



## **Balanced Man Steward – Responsibilities & Expectations**

The Balanced Man Steward, who is appointed by the District Governor, serves as the primary volunteer for the Balanced Man Program and mentor for the chapter's Vice President of Member Development (VPMD). Through regular coaching, mentorship, and strategic guidance, the Balanced Man Steward helps undergraduate leaders build an intentional, engaging, and sustainable Balanced Man Program that supports the lifelong development of every brother. The Balanced Man Steward develops the leaders responsible for implementing a strong SigEp experience through the BMP. Success is measured by how effectively undergraduate leaders are equipped to plan, implement, evaluate, and continuously improve their chapter's Balanced Man Program. The Balanced Man Steward is a coach, mentor, and trusted advisor who provides continuity, perspective, and encouragement throughout the academic year.

### **The Balanced Man Steward Commitment:**

- Coach the VPMD throughout the academic year
- Build positive relationships rooted in trust, accountability, and encouragement
- Support consistent implementation of the fraternity's ideal Balanced Man Program
- Invest in their own growth through Balanced Man Steward training and education
- Serve as a positive ambassador for SigEp and the Balanced Man Program

### **What Success Looks Like:**

- Build and maintain a consistent coaching relationship with the VPMD
- Support the VPMD in developing and executing a thoughtful programming calendar
- Support the VPMD in delivering meaningful member development opportunities throughout the year
- Work with the VPMD to keep challenge progression active and intentional
- Reflect on successes and challenges, and make improvements throughout the year
- Support smooth VPMD officer transitions

### **Core Responsibilities for Balanced Man Stewards:**

- **Coach the Vice President of Member Development** by providing guidance, accountability, and encouragement throughout the academic year.
- **Support annual Balanced Man Program planning** by helping build and maintain an intentional programming calendar.
- **Guide Balanced Man Program implementation** by supporting chapter-wide Core Experiences, challenge progression, and continuous improvement.
- **Develop undergraduate leaders** by asking thoughtful questions, sharing perspective, and encouraging ownership.
- **Ensure continuity** by supporting officer transitions and preserving institutional knowledge.
- **Connect chapters to resources** by leveraging HQ staff, SigEpU, Chapter Counselors, Mentor Committees, and Steward resources.

## Role Expectations:

The expectations below establish the minimum standards for fulfilling the responsibilities of the Balanced Man Steward role. While exceptional Balanced Man Stewards often exceed these expectations, these standards are what SigEp expects all Balanced Man Stewards to commit to at a minimum to ensure VPMDs are supported and the ideal BMP is consistently implemented.

- Partner with the VPMD to champion and sustain the foundational elements of the Balanced Man Program that all chapters are expected to implement.
- Meet with the VPMD at least **twice per month** during the academic year.
- Maintain regular communication as needed throughout the year and respond to chapter leadership within a reasonable timeframe.
- Assist with development and ongoing review of the chapter's annual Balanced Man Program calendar.
- Complete required volunteer onboarding on SigEpU within **30 days** of appointment.
- Participate in required Balanced Man Steward education and training opportunities.
- Communicate proactively if unable to fulfill the role's responsibilities.

## Estimated Time Commitment and Preferred Role Tenure:

The Balanced Man Steward role is designed to provide meaningful chapter support while remaining manageable for volunteers. Most Balanced Man Stewards should anticipate an average commitment of approximately 3–5 hours per month during the academic year, with additional time requested during officer transitions, semester/quarter planning, virtual training sessions with the Educational Programs and Events team, or in-person training opportunities. Time commitments vary throughout the year and naturally increase during planning periods while decreasing during breaks in the academic year.

Balanced Man Stewards are critical to the successful implementation of the BMP. They provide continuity in the member experience and are a source of institutional knowledge as officers transition yearly. Therefore, a term of two or more years is preferred, with a commitment to a minimum of one year. If you wish to discontinue services after year one, please notify the SigEp Headquarters Staff and your District Governor.

## Resources and Training

As an appointed position, Balanced Man Stewards are expected to participate in ongoing training and education, which can include:

- In-person education opportunities, such as at the Carlson Leadership Academy and Grand Chapter Conclave.
- Virtual education, including asynchronous modules, virtual mentorship, and meetings
  - Volunteer onboarding is accessible via SigEpU
  - Balanced Man Stewards have access to ongoing asynchronous education via SigEpU.
- Coaching from SigEp's Educational Programs & Events team.
- Resources on SigEpU, which includes materials focused on BMP implementation, including:
  - BMP Roadmap
  - Core Experience Guides
  - Sample programming calendars

*Note: Attendance at national events is encouraged but not required; if a Balanced Man Steward cannot attend, virtual modules with similar information will be provided to fulfill ongoing education.*

**The Balanced Man Steward Skill Set**

- Conflict management and resolution
- Coaching and mentoring, particularly with undergraduate students
- Encourage ownership and celebrate progress
- Project and risk management
- Goal setting and management
- Comfortable with technology

**Questions?** Please contact [learn@sigep.net](mailto:learn@sigep.net).