

CREATING A SUSTAINABLE MENTORING COMMITTEE

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SIGEP'S DEFINITION OF MENTORING

As it relates to mentoring undergraduate leaders.

“Mentoring is to support and encourage [our undergraduate leaders] to manage their own learning in order that they may maximize their potential, develop their skills, improve their performance and become the person they want to be.”

There is a defined beginning and end to the mentoring relationship with agreed upon communication and operational expectations from both parties and a clear set of working goals to drive the relationship.

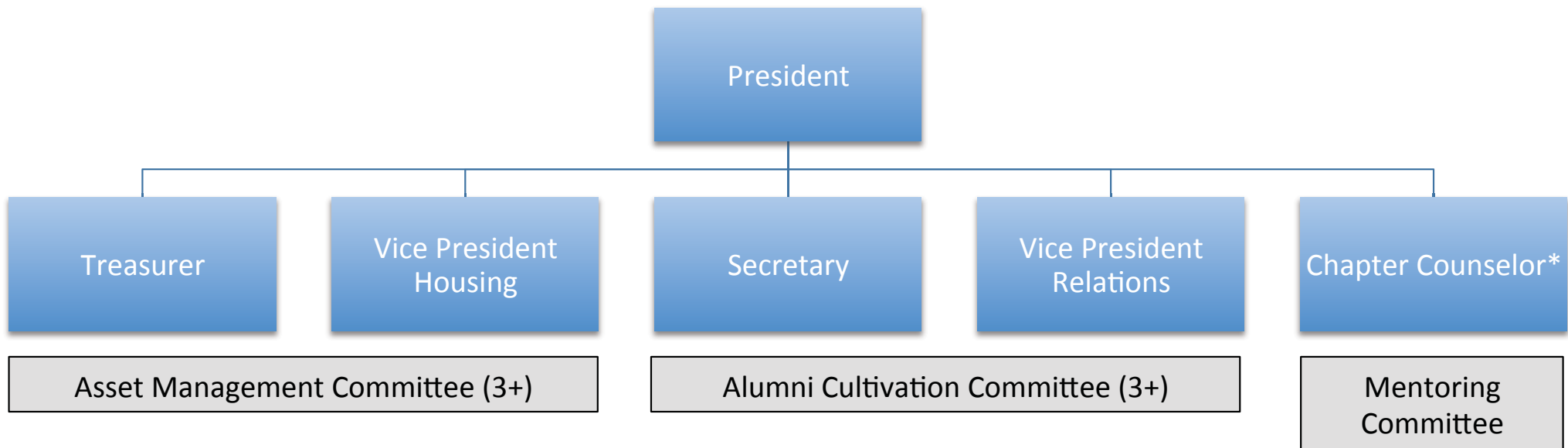
– Eric Parsloe, The Oxford School of Coaching and Mentoring



SigEp Mentor Committee Structure



AVC ORGANIZATION



YOUR POTENTIAL CURRENT STRUCTURE

Chapter
Counselor

**Mentors President or Chaplain
Up to two individuals may serve

President
Mentor

Recruitment
Mentor

Balanced Man
Steward

Programming
Mentor

Finance Mentor

Communications
Mentor

Chaplain
Mentor

Faculty
Fellow



LEAD MENTOR COMMITTEE MEMBERS

Chapter
Counselor

**Mentors President or Chaplain
Up to two individuals may serve

President
Mentor

Recruitment
Mentor

Balanced Man
Steward

Programming
Mentor

Finance Mentor

Communications
Mentor

Chaplain
Mentor

Faculty
Fellow



SIGEP MENTORING COMMITTEE

Stage 1

Chapter
Counselor

**Mentors President or Chaplain
Up to two individuals may serve

Chaplain
Mentor

President
Mentor

Balanced Man
Steward

Finance Mentor

Recruitment
Mentor

Communications
Mentor

Programming
Mentor

Faculty Fellow

Stage 2

Sigma
Challenge
Mentor

BMS Mentor

Service
Learning
Mentor

Events Mentor

Stage 3

Phi, Epsilon,
BM Challenge
Mentors (x3)

Stage 4

Resident
Experts* (x 6)

Recruitment
Skills Expert*



TIME EXPECTATIONS FOR ALL SIGEP MENTOR COMMITTEE MEMBERS

- Attend Mentee/Mentor Kick-Off each semester.
- Complete Mentor Roles worksheet and Mentee/Mentor Agreement with each new mentee.
- Hold weekly 1:1 meeting with officer and attend mentor committee call.
- Coordinate with other mentors to ensure that one mentor is present for each weekly executive board and chapter meeting.



