

SigEp



VICE PRESIDENT OF MEMBER DEVELOPMENT

Participant Guide



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(NAME)

(CHAPTER)

HOW TO MAXIMIZE YOUR TIME AT CARLSON

AT CARLSON:

- **Meet brothers from different chapters.** Go out of your way to sit with members that are not from your chapter to build your SigEp network.
- **Be vocal in small group sessions.** You come from a far different chapter experience than everyone else in your track and your ideas and best practices can be very helpful to others, if you voice them.
- **Be an active listener.** Just as you have ideas that can be helpful to others, they have plenty of experiences and information that will be useful for you to take back to your own chapter.
- **Come prepared to every session.** The better prepared that you are going into each session, the more equipped you will be to participate and you will leave with more takeaways that can be implemented back at your chapter.
- **Write down everything that you can.** There is a lot of information that is imparted upon you throughout the weekend and it is easy to forget some important details if you do not write things down. When you go back to your chapter, your notes will help guide you in your post-Carlson planning.

AFTER CARLSON:

- **Review the goals that you set in your session with the rest of your executive board and volunteers.** This opens the conversation about the direction of your chapter and allows you to align your goals to those of the chapter as a whole (in addition to your fellow officers).
- **Create your action plan for carrying out your goals.** In doing this, you will be laying out the roadmap to achieve your goals with the rest of your executive board and your chapter. You probably started this within your track while at Carlson; spend time refining and finalizing when you return home.
- **Build momentum with your chapter.** At your next chapter meeting, have all the brothers who attended Carlson present to the other members about what was learned and the goals that were set for the chapter. It is important to get their feedback and, ultimately, their buy-in to the vision in order to accomplish these goals.
- **Keep your relationships strong.** Stay in touch with your facilitators and the brothers you met at Carlson and utilize them as a resource in the planning and execution of your goals.

2020 Carlson Leadership Academy Substance-Free Policy

We are fortunate to have opportunities such as the Carlson Leadership Academy made possible through the hard work of our undergraduates and volunteers, and the generosity of our Sigma Phi Epsilon Educational Foundation.

When such opportunities exist, Sigma Phi Epsilon must strive to make the most of it. As such, we expect the very best from everyone throughout the weekend. From the Creed of Sigma Phi Epsilon, artfully crafted by Past Grand President Oscar E. Draper '28-29, we affirm:

*That the word **Virtue** is an inclusive term; that it is not enough that I be merely passively virtuous: I must be positive on virtue's behalf. Therefore, I will stand aggressively for honesty in all walks of life, and I will speak cleanly, play cleanly, and live cleanly. Whenever I can, I will oppose lawlessness and vice.*

*Unless I succeed in being **Diligent**, I cannot be a good fraternity member. Believing that my fraternity can be no greater than any of its members, I shall strive to make it so high and so worthy that men will consider it an honor and privilege to belong to it, and will strive to be admitted to it.*

*That **Brotherly Love** must be given in order to be received, and that it cannot exist without the triumph of the principles of **Virtue** and **Diligence**, for these are essential parts of it.*

Brother Draper went on to say that the role of the citizen is vital to that of a Sigma Phi Epsilon.

I believe that obedience to the laws of my community and my country is essential to good citizenship; that the laws and rules of my fraternity and my chapter are intended to regulate the actions of its members, one with another, and that without fidelity to those laws and rules I cannot be a good citizen and a worthy member of Sigma Phi Epsilon.

From Brother Draper's thoughts and those of legendary college coach, Lou Holtz, we find three essential tenets for this weekend:

- **The 'Do Right' Rule.** You know the difference between right and wrong.
- **Commit to Excellence.** Do your best every time.
- **The Golden Rule.** Treat others the way you wish to be treated.

Rules of engagement:

1. **The Carlson Leadership Academy is substance-free for all undergraduates from arrival on Friday until the close of ceremonies on Saturday evening. Throughout the program, all local, state and federal laws apply.**
2. **Substances, including all illegal and illicit substances, alcohol, marijuana, or controlled substances without an appropriate prescription issued to the user by a licensed professional, are not permitted in any undergraduate hotel rooms through the duration of the program. Throughout the program, all local, state and federal laws apply.**

Why the BMP?

