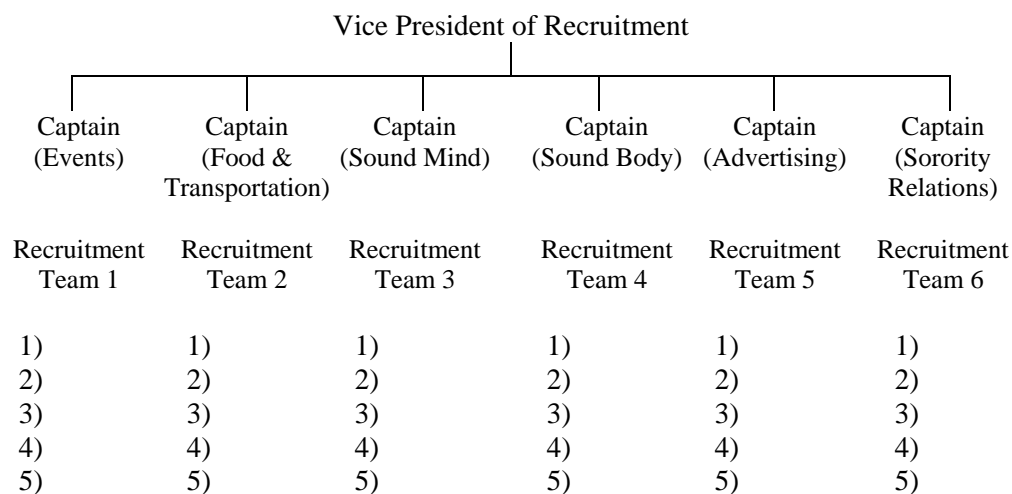


Recruitment Committee Structure

Team up on Recruitment

Strong recruitment is dependent upon chapter culture. Do your chapter members recognize the long-term impact of recruitment on the chapter’s reputation and performance? Are all members actively involved in some way in the recruitment process? Is everyone in the chapter knowledgeable about your recruitment game plan and invitation or bid process? To answer “yes” to each of these questions, you need organization and structure. Build a recruitment culture within the chapter through a consistent process, with teamwork and competition.

The structure below is utilized at numerous chapters nationwide, and more are choosing to draft Recruitment “Teams” every term:



GENERAL RECRUITMENT CAPTAIN RESPONSIBILITIES

Invitation/Bid Process — Each Recruitment Captain represents a vote in the bid process. Each Captain is responsible for receiving and processing input on who receives an invitation/bid. Each team member provides his feedback to his Recruitment Team Captain. Bids are extended to individuals who are approved by a two-thirds (2/3) approval of the Recruitment Captains.

Brother Involvement — Keep morale high throughout recruitment, and inform team members of all events and potential members currently targeted by the Recruitment Team.

Potential Members — Results in recruitment are simple to measure. The bottom line is did the chapter’s manpower AND quality improve? Each Captain is responsible for generating names and contact information for potential members who will improve and/or continue your chapter’s dominance on campus.

Follow-up — Once potential members are identified, target lists are divided among Captains, who delegate team members to follow-up with individual potential members. Choose follow-up recruiters wisely. When possible, assign potential members to two teams. This will give the chapter greater exposure to the potential members and vice versa.

FOCUS RESPONSIBILITIES

Sound Mind — Targets and seeks interest or recommendations for membership of men who exhibit a Sound Mind. Responsibilities may include gathering potential member names from faculty, administrators, honors and cultural student clubs/organizations.

Sound Body — Targets and seeks interest or recommendations for membership of men who exhibit a Sound Body. Responsibilities may include meeting with varsity coaches (to gather scholar varsity athlete recommendations), outstanding intramural athletes/teams, and sports clubs/organizations.

Events — Responsible for coordinating the recruitment calendar and all recruitment events.

Food & Transportation — Responsible for executing food-related orders, shopping, and ensuring necessary supplies (i.e., cups, plates, silverware, etc.) are at each event. Team members also provide rides, as needed, to potential members to and from recruitment events.

Advertising — In charge of publications and publicity; items include brochures, flyers, T-shirts, and web site.

Sorority Relations — In charge of sorority presentations and recommendations. Captain must work with team members to find a contact with each sorority and plan the presentations. See www.sigep.org/recruitment for a sample presentation.