MENTEE SUPPORT EXPECTATIONS FOR ALL SIGEP MENTOR COMMITTEE MEMBERS

- Help mentee develop and meet his position and personal SMART goals.
- Support mentee in creating a budget for his area of responsibility.
- Provide guidance and support as requested by mentee or chapter counselor.



SINGLE TEAM MENTORS

Chapter
Counselor

**Mentors President or Chaplain
Up to two individuals may serve

President
Mentor

Recruitment
Mentor

Balanced Man
Steward

Programming
Mentor

Finance Mentor

Communications
Mentor

Chaplain
Mentor

Faculty
Fellow



CHAPTER COUNSELOR/MENTOR COMMITTEE

CHAIRPERSON

Who: Chapter Counselor, or
Mentor Committee Chairperson

Position Specific Responsibilities As They Relate to the Mentor Committee

- Coordinate and lead all mentor committee calls.
- Serve as a mentor to either the chapter president or chaplain.
- Keep minutes of mentor committee calls and any items that need to be discussed with the AVC and/or the next mentor committee call.
- Ensure all mentors are meeting regularly with their mentees, supporting mentee in managing their own learning and the attainment of all SMART goals.

Availability – High
Onboarding – High
Short term role – No
Proximity – Yes
Years post college – 3

Skills

Mentoring experience
Leading a team
Managing a project
Finance
Legal
Social media & tech.
College students needs

Interact with

Students
University
Parents
Alumni
Fraternity Staff
District Governor

MENTORING THE CHAPTER PRESIDENT

Who: Chapter Counselor, or
AVC President, or
President Mentor

Position Specific Responsibilities

- Help create and follow up on chapter and officer specific SMART goals.
- Ensure chapter operations align with local and Grand Chapter bylaws.
- Focus on effective ways to lead the executive committee and chapter meetings.
- Help him understand to delegate and manage his team effectively.

Availability – High
Onboarding – High
Short term role – No
Proximity – Yes
Years post college – 5

Skills

Mentoring experience
Leading a team
Managing a project
Housing
Finance
Legal
Social media & tech
College students needs

Interact with

Students
University
Fraternity Staff

MENTORING THE VICE PRESIDENT OF FINANCE

Who: AVC Treasurer, or
Finance Mentor

Position Specific Responsibilities

- Ensure budget aligns with chapter priorities.
- Collaborate on presentation of budget to AVC and regular financial updates to chapter.
- Aide in the development of a successful dues collection structure and then helping with the enforcement of collections (30, 60 policy).
- Stay current on all financial obligations.
- Ensure the chapter files an annual tax return with the IRS.
- Help the chapter build a culture of “financial accountability”.

Availability – High
Onboarding – Medium
Short term role – No
Proximity – Yes
Years post college – 3

Skills

Mentoring experience
Finance
Legal
College student needs

Interact with
Students

MENTORING THE CHAPLAIN

Who: Chapter Counselor, or
Chaplain Mentor

Position Specific Responsibilities

- Talk through ways to ensure the presence of the Ritual in all aspects of everyday life.
- Attend standard's board meetings and serve as a resource for procedural questions.
- Help develop and enforce a chapter-specific Membership Agreement that aligns with local and national standards.
- Ensure that the Ritual team is prepared to perform the Ritual as outlined in the Ritual Guide.
- Work with the standards board to develop a proactive, educational, and restorative justice model for chapter sanctions: Recognize, Reflect, Restore, Repair.
- Assist in creating an incentive and rewards program.
- Assist in maintaining detailed minutes of standards board meetings.

Availability – High
Onboarding – High
Short term role – No
Proximity – Yes
Years post college – 5

Skills

SigEp

Mentoring experience

Legal

Social media & tech.

College student needs

Interact with

Students

Alumni

Fraternity Staff

MENTORING THE VICE PRESIDENT OF COMM.

Who: AVC VP of Relations, or
Communications Mentor, or
AVC Secretary

Position Specific Responsibilities

- Ensure local chapter's brand is in alignment with national brand.
- Assist in coordinating distribution of chapter minutes to AVC, mentoring committee, and chapter.
- Help develop avenues for positive public relations.