Through the BMP, members will:

- Be more attractive to future employers. Members will be able to demonstrate their growth and willingness to learn throughout college.
- Build a powerful and authentic network. SigEp's volunteers and alumni are ready and willing to mentor undergraduates with their careers.
- Experience fun and interactive events that build upon existing knowledge and skills.
- Feel responsibility for their chapter throughout their college careers. People value what they contribute to.
- Take part in the best possible chapter experience. The BMP allows each chapter member to put their talents to use for the benefit of the chapter.
- Reaffirm their membership in SigEp everyday. Other people will see the value of fraternity in your actions.



THE BALANCED MAN PROGRAM

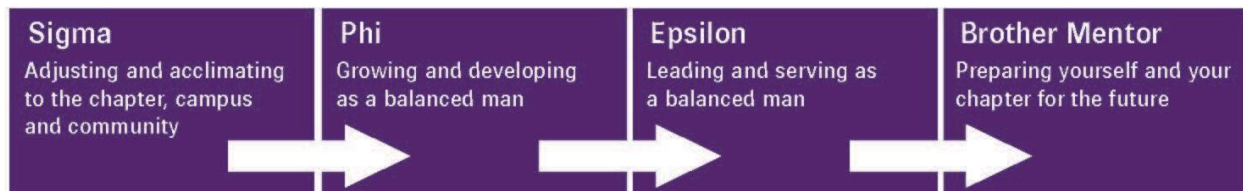
Ninety percent of college takes place outside of the classroom. It's in this part of the college experience — the unplanned, unstructured hours — that students discover their passions and plan their futures. For our brothers, much of this time is spent with their chapters — it's where they build close bonds of friendship and learn how to communicate and work with others, to lead, and to speak in front of a crowd. Our brothers accomplish all of this through the Balanced Man Program (BMP).

The Balanced Man Program is the centerpiece of the SigEp chapter experience and provides the experience that today's student needs to be successful during and after college. The Balanced Man Program is a non-pledging, non-hazing, personal, academic, leadership and professional skills development experience. Here is how the Balanced Man Program accomplishes those ideals:

The program is founded on five philosophical tenets ...

- Equal rights and responsibilities** - Full membership upon joining
- Continuous development** - Growing throughout life
- Accountability** - Committing to SigEp's high standards
- Living the Ritual** - Incorporating SigEp's values into everyday life
- Mentoring** - Maximizing growth through guidance and support

... and takes the form of four self-paced challenges that span throughout the college career ...



... focusing on five areas of development.



SigEp

Knowledge and understanding of the Fraternity



Intellectual

Academic performance and emotional and cultural growth



Physical Health and Wellness

Maintaining a healthy quality of life



Leadership

Growth and experience as a leader



Professional

Preparation for career success

To learn more about the Balanced Man Program, visit SigEp online at sigep.org/bmp

Vice President of Member Development Responsibilities

Use this section to take notes as you discuss the VMPD job responsibilities .

Notes on job responsibilities:

[illegible]

BMP Overview

Use this section to take notes as you discuss the Balanced Man Program Overview.

Notes on Philosophy:

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Notes on Process:

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Challenge Programming in the BMP App

Activity: Use the resources below as a reference for creating each challenge in the Balanced Man Program App.

Challenge:

Area of development #1: SigEp

| Meeting/activity | Date | Who |
|------------------|------|-----|
| | | |
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Area of development #2: Leadership

| Meeting/activity | Date | Who |
|------------------|------|-----|
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Area of development #3: Professional

| Meeting/activity | Date | Who |
|------------------|------|-----|
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Area of development #4: Physical health and wellness

| Meeting/activity | Date | Who |
|------------------|------|-----|
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Area of development #5: Intellectual

| Meeting/activity | Date | Who |
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Sample meeting agenda outline

Each section of the meeting agenda should be well outlined and written almost like a facilitator guide. It should include a time outline for each section as well.

Example:

Challenge Coordinator Welcome [5 minutes]

- Challenge coordinator welcomes attendees and provides an overview of the meeting
- agenda
- Challenge coordinator introduces guest speaker/facilitator for today's meeting

Academic Success Guest Speaker [35 minutes]

- Guest speaker from academic support services presents on strategies for academic success including study tips, note taking, and test preparation.
- Guest speaker provides overview of campus resources available to assist with academic success including tutoring, academic advising, study sessions, and writing assistance.
- Guest speaker leads an activity to help participants develop academic improvement plans to develop strategies for academic success.

