

CHAPTER COUNSELOR

Chapter counselors' responsibilities include working with chapter leaders and members on programming, counseling individual leaders, and providing the continuity necessary to ensure long-term chapter quality.

The *Volunteers Monthly* is sent to each chapter counselor September through May by Headquarters. If you are not receiving your copy, please contact Headquarters to update your address.

RESPONSIBILITY

Chapter Assessment and Goal Setting

Ensure that semi-annual chapter assessments, goal-setting sessions, officer transitions, and chapter retreats are conducted.

Recruitment

Assist the chapter with manpower audits to help it set recruitment goals and provide objective ideas for the recruitment program and its implementation.

Member Development

Ensure that it is a constructive, positive program which promotes the development of a sound mind and a sound body. The development program should provide educational activities from the day a man joins until he graduates..

Ritual

Ensure that the Ritual equipment is used and stored properly and regularly for meetings and ceremonies.

Overall Direction

Provide the high level of continuity needed to help the chapter reach its long-term goals.

Headquarters

You are expected to support and encourage the chapter's compliance with all of Sigma Phi Epsilon's Bylaws, policies, and procedures, as well as all state, local, and college or university laws.

By utilizing your undergraduate experience and combining that with "real world" knowledge, you provide consistent, mature, objective guidance necessary to ensure a tradition of quality in SigEp.

CHAPTER COUNSELOR QUALITY CHECKLIST

Basics:

- The chapter's constitution is relevant and up-to-date.
- Goals and action plans have been set for the current school year.
- A budget is developed annually and reviewed.

Positions:

- There is a written job description for each executive officer, committee chairperson, and organization representative.
- The chapter has a well-functioning committee system.
- There is a written description of the purposes and responsibilities of each committee.
- All executive officer, committee chairman, and representative positions are filled.
- Executive officer and committee chairmen are representative of the ethnic and cultural population in the chapter.

Training/Mentoring:

- Training is planned on a semester basis for committee members, executive officers, and committee chairmen.
- Team building activities are planned each semester for executive officers, committee chairmen, and representatives.
- The president meets with the advisor on a weekly basis.
- Executive officers meet regularly with the advisor.

Programming:

- The chapter is focused on the pursuit of sound mind, sound body.
- The chapter has a good balance of social, educational, and academic programming.
- All programs and activities are evaluated through feedback from executives and committees.
- Chapter activities and programs are well publicized and attended.
- There is a well-organized programming filing system (i.e., resources, contact names, phone numbers, evaluations).
- Chapter activities and programs are recorded on a calendar of events that is then kept on file.

Organization:

- Agendas are developed and used at chapter meetings.
- Agendas are developed and used at executive meetings.
- There is a well-organized system for holding meetings.
- There is a well-organized filing system for meeting minutes.
- Well-organized transition notebooks are developed by officers and committees at the end of each term.

Communication:

- Chapter meetings are held on a weekly basis.
- Chapter meetings are interesting, orderly, and well attended.
- Chapter minutes are kept of all chapter meetings and distributed within 48 to 72 hours to members.
- Executive board meetings are held on a weekly basis.
- Executive minutes are kept of all executive meetings and distributed within 48 to 72 hours to members.
- Executive officers have effective communication with chapter members.

Accountability:

- Standards are established, written, and revisited among current chapter members.
- Standards are established, written, and revisited among current executive officers.
- A system is in place in which executive officers are able to receive performance feedback.
- Members are willing/able to address issues directly, productively, and in a timely manner.

Relationships:

- Executive officers, committee chairmen, and committee members have a good working relationship.
- A positive and/or effective relationship currently exists between chapter member and alumni.
 - ...the alumni and volunteer corporation.
 - ...the university (e.g., Greek affairs, student affairs, housing, residence life, university police, etc.)
 - ...the regional advisor.
 - ...the local advisor.
 - ...other chapters (including IFC, PAN, Senate, etc.)
 - ...the community.

Other:

- What do you wish you had known when you started out? Why? Focus on knowledge, skills, abilities, etc.?
- What helped you be successful in your position?
- What lessons did you learn this past year?
- What special projects did you do this year?
- Think about your contacts, timelines, concerns, conflicts, problems, etc.
- What surprised you this year?
- What would you recommend to the incoming person?
- Provide insight into being an executive and working with the advisor, etc.