Availability – Med
Onboarding – Low
Short term role – Yes
Proximity – No
Years post college – N/A

Skills

Mentoring experience
Writing
Social media & tech.
College student needs

Interact with

Students
Alumni

FACULTY FELLOW

Who: Faculty member who resonates with the chapter

Position Specific Responsibilities

- Address academic concerns for individual members.
- Teach a class *or* seminar in the chapter facility.
- Hold weekly hours at the chapter facility.
- Spearhead a faculty dinner for brothers to invite their favorite professor to attend.

Availability – Low
Onboarding – Low
Short term role – No
Proximity – Yes

Skills

Writing
Social media & tech.
College student needs

Interact with

Students

SINGLE TEAM MENTORS

Chapter
Counselor

**Mentors President or Chaplain
Up to two individuals may serve

President
Mentor

Recruitment
Mentor

Balanced Man
Steward

Programming
Mentor

Finance Mentor

Communications
Mentor

Chaplain
Mentor

Faculty
Fellow



BMP MENTORS

Stage 1

Chapter
Counselor

**Mentors President or Chaplain
Up to two individuals may serve

Balanced Man
Steward

Stage 2

Sigma
Challenge
Mentor

Stage 3

Phi, Epsilon,
BM Challenge
Mentors (x3)

Stage 4

Sound Mind
Resident Expert

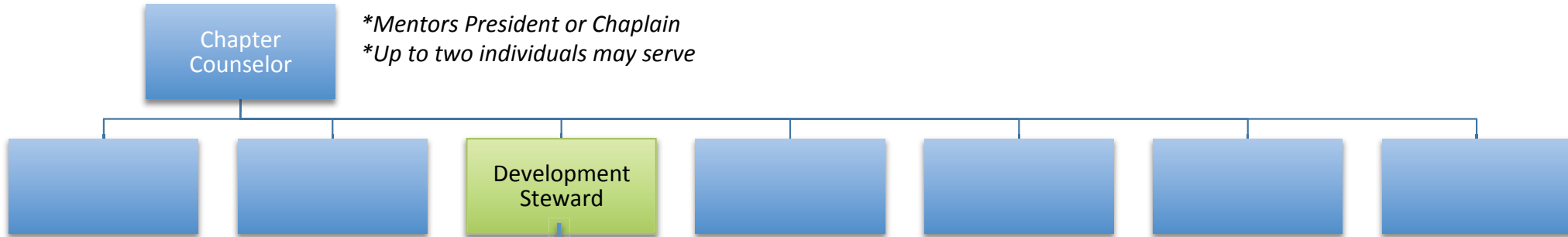
Resident
Experts* (x 4)

Sound Body
Resident Expert



PLEDGE MODEL CHAPTER STRUCTURE

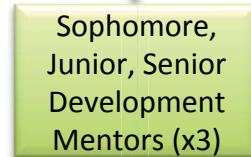
Stage 1



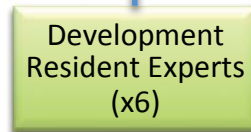
Stage 2



Stage 3



Stage 4



MENTORING THE BALANCED MAN PROGRAM

- Balanced Man Steward**

- Challenge Coordinator Mentors**
 - Sigma Challenge Coordinator Mentor
 - Phi Challenge Coordinator Mentor
 - Epsilon Challenge Coordinator Mentor
 - Brother Mentor Challenge Coordinator Mentor

- BMP Resident Experts**
 - Sound Mind
 - Sound Body
 - SigEp Development*
 - Personal Growth & Development*
 - Leadership*
 - Professional*



MENTORING THE VICE PRESIDENT OF MEMBER DEVELOPMENT

Who: Balanced Man Steward

Position Specific Responsibilities

- Understand the philosophy, people, process & programming associated with the BMP.
- Hold Balanced Man Program mentor calls.
- Ensure challenge coordinator mentors are working with their mentees to:
 - create quality programming in each challenge
 - engage BMP resident experts
 - schedule Rites of Passages

Availability – High
Onboarding – High
Short term role – No
Proximity – Yes
Years post college – 3

Skills

SigEp

Mentoring experience
Leading a team
Social media & tech.
College student needs

Interact with

Students
Fraternity Staff

MENTORING THE CHALLENGE COORDINATORS

Who: Challenge Coordinator Mentors

Position Specific Responsibilities

- Assist in creation of each challenge.
- Encourage placement of all challenge events on chapter calendar.
- Periodically attend challenge meetings.
- Aide in creation of *Challenge Overview*.
- Ensure Rites of Passages are scheduled and on the chapter calendar.
- Attend Rite of Passage.
- Attend BMP mentor calls.

