

A photograph of a man in a dark suit and blue shirt sitting in a meeting. He is looking to the right with a thoughtful expression, his hand near his chin. The background is blurred, showing other people and a whiteboard. The entire image has a purple color overlay.

# MEETING 3: ORGANIZATIONAL STRUCTURE & INVOLVEMENT

SigEp

# MEETING 3: ORGANIZATIONAL STRUCTURE & INVOLVEMENT

## PURPOSE

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This meeting will provide members an understanding of the relationship between the national Fraternity and the local chapter, as well as ways they can get involved in the chapter.

## LEARNING OUTCOMES & OBJECTIVES

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Participants will...

- Gain understanding of the organizational structure of SigEp.
- Understand the relationship of the local chapter and the national Fraternity.
- Understand the relationship of the local chapter and the local AVC.
- Understand resources provided by Headquarters.
- Understand ways they can be involved in the chapter.

## AREAS OF DEVELOPMENT

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SigEp.

## SESSION FACILITATORS

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- Sigma Challenge coordinator.
- Executive board members.
- Representative from the Alumni and Volunteer Corporation.

## SESSION OUTLINE [60 MINUTES]

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- [5] Session introduction.
- [20] SigEp organizational structure.
- [20] Executive officer panel.
- [10] Alumni and volunteers support.
- [5] Session wrap-up.

## MATERIALS & EQUIPMENT

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- PowerPoint presentation and projector (if needed).

## SESSION PREPARATION

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- Arrange for members of the executive board and AVC to attend this meeting.
- Setup room for challenge meeting.
- Send out a reminder to challenge participants about the meeting.
- Send link to "Organizational Structure" video to participants to view prior to attending.

## **1. SESSION INTRO [5]**

### **SESSION INTRO**

- The Sigma Challenge coordinator(s) should welcome members and provide an introduction to today's meeting topic.
- Explain that today's meeting will have quite a few guests including:
  - Executive board members.
  - Alumni and Volunteer Corporation members.

## **2. SIGEP ORGANIZATIONAL STRUCTURE [20]**

**MEMBERS SHOULD HAVE VIEWED THE "ORGANIZATIONAL STRUCTURE" VIDEO PRIOR TO ATTENDING THIS MEETING. IF THEY HAVEN'T YET, PLAY THE VIDEO NOW.**

**ALLOW FOR MEMBERS TO ASK ANY QUESTIONS FOR CLARIFICATION.**

**HOLD A DISCUSSION ON THE ORGANIZATIONAL STRUCTURE OF SIGEP. THIS DISCUSSION SHOULD INCLUDE:**

- Overview of the Grand Chapter.
  - Who is the Grand Chapter?
    - The Grand Chapter is the legislative body of the Fraternity and comprised of delegates from each chapter.
    - The Grand Chapter meets every two years at the Grand Chapter Conclave.
  - Responsibilities.
    - The Grand Chapter proposes, approves and upholds legislation for the organization.
    - The Grand Chapter sets the direction of the Fraternity through legislation that is carried out by the National Board of Directors.
  - Benefits of Membership.
- Overview of the National Board of Directors.
  - Responsibilities.
    - The National Board of Directors responsible for ensuring satisfactory operation of the national Fraternity, individual chapters and all Fraternity activity.
    - They are elected by the Grand Chapter for their experience, leadership and expertise.
- Overview of the Headquarters staff.
  - What Headquarters provides.
    - The Headquarters staff is the administrative office that provides support and services for chapters, volunteers and alumni.
    - Headquarters provides expertise and services in the following areas:
      - Chapter service, development and support.
      - Member development.
      - Volunteer support and education.

- Leadership development.
- Risk management and member safety.
- Real estate.
- Marketing and communications.
- Fundraising and advancement.
- The relationship among the Grand Chapter, National Board of Directors, and Headquarters staff.
  - The Grand Chapter determines bylaws, governance, legislation, and elects National Board members to guide the Fraternity.
  - The National Board of Directors carries out strategic planning and priority setting to guide the organization.
  - Headquarters staff carries out the implementation of the strategic plans set by the National Board and provides resources and support to the undergraduates, alumni members and volunteers.

**Process this information with the following questions:**

- How does the national Fraternity support our chapters?
  - Local, regional and national programs.
  - Chapter services, support and regional directors.
  - Training and engaging volunteers.
  - Member safety training and insurance.
  - Networking opportunities.
  - Etc.
- How do we as a local chapter have the ability to influence the Grand Chapter?
  - Grand Chapter Conclave voting and legislation.
  - Dialogue and interaction with Headquarters staff.
- What resources does the Headquarters Staff provide and how do we engage with them?
  - Leadership events.
  - Online resources.
  - Training for volunteers who support chapters .
  - Regional director support.

**Allow members to ask any questions they might have.**

**3. EXECUTIVE BOARD PANEL [25]**

**EXPLAIN THAT THE LOCAL UNDERGRADUATE CHAPTER IS LED BY SEVEN EXECUTIVE BOARD MEMBERS.**

- For the panel, have each executive board member explain:
  - His roles.
  - His position's responsibilities.
  - The positions in his committee (include those that are open).
  - His committee's responsibilities.
  - How his position collaborates with others on the executive board.
  - How his position collaborates with Headquarters.

- What external facing role his committee plays.
- When and where he holds committee meetings.
- Provide enough time for members to ask questions and create dialogue with the executive board members on the panel.

#### **4. ALUMNI AND VOLUNTEERS [10]**

**HAVE MEMBERS OF THE ALUMNI AND VOLUNTEER CORPORATION, INCLUDING MEMBERS OF THE MENTORING COMMITTEE, ATTEND THIS MEETING.**

**AVC MEMBERS AND MENTORS EXPLAIN THEIR ROLES AND HOW THEY SUPPORT THE CHAPTER.**

- If possible, try to ensure your chapter counselor is present to explain how he or she supports your chapter. If they are unavailable, provide an explanation of who your chapter counselor is and how they support your chapter.

**HAVE A MEMBER OF THE AVC EMPHASIZE THAT MEMBERSHIP IN SIGEP IS A LIFELONG EXPERIENCE, NOT JUST WHILE IN COLLEGE.**

**PROVIDE AN OPPORTUNITY FOR MEMBERS TO ASK QUESTIONS OF THE AVC AND MENTOR COMMITTEE REPRESENTATIVES.**

#### **5. SESSION WRAP-UP [5]**

**LESSONS LEARNED:**

Provide an opportunity for a few members to share the most important thing they learned from today's meeting.

**FOLLOW UP:**

- Set expectations for members to complete by the next meeting or event: view video, learn more about involvement opportunities on committees, and attend a committee meeting.
- Set time and place for next week's meeting.

**QUESTIONS**

Provide an opportunity to answer any questions members have from this meeting and in preparation for the next meeting.