Wrap-up [5 minutes]

- 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:
 - Set time and place for next week's meeting.
 - Post/provide contact information for the Challenge coordinator(s), vice president of member development and chapter president, etc.
- Questions:
 - Provide an opportunity to answer any questions members have from this meeting and in preparation for the next meeting.

Meeting Title & Date:

Purpose

Learning Outcomes

Participants will...

Areas of Development

Session Facilitator(s)

Session Outline [____minutes]

Materials and Equipment

Session Preparation

Selling the BMP App

Sales Framework:

- Identify needs
- Align with product
- Overcome objections
- Close the deal
- Follow-up

| Decision Makers | Influencers |
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Ideas for Selling BMP App - Notes

[illegible]

BMP App Implementation Project Plan

| Sigma Challenge | | | | |
|---|--------------|-----------------|---------------|--------------|
| Task | Owner | Deadline | Status | Notes |
| Write full Sigma Challenge | | | | |
| Enter Sigma Challenge into the app | | | | |
| Ensure all new members are paid for | | | | |
| Ensure all new members have downloaded the app | | | | |
| Deploy the Sigma Challenge | | | | |
| Sell brothers in Sigma Challenge on using the app | | | | |

BMP App Implementation Project Plan

| Phi Challenge | | | | |
|--|--------------|-----------------|---------------|--------------|
| Task | Owner | Deadline | Status | Notes |
| Write full Phi Challenge | | | | |
| Enter Phi Challenge into the app | | | | |
| Ensure all Phi Challenge members have downloaded the app | | | | |
| Deploy the Phi Challenge | | | | |
| Sell brothers in Phi Challenge on using the app | | | | |

BMP App Implementation Project Plan

| Epsilon Challenge | | | | |
|--|--------------|-----------------|---------------|--------------|
| Task | Owner | Deadline | Status | Notes |
| Write full Epsilon Challenge | | | | |
| Enter Epsilon Challenge into the app | | | | |
| Ensure all Epsilon Challenge members have downloaded the app | | | | |
| Deploy the Epsilon Challenge | | | | |
| Sell brothers in Epsilon Challenge on using the app | | | | |

BMP App Implementation Project Plan

| Brother Mentor Challenge | | | | |
|---|--------------|-----------------|---------------|--------------|
| Task | Owner | Deadline | Status | Notes |
| Write full Brother Mentor Challenge | | | | |
| Enter Brother Mentor Challenge into the app | | | | |
| Ensure all Brother Mentor Challenge members have downloaded the app | | | | |
| Deploy the Brother Mentor Challenge | | | | |
| Sell brothers in Brother Mentor Challenge on using the app | | | | |

Frequently Asked Questions

Why have equal rights and responsibilities?

Benefits

Obstacles

Why is continuous development throughout college necessary?

Benefits

Obstacles

Why is membership lapsing necessary?

Benefits

Obstacles

Why should we hold members accountable for living the ritual?

Benefits

Obstacles

How do we do year-round recruitment with the BMP?

Benefits

Notes on overcoming objections:

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SMART GOAL SETTING AND ACTION PLAN RESOURCE

SMART GOALS

A SMART Goal is a convenient acronym for the set of criteria that a goal MUST include in order for it to be realized by the goal achiever. There are numerous variations on the SMART acronym, however, the one we will follow is:

Specific

Goals must be something that can be described and understood easily by others – finite conditions, not general feelings.

Bad example: Increase participation of members.

Good example: Increase attendance at chapter meetings.

Measurable

Whenever possible, use numbers or percentages to mark achievement of the goal. You can't rely on personal opinion.

Bad example: More members will attend...

Good example: 80 percent of members will attend chapter meetings.

Attainable

Is the goal realistic? Goals should be a stretch to obtain but not impossible to achieve. Members will work toward what they believe they can achieve and are not inspired by boring, easy goals.

Bad example: 100 percent of members will attend every meeting.

Good example: Increase attendance at chapter meetings by 10 percent from the prior Semester.

Relevant

Your goals must accurately address the root issue you are facing. Remember, "An accurate description of the problem, is 90 percent of the solution."