Availability – Med
Onboarding – Med
Short term role – Yes
Proximity – Yes
Years post college – N/A

Skills

Mentoring experience
Leading a team
Managing a project
Writing
Social media & tech.
College student needs

Interact with

Students
Fraternity Staff

BMP RESIDENT EXPERTS

Who: Sound Mind Expert/Mentor Leadership Expert*
Sound Body Expert/Mentor Professional Development Expert*
SigEp Development Expert* Personal Development Expert*

Position Specific Responsibilities

- Encourage coordination with challenge coordinators to provide programming for ALL challenges.
- Assist with creation of schedule for programming.
- Facilitate challenge programming in respective subject area.
- Work with the challenge coordinators and their mentor to provide challenge programming and continuous engagement.
- Sound Mind/Sound Body Mentor – attend BMP mentor calls.

Availability – Low
Onboarding – Low
Short term role – Yes
Proximity – No
Years post college – N/A

Skills

College student needs

Interact with

Students

Alumni

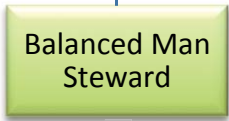
BMP MENTORS

Stage 1

Chapter
Counselor

**Mentors President or Chaplain
Up to two individuals may serve

Balanced Man
Steward



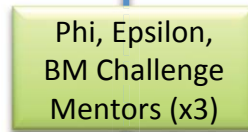
Stage 2

Sigma
Challenge
Mentor



Stage 3

Phi, Epsilon,
BM Challenge
Mentors (x3)

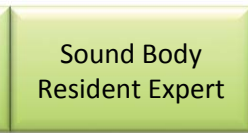
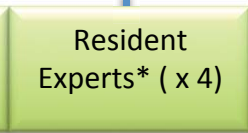


Stage 4

Sound Mind
Resident Expert

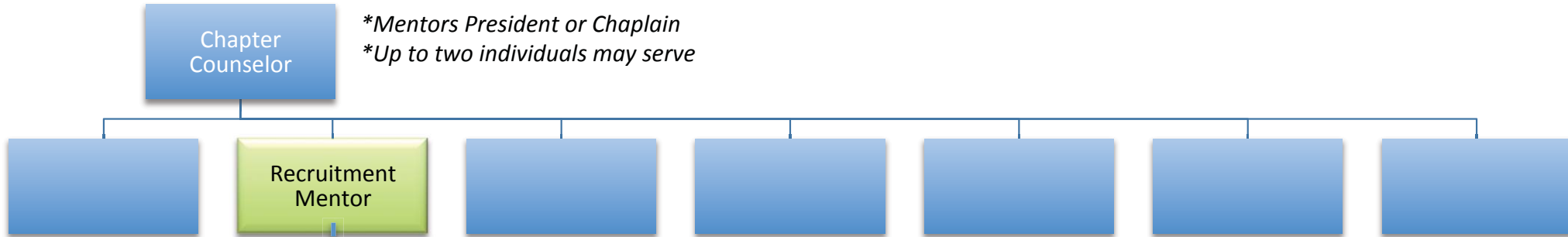
Resident
Experts* (x 4)

Sound Body
Resident Expert



RECRUITMENT MENTORS

Stage 1



Stage 2



Stage 3



Stage 4

MENTORING THE VICE PRESIDENT OF RECRUITMENT

Who: Recruitment Mentor

Position Specific Responsibilities

- Support the vice president and recruitment committee in its work.
- Assist in creating of recruitment standards.
- Support development of chapter recruitment goal and vision.
- Brainstorm most effective ways of running recruitment committee meetings.
- Coordinate the work of additional recruitment focused mentors.

Availability – High
Onboarding – Med
Short term role – Yes
Proximity – Yes
Years post college – N/A

Skills

Mentoring experience
Leading a team
Managing a project
Finance
Sales
Social media & tech.
College students needs

Interact with

Students
University

MENTORING THE BMS CHAIRMAN

Who: BMS Mentor

Position Specific Responsibilities

- Educate, guide and support the BMS chairman and his team as they implement all aspects of the scholarship.
- Engage university officials if needed.
- Assist in creating of scholarship timeline.
- Ensure BM Steward is kept abreast of all BMS progress.

