



Monthly Mentor Guide – Chapter Counselor

To provide you with additional support, we've compiled a list of topics that you can cover with the executive board and/or chapter president. These are general topics that apply to most chapters. Keep in mind that the timeframe of some of these topics may be dependent on the university academic calendar and chapter-specific programming, so adjust accordingly. For instance, the table below outlines a chapter that operates on a November election cycle and has formal recruitment in the fall and spring.

These questions are suggested as a general discussion guide - don't limit yourself to only asking these questions.

August	<ul style="list-style-type: none">• Have you scheduled recurring check-ins with your campus fraternity and sorority life advisor?• How well did you accomplish your goals this summer? What do you need to prioritize this month to set you up for success for the rest of the semester?• Is the chapter roster updated in the mySigEp? Not just for members that may have left, but also with those in new roles?• What are your meeting agendas and topics for conversation with your executive officers?• What is the agenda for the mentor/mentee kick-off retreat scheduled for the start of the semester? How do you plan to review goals with the executive board?
September	<ul style="list-style-type: none">• What are the chapter's plans for professional development this semester (career coaching, etc.)?• How do you plan to encourage chapter members to apply for the Tragos Quest to Greece? For example, will the executive team use targeted asks? Will there be a workshop to help coach applicants?• What has communication to alumni and volunteers looked like this semester so far? How has this mentor/mentee relationship been going for you/the executive board? Is there anything I can do to improve?• Now that everyone is back on campus, tell me about how chapter meetings have been going. What can you do to continue improving them?

	<ul style="list-style-type: none"> • How is recruitment going for the chapter? Is the relationship with your vice president of recruitment productive and achieving results? What are your goals for formal recruitment and strategies for 365 recruitment?
October	<ul style="list-style-type: none"> • Which Carlson awards is the chapter applying for? Has the Buchanan Cup application been released yet? Are there any campus awards that we should apply for? • How have you been preparing for the upcoming elections? Have you met with potential candidates? How can we get them some experience now, so they'll be more prepared to completely take over the role? • What prep work have officers done to ensure they are prepared to transition their role to a new officer?
November	<ul style="list-style-type: none"> • What is the chapter's goal for participation in the annual Brotherhood Questionnaire? • How will the current officers help incoming officers transition to their new roles? How can the mentor team help you plan and execute effective transitions? • What do you wish you would've done differently as president/in your leadership role? What advice do you have for the next president/executive board? • What can you do with the newly elected chapter president to help him get experience? How do you plan to get him acquainted with key individuals (mentors, fraternity and sorority advisors)? • What do you suggest he should focus on during his term?
December	<ul style="list-style-type: none"> • What documents do you need to transition to the next officer at the executive transition retreat? • How can you help the other officers debrief from their 1:1 transitions? • Where do you want to be by the start of January to have a successful spring semester? • What actions can you take over break to continue to maintain momentum with the new team going into the next semester?
January	<ul style="list-style-type: none"> • What is the plan to get chapter leaders (and rising leaders) registered for the Carlson Leadership Academy? • Have executive officers established committees to support achieving the goals of their position? • What public ceremonies are planned for this semester (e.g., Burning Heart, Hoop of Steel)? • How can you hold other officers accountable this semester?

	<ul style="list-style-type: none"> • How is your relationship with the Office of Fraternity & Sorority Life? Your regional director? How do you plan to check in regularly with these individuals?
February	<ul style="list-style-type: none"> • What prep work have the executive officers done to ensure that Carlson Leadership Academy is a highly valuable experience for them? • What tools have you used for you and the other officers to stay organized and track goal progress? • After a month back on campus, how do you feel about the progress that's been made so far? • How are executive board meetings going for you? What are some areas for improvement? • What conclusions did you come to based on the Brotherhood Questionnaire results? What do you want to focus on improving this semester? • How can you encourage chapter members to apply for Ruck? For example, will the executive team use targeted asks? Will there be a workshop to help coach applicants?
March	<ul style="list-style-type: none"> • What did you learn at Carlson Leadership Academy? How are you going to share this knowledge with the rest of the chapter? • What goals do you have as we approach the second half of the semester? • How are executive board members collaborating on the Buchanan Cup Application and keeping track of their progress and accomplishments? • What are your thoughts and plans for the Ruck Leadership Institute?
April	<ul style="list-style-type: none"> • What is your plan for executive board check-ins during the summer? How will you host these check-ins? How can you encourage your fellow officers to feel prepared to continue to work on projects during the summer? • How will the chapter say farewell to the graduating class? Which alumni or volunteers will be involved in the send-off? • Let's reflect on the semester. What went well? What can be improved? Are you satisfied with how the chapter ended the semester? How can you adjust your strategy moving forward to make sure you're better prepared for the summer and fall?
May	<ul style="list-style-type: none"> • How have you communicated the progress the chapter has made this semester to the university, alumni, volunteers, etc.?

	<ul style="list-style-type: none"> • Are there any executive officers who aren't contributing as much as the other officers? How should we support them next semester?
June	<ul style="list-style-type: none"> • How have the summer check-ins gone so far? • What were you (or another chapter member) able to learn from your time at Ruck? • Are there any officers that haven't followed through on their commitments so far this summer? How might you support them?
July	<ul style="list-style-type: none"> • What are the top three goals that your new regional director could help with? What are your plans for routine check-ins with the regional director? • When are the majority of brothers getting back to campus? How have you made the chapter aware of important items on the chapter calendar (for example, chapter meetings)?