



## Monthly Mentor Guide – Chapter Counselor

To provide you with additional support, we've compiled a list of topics that you can cover with your 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. These questions are simply suggestions. Don't limit yourself to only asking these questions.

August	<ul style="list-style-type: none"><li>• Have you (chapter president) scheduled recurring check-ins with your campus fraternity and sorority life advisor?</li><li>• Did we accomplish our goals this summer? What do we need to prioritize this month to set us up for success for the rest of the semester?</li><li>• Is the chapter roster updated in the mySigEp? Not just for members that may have left, but also with those in new roles?</li><li>• Have you set up meetings with your executive officers to confirm progress on goals and action items this fall?</li><li>• Do we have a mentor/mentee kick-off retreat scheduled for the start of the semester to review goals with the executive board?</li></ul>
September	<ul style="list-style-type: none"><li>• What are the chapter's plans for professional development this semester (career coaching, etc.)?</li><li>• Has anyone in the chapter considered applying to the Tragos Quest to Greece?</li><li>• What has communication to alumni and volunteers looked like this semester so far? How has this mentor/mentee relationship been going for the executive board? Is there anything I can do to improve?</li><li>• Now that everyone is back on campus, have chapter meetings been productive?</li><li>• How is recruitment going for the chapter? Is the relationships with your vice president of recruitment productive and achieving results?</li></ul>
October	<ul style="list-style-type: none"><li>• What 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?</li></ul>

	<ul style="list-style-type: none"> <li>• Do you feel prepared 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?</li> <li>• What prep work have officers done to ensure they are prepared to transition their role to a new officer?</li> </ul>
November	<ul style="list-style-type: none"> <li>• Has the chapter completed the annual Brotherhood Questionnaire?</li> <li>• How will the current officers help incoming officers' transition to their new roles? Do you need support from me or the regional director to host a retreat?</li> <li>• Is there anything you wish you would've done differently while you were president? What advice do you have for the next president?</li> <li>• What can you do with the newly elected chapter president to give him good experience? Have you introduced him to FSL advisors? Can you introduce him to me (mentor)? What do you suggest he focuses on during his term?</li> </ul>
December	<ul style="list-style-type: none"> <li>• What documents do you need to transition to the next officer at the executive transition retreat?</li> <li>• Have the other officers completed their one-to-one transitions?</li> <li>• Where do you want to be by the start of January to have a successful spring semester?</li> </ul>
January	<ul style="list-style-type: none"> <li>• Has the chapter registered for the Carlson Leadership Academy?</li> <li>• Have executive officers established committees to support achieving their position's goals?</li> <li>• What are ways that you will be able to hold other officers accountable this semester?</li> <li>• Have you scheduled recurring check-ins with the Office of Fraternity and Sorority Life? Have you spoken to your regional director yet?</li> </ul>
February	<ul style="list-style-type: none"> <li>• What prep work have the executive officers done to make sure they get the most out of the Carlson Leadership Academy?</li> <li>• What tools have you used so far to track progress toward goals for you and the other officers to stay organized?</li> <li>• After a month back on campus, how do you feel about the progress that's been made so far?</li> <li>• How are executive board meetings going for you?</li> </ul>

	<ul style="list-style-type: none"> <li>• Has the executive board reviewed the results from the Brotherhood Questionnaire? What conclusions did you come to? What do you want to focus on improving this semester?</li> <li>• Have brothers considered applying to the Ruck Leadership Institute?</li> </ul>
March	<ul style="list-style-type: none"> <li>• What did you learn at Carlson Leadership Academy? How are you going to share this knowledge with the rest of the executive board and chapter?</li> <li>• What goals do you have as we approach the second half of the semester?</li> <li>• Have you reviewed the Buchanan Cup application? Is your executive board talking regularly about this and keeping track of their progress and accomplishments?</li> <li>• Have you considered applying to the Ruck Leadership Institute?</li> </ul>
April	<ul style="list-style-type: none"> <li>• Do you feel prepared to host executive board check-ins during the summer? How will you host these check-ins? Do your fellow officers feel prepared to continue to work on projects during the summer?</li> <li>• Are you satisfied with how we ended the semester? How can we adjust our strategy moving forward to make sure we're better prepared for the summer and fall?</li> </ul>
May	<ul style="list-style-type: none"> <li>• How have you communicated the progress the chapter has made this semester to the university, alumni, volunteers, etc.?</li> <li>• Is there any executive officer who isn't contributing as much as the other officers? How should we support him next semester?</li> </ul>
June	<ul style="list-style-type: none"> <li>• How have the summer check-ins gone so far?</li> <li>• What were you (or another chapter member) able to learn from your time at Ruck?</li> <li>• Are there any officers that haven't followed through on their commitments so far this summer?</li> </ul>
July	<ul style="list-style-type: none"> <li>• Have you reached out to the new regional director yet? What are the top three goals that he could help with?</li> <li>• When are the majority of brothers getting back to campus? Have you communicated dates/times for chapter meetings?</li> </ul>