
- Teaching others
- Involving others in teaching opportunities
- Planning in advance
- Evaluating successes and challenges throughout the new member orientation process

### Check List for the New Member Educator

Review the Triangle Member Manual.

Become familiar with chapter and national history.

Fully understand and be able to tell new members and prospective members of the chapter's expectation that they follow Triangle Code of Ethics just like all other members.

Develop a timeline and dates for new member orientation.

Inform other officers and committee chairmen in advance of their involvement in new member orientation.

Schedule space for new member meetings.

Plan date for initiation in advance. Share date with new members and members immediately.

Work in conjunction with Secretary and Treasurer to make sure all new member fees and badge fees are paid in a timely manner.