Bad example: Have alcohol at recruitment events so chapter members will attend and have better conversations

Good example: Teach chapter members tangible recruitment skills and eliminate alcohol from recruitment.

Timely

Goals must have an end date when they are due. Creating a sense of urgency will push members to work harder. How else will you know when to check performance?

Bad example: Winter

Good example: January 1, 2016

Examples

Non-SMART Goal: We need to improve recruitment.

SMART Goal: By December 15, 2019, the chapter will have recruited 20 new members who meet or exceed our minimum membership standards.

ACTION PLANS

Every SMART goal must be complemented by a detailed action plan. A good action plan provides the framework for achieving the SMART goal. The action plan helps map out the necessary tasks with a detailed schedule of key milestones and a list of key people for those milestones.

Overview

Great action plans:

- Determine what you will need to hit the goal.
- Provide a timetable for activities.
- Identify people with whom you will need to coordinate and will rely on to contribute.
- Anticipate problems and outline contingency plans.

Implementation

Follow this step-by step process to ensure you have a comprehensive action plan:

1. Clarify your goal.
 - a. Ensure it is specific, measurable, attainable, relevant and timely.
2. Build a list of tasks
 - a. Write down all action steps that you may need to achieve the goal.
3. Organize your list into a plan.
 - a. Decide on the order of action steps.
 - b. Rearrange your actions and ideas into a sequential order.
 - c. Review this list and see if there are any ways to simplify it further.

Follow Up

1. Monitor the execution of your plan.
 - a. Constantly evaluate the progress of your plan.
 - b. Manage the key people and be mindful of deadlines.
 - c. Adjust and optimize your plan if necessary.
2. Measure your success.
 - a. Has your action plan achieved the outcomes of your SMART goal?

SMART goals and action planning

Use this worksheet to document your SMART goal(s) and corresponding action plan.

SMART goal:

| Deadline | Task | Owner | Who is involved? |
|----------|------|-------|------------------|
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SMART goals and action planning

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|----------|------|-------|------------------|
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VICE PRESIDENT OF MEMBER DEVELOPMENT **OFFICER GUIDE**

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[Balanced Man Program Guide](#)

[Balanced Man Program One Page Guide](#)

INTRODUCTION

Congratulations on being elected the Vice President of Member Development (VPMD). This opportunity comes with a responsibility to oversee the development experience of each member of the chapter, providing support and structure during a crucial part of their lives. Managing the chapter's membership experience by implementing the Balanced Man Program is the keystone of the role, providing a positive fraternal experience and ensuring strong chapter leadership and operations.

THE IDEAL

The ideal VPMD is an empowering leader who is committed to our values, and able to manage his development committee effectively in implementing the Balanced Man Program (BMP). At the core of the program lies the philosophy; understanding and building a chapter experience that embraces the philosophy of the BMP is of the utmost importance and will be integral throughout your time in office.

The philosophical tenets of the Balanced Man Program are:

- 1. Equal rights and responsibilities.**
- 2. Continuous development.**
- 3. Accountability.**
- 4. Living the Ritual.**
- 5. Mentoring.**

More information about each philosophical tenet can be found starting on page 6 of the *Balanced Man Program Guide*. As the VPMD, one of your first tasks should be to read about each tenet and commit them to memory. Doing so will allow you to have a strong bearing in decision making regarding development events and implementation.

IMPACT

A well-run BMP provides the chapter with a framework to help members grow in key areas of development, build strong and healthy relationships with each other, and provide what will be the most meaningful time of their college experience. A good member development program positively affects every other core area of operations, and helps shape a strong chapter culture that drives sustainable success.

As the VPMD, the development experience that you manage impacts chapter recruitment, retention, academic success, programming, reputation and brand. The BMP also influences brothers in their academic performance, personal growth, professional success, leadership-skills building, values alignment and decision making, physical and mental health and wellbeing, and overall affinity for SigEp and your university. The impact of your role will dictate the

experience and development of every one of your undergraduate brothers, as well as your chapter's success for years to come.

PURPOSE OF THIS GUIDE

This guide outlines the necessary steps and supporting resources to ensure that you are most effective in your role, and that you and your chapter see the impact, both personally and as an organization, outlined above. Should you have questions or need support, contact your [regional director](#).