Availability – Med
Onboarding – Med
Short term role – Yes
Proximity – No
Years post college – N/A

Skills

Mentoring experience
Leading a team
Managing a project
Sales
Writing
Social media & tech.
College student needs

Interact with

Students
University
Parents
Alumni

RECRUITMENT SKILLS EXPERT*

Position Specific Responsibilities

- Develop and present recruitment training sessions for chapter coordinated through vice president of recruitment and recruitment mentor.
- Be available for questions during formal recruitment.

Availability – Low
Onboarding – Low
Short term role – Yes
Proximity – No
Years post college – N/A

Skills

SigEp

Sales

Social media & tech.
College student needs

Interact with

Students

RECRUITMENT MENTORS

Stage 1

Chapter
Counselor

**Mentors President or Chaplain
Up to two individuals may serve



Stage 2

BMS Mentor

Stage 3

Stage 4

Recruitment Skills
Expert

PROGRAMMING MENTORS

Stage 1

Chapter
Counselor

**Mentors President or Chaplain
Up to two individuals may serve

Chaplain
Mentor

President
Mentor

Balanced Man
Steward

Finance Mentor

Programming
Mentor

Stage 2

Service
Learning
Mentor

Events Mentor

Stage 3

Stage 4



MENTORING PROGRAMMING

Programming Mentor

- Events Chairman Mentor
- Service Learning Chair Mentor



MENTORING THE VICE PRESIDENT OF PROGRAMMING

Who: AVC VP of Relations, or
Programming Mentor

Position Specific Responsibilities

- Encourage undergraduate programming committee formation and utilization.
- Assist in creating the chapter's master calendar.
- Become versed and educate all programming mentors on SigEp/university risk management policies.
- Ensure programming mentors are working with their mentees to ensure all risk management polices are being followed at all times.
- Coordinate the work of additional programming focused mentors.

Availability – High
Onboarding – Med
Short term role – No
Proximity – Yes
Years post college – 3

Skills

Mentoring experience
Leading a team
Managing a project
Finance
Risk management
Social media & tech.
College students needs

Interact with

Students
University

MENTORING THE EVENTS CHAIR

Who: Events Mentor

Position Specific Responsibilities

- Help develop a calendar of diverse programming.
- Ensure risk management policies are implemented and that all events are in compliance with both university and SigEp policies and procedures.
- Ensure programming mentor is kept abreast of all events and event related needs/issues.

Availability – Med
Onboarding – Med
Short term role – Yes
Proximity – Yes
Years post college – 3

Skills

Mentoring experience
Leading a team
Managing a project
Finance
Risk management
Legal
Social media & tech.
College students needs

Interact with

Students
University

MENTORING THE SERVICE LEARNING CHAIR

Who: Service Learning Mentor

Position Specific Responsibilities

- Ensure that the service learning opportunities exist for chapter members.
- Ensure all chapter service learning opportunities/philanthropies align with SigEp values.
- Encourage coordinating service learning with the University's programming entities or other on-campus organizations.
- Ensure programming mentor is kept abreast of all service learning events and when appropriate for alumni to attend.

Availability – Med
Onboarding – Low
Short term role – Yes
Proximity – No
Years post college – N/A

Skills

Mentoring experience
Managing a project
College student needs

Interact with

Students
University

PROGRAMMING MENTORS

Stage 1

Chapter
Counselor

**Mentors President or Chaplain
Up to two individuals may serve

Chaplain
Mentor

President
Mentor

Balanced Man
Steward

Finance Mentor

Programming
Mentor

Stage 2

Service
Learning
Mentor

Events Mentor

Stage 3

Stage 4



SIGEP MENTORING COMMITTEE

Stage 1

Chapter
Counselor

**Mentors President or Chaplain
Up to two individuals may serve

Chaplain
Mentor

President
Mentor

Balanced Man
Steward

Finance Mentor

Recruitment
Mentor

Communications
Mentor

Programming
Mentor

Faculty Fellow

Stage 2

Sigma
Challenge
Mentor

BMS Mentor

Service
Learning
Mentor

Events Mentor

Stage 3

Phi, Epsilon,
BM Challenge
Mentors (x3)

Stage 4

Sound Mind
Resident Expert

Resident
Experts* (x 4)

Sound Body
Resident Expert

Recruitment
Skills Expert*