

# SigEp 2020-2021 Chapter Support Suite of Services

To meet the unprecedented challenges of the 2020-2021 academic year related to COVID-19, SigEp has modified our staffing to provide the best support to our chapters, recognizing that each campus scenario will be unique. With travel restrictions in place, we will not be serving chapters "regionally" this year, but instead, we will provide *specialized* support around *focused priorities* for the year ahead.

*Each officer* will receive focused support and training in their roles, coordinated by Headquarters staff and alumni experts, and in the areas of recruitment, chapter operations/services and the membership experience, officers and volunteers will receive dedicated support and coaching.

## Vice President of Recruitment & BMS

*Dedicated staff team providing weekly coaching to train VPRs and recruitment committees on how to recruit more of the right men on campus.*

- Build recruitment infrastructure through creating recruitment committees, defining standards, using a potential new member list and setting annual goals
- Help chapters build and execute their summer, fall and spring recruitment plans / schedules
- Coach chapters to use the Balanced Man Scholarship and year-round recruitment to promote SigEp and develop strong a pipeline of potential new members in mySigEp
- Provide weekly recruitment and sales coaching focused on selling the benefits of SigEp, moving potential new members through the pipeline in mySigEp and asking potential new members to join the chapter
- Train and assist chapters with Balanced Man Scholarship interviews, pitching and bid extension to scholarship applicants

## VP of Member Development

*Dedicated staff team to consult with VPMDs and development committees to develop and enhance relevant, valuable programming through the Balanced Man Program.*

- Provide weekly coaching to VPMDs and development committees to create valuable program content and engage content experts in challenge meetings
- Create fall and spring semester Balanced Man Program schedules for all four challenges
- Plan and facilitate challenge meetings with development committee and Balanced Man Steward
- Provide training, resources and support for chapter leaders and members to leverage the enhanced version of the BMP App
- Review and train chapters on the philosophical tenets of the Balanced Man Program
- Evaluate the execution of the Balanced Man Program experience through BMP App data and on weekly coaching calls

## Chapter President

*Dedicated staff team to identify and educate presidents and executive boards to operate a successful chapter through weekly coaching on goal development, execution and assessment*

- Develop and execute plan to adapt chapter operations to provide a valuable membership experience in this unique academic year
- Train chapter leaders on how to utilize mySigEp to update a chapter roster, track recruitment and academic performance, operate chapter finances and apply for national awards
- Identify future chapter leaders and educate them on roles and responsibilities of executive and committee positions
- Prepare chapters to hold effective officer elections and transition retreats
- Collaborate with volunteers to facilitate the setting and achievement of goals with an executive board and their committees
- Facilitate a stronger partnership with a chapter's host institution
- Consult with chapter leaders and volunteers on the results of the annual Brotherhood Questionnaire

## Other Officer Roles: Chaplain, Vice President of Programming, Vice President of Finance and Vice President of Communications

*Each of these officer positions and their committees will be supported through education in virtual webinars and on BMP App training modules. This education will include role-specific training, best practices and timely guidance throughout the year, delivered by Headquarters staff and alumni who are content experts.*

---

### Chaplain

- Chaplain role and responsibilities training modules
- Standards board role and responsibilities training modules
- Monthly office hours for chaplains to discuss best practices and challenges
- Regular resources and videos for chaplains and chaplain mentors

### VP of Programming

- VP of Programming roles and responsibilities training modules
- Monthly office hours for VP of Programming to discuss best practices and challenges
- Monthly communication about key priorities in your officer role

### VP of Finance

- VP of Finance role and responsibilities training modules
- Training on mySigEp & Greekbill
- Modules on preparing a budget and filing taxes
- Monthly office hours for VP of Finance to discuss best practices and challenges
- Monthly communication about key priorities in your officer role

### VP of Communication

- VP of Communication role and responsibilities training modules
  - Direct training and support from SigEp's Chapter Sites Manager on using your Chapter Site
  - Monthly office hours for VP of Communication to discuss best practices and challenges
  - Monthly communication about key priorities in your officer role
-