PEOPLE

INTRODUCTION

Your role and the people that you work with will be integral. The following section provides an overview of your job description and responsibilities, the development committee, volunteer support and the audiences that you will be working with.

YOUR JOB DESCRIPTION

Understanding your role as Vice President of Member Development is paramount to your success. At the most basic level, you are responsible for the development and growth of the members in the chapter. The majority of the chapter's development takes place in the Balanced Man Program. You are the chief coordinator of this program and are responsible for leading and managing the development committee to provide a beneficial experience for every member.

To be successful during your term in office, you must first understand the key roles and responsibilities as outlined below.

KEY ROLES

Development Committee Chairman: Your main role is to appoint and manage the development committee, who support each challenge as well as the programming within the Balanced Man Program

Development Programming Coordinator: The chapter's development program will have many moving parts and multiple meetings/activities throughout the semester. One of your key roles is to coordinate all of the programming, in conjunction with the vice president of programming, vice president of recruitment and other leaders to ensure that events don't conflict with one another and are planned effectively.

Event Manager: Often chapters will plan and execute large-scale development events that are not within the scope of coordinators duties. You will often play the role of helping manage these events and supporting your committee in executing key development meetings and activities.

Standards Board Liaison: You play an integral role of working directly with the chaplain and his standards board to coordinate Ritual Rites of Passage and help support and hold members accountable to their commitment to participating in development throughout their time in college.

KEY RESPONSIBILITIES

Read the [*Balanced Man Program Guide*](#) and understand the philosophy, people, process and programming associated with the BMP.

Appoint and meet with each member of the development committee and ensure he understands the expectations of his position.

Review and be familiar with the *Ritual and Guide of Sigma Phi Epsilon Fraternity* and the role that the standards board plays in supporting the BMP.

Set a weekly meeting time for the development committee and prepare an agenda for each meeting.

Work with coordinators to update and make necessary changes to improve each challenge and set goals with each member of your committee.

Work with the vice president of programming to plan the development calendar for each term in office.

Report on all development events occurring within the challenges and provide dates for upcoming events at the weekly chapter meeting.

Update chapter officers on the progress of the development committee at the weekly executive board meeting.

Hold weekly meetings with the development committee. Have each member report on activities in their area and have challenge coordinators report on the progress of members in their respective challenge. Follow up on action items and goals from the previous week.

Attend member development activities to measure effectiveness and ensure all Fraternity policies and procedures are followed.

Meet with the faculty fellow on a monthly basis.

Ensure challenge trackers are updated regularly.

Work with the chaplain to hold members accountable to challenge timeframes and execute membership lapsing as necessary.

Ensure all Rites of Passage are scheduled in advance and on the chapter calendar.

Work with coordinators to transition members between challenges.

Ensure that all new member registration fees are paid within 48 hours of a member joining.

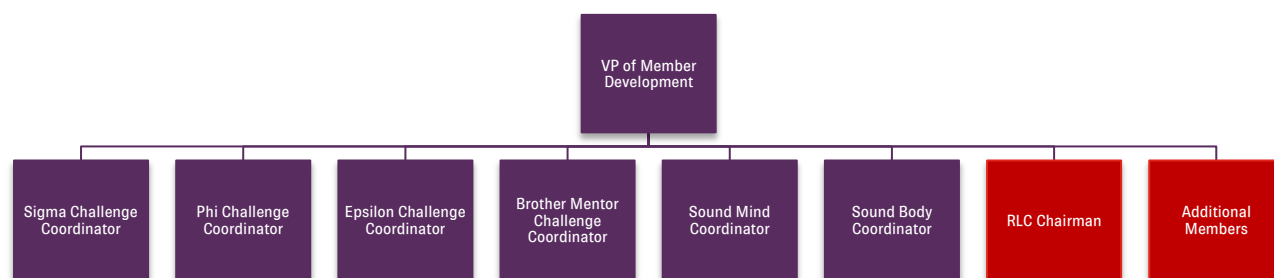
Support challenge coordinators to create strong events by engaging volunteers and alumni as content experts for challenge meetings and activities.

Coordinate large-scale development events and support coordinators in executing select challenge meetings.

The quality of the program, individuals and chapter will greatly increase when you implement these priorities and best practices.

COMMITTEE STRUCTURE

Managing development for a chapter can't be done alone. One of your first steps as the VPMD should be to appoint a development committee.



Every chapter should have at least one individual serving in each of the roles designated in purple. However, many chapters will have multiple brothers serve as coordinators for an individual challenge depending upon chapter size and needs. The positions designated in red are those that are optional for chapters utilizing other committee positions to provide development opportunities to the chapter.

Think about your chapter's current structure for the development committee and compare it to the ideal. If you take the time to fill your committee and define the roles of each member early, it will pay off throughout the remainder of your time as VPMD.

Challenge Coordinators: Responsible for providing quality programming and a relevant experience for each challenge participant. Many larger chapters choose to have multiple coordinators supporting each challenge as well.

Sound Mind Coordinator: Provides opportunities for members to expand and challenge their minds both inside and outside of the classroom. This coordinator has the opportunity to help all brothers grow intellectually and develop habits that keep their minds healthy.

Sound Body Coordinator: Provides opportunities for members to improve their personal level of fitness and ensures that members develop habits that will produce healthy lifestyles.

RLC Chairman: Focuses on implementing the Residential Learning Community program in coordination with the BMP.

To get a fuller grasp on each development committee role consult the [Balanced Man Program Guide](#) starting on page 11.

VOLUNTEER SUPPORT

In addition to having support of the development committee, you should also have a strong group of local volunteers to support the chapter's member development program. Here are the key volunteer roles that should exist:

Balanced Man Steward

A local volunteer appointed by the district governor at each chapter to support the chapter in implementing the BMP. The balanced man steward should serve as a direct mentor to you as the VPMD. Interactions should occur at least on a weekly basis and you should build a strong mentoring relationship with the balanced man steward while in office. The steward can help in coordinating large-scale events, connect you with experts in specific areas of development to provide quality programming, and act as a sounding board for you during your time in office.

Professional Mentors

These volunteers work with the balanced man steward and directly mentor the challenge coordinators to support them in their roles to execute each of the four challenges within the BMP.

Faculty Fellow/Resident Scholar

Faculty fellows and resident scholars can help in providing and coordinating development events with the VPMD and development committee. They will often support the chapter by providing direct support to brothers struggling academically, as well as working with the sound mind and/or RLC chairman to develop an academic support program for the chapter's membership.

Content Experts

Content experts are alumni and volunteers who specialize in a specific area of development. They can organize and facilitate events with challenge coordinators to provide programming focused on their expertise. For example, you might engage the director of your campus's career center to serve as the content expert for professional development with the chapter.

More information about volunteer roles and how they support you are available starting on page 15 of the [*Balanced Man Program Guide*](#).

AUDIENCES

In your role as an executive officer, you will have the opportunity to interact with many different “audiences.” These are individuals or groups that you will work with consistently during your term in office. Because of this, you should start by understanding your key audiences and how they ideally interact with the VPMD.

Chaplain and Standards Board

Description: This group of chapter leaders is tasked with upholding chapter standards, ensuring accountability of all members and executing the Ritual of the Fraternity for all members.

Relationship: You should meet at least monthly with the standards board and check in regularly with the chaplain to ensure that all aspects of their role within the BMP are properly completed including the membership lapsing process and execution of all Rites of Passage.

Vice President of Programming

Description: The vice president of programming manages the planning and execution of all chapter events outside the scope of other executive roles and coordinates the chapter calendar and scheduling logistics.

Relationship: You should meet with the vice president of programming prior to the beginning of each academic term to map out dates and times for specific events to ensure there is no overlap. You should also specify which large events each of your committees will be working on and overlap within the scope of your roles.

Chapter Members

Description: General chapter members are the key audience. Your role directly affects the chapter and college experience of all brothers in the chapter.

Relationship: You should work with and support your coordinators in interacting and soliciting feedback from brothers in each challenge. Although you should not be directly planning and attending every challenge meeting, you should have a good pulse on the needs of chapter members at each stage of the development process.

University Faculty and Staff

Description: The university faculty and staff involved with the chapter will vary depending upon your campus. The chapter can involve fraternity and sorority life professionals, faculty fellows, student activities staff, faculty advisors, etc.

Relationship: Build a relationship with the key faculty and staff that interact with the chapter. Our key university staff should be aware of how the chapter operates the Balanced Man Program, and ideally be engaged by helping with key programming related to their professional expertise.

Alumni/Volunteers

Description: In addition to the balanced man steward, you will interact with members of the chapter's Alumni and Volunteer Corporation and other local volunteers throughout your time in office.

Relationship: You will interact with alumni/volunteers by providing updates on development programming to the AVC, seeking to engage content experts in challenge events, notifying local alumni about upcoming Rites of Passage, working with the AVC president and chapter counselor, etc.

SKILLS AND CONCEPTS

INTRODUCTION

The following sections outline the most important skills and concepts that will be necessary for you in your role as the Vice President of Member Development:

IMPORTANT SKILLS

Managing your committee

Role: Development Committee Chairman.

Responsibility: Work with and manage all members of the committee.

Purpose: Ensure that the BMP operates smoothly with multiple chapter leaders supporting the program.

How to: There are a number of different management styles and integral parts to being an effective manager. For your role as the VPMD, some of these management skills will be more important than others. Here are the four steps that should guide your management of the development committee.

- Lead by example: To set the tone for your committee, you should exemplify the characteristics that you want them to embody: Timeliness, organization, follow through, etc.
- Communication: Be clear in setting specific expectations and deadlines with the committee, replying to emails/calls quickly, and ensure that you listen to the ideas, needs and feedback of each committee member.
- Empower your committee members: Make sure to give praise and encouragement to each member and provide constructive feedback when necessary.
- Management balance: Finding a balance between autonomy and accountability will be essential for your management of each individual. Some individuals will need more check-ins and structured oversight than others. Work with each brother and have candid conversations to find what works best for them.

Organization

Role: Development Programming Coordinator.

Responsibility: Work with the vice president of programming to plan the development calendar for the next year.

Purpose: When planned and organized effectively, development meetings and activities become a well-integrated part of the chapter calendar. If events are not well coordinated, they contribute to an over programmed calendar leading to poorly attended events that don't add substantial value to the overall-college experience.

How to: As a leader, you will have your own process for keeping things organized, but there are a few key things that will set you and your committee up for creating a cohesive and well-organized development program.

- Plan in advance: Begin planning large-scale events, reserving meeting space, and scheduling development meeting times at least one term in advance. Meet with the committee and map out meeting times and other development events for the upcoming term. You should also meet with the vice president of programming and chaplain to make sure event dates, Ritual and development meetings do not conflict.
- Scheduling space: Your university will have a system for student organizations to reserve university academic and recreational space. Ensure that you are proficient in using the system and that you work with your committee to reserve necessary space.

Event Planning

Role: Event Manager.

Responsibility: Coordinate large-scale development events and support coordinators in executing select challenge meetings.

Purpose: Development events can be some of the best times in a brother's chapter experience. To ensure this you need to have strong event planning skills.

How to:

- Create a plan and accountability: Work with your committee to divide responsibilities for the event and a timeline for completion. Make sure that each task has a specific owner.
- Communicate well in advance: Begin marketing the event as soon as it is fully scheduled. Also, have regular check-ins with those involved in the planning process to make sure that all tasks are completed on time leading up to the event.
- Plan for the unexpected: There will always be a risk of something going wrong. Prepare for these unexpected issues by considering things like: timing of activities and planning schedule, weather, budget, risk/crisis incidents, etc.

Engage Content Experts for Development Programming

Role: Development Programming Coordinator.

Responsibility: Support challenge coordinators by engaging volunteers and alumni as content experts for challenge meetings and activities.

Purpose: The best BMP programming happens when a chapter can bring in experts on a specific topic area, providing truly beneficial experiences to brothers. A 21-year old is not always the best expert to teach 20-year olds about life after college. Recruit alumni and volunteers to do workshops and provide expert knowledge and utilize resources provided by your university to provide strong programming for brothers in your chapter.

How to: When you invite people to engage with the chapter as a content expert make sure to:

- Work with challenge coordinators to identify key needs and potential alumni and volunteers who would be interested in helping with challenge programming.
- Reach out with specific dates prior to beginning the academic term to ensure that you give them enough time to prepare.
- Set a reasonable time expectation for their first time working with the chapter and stick to it.
- Reach out to them prior to their programming and make sure they know what information needs to be covered.
- Follow up with a thank you card.

IMPORTANT CONCEPTS

Be Guided by the Philosophy

Why it's important: The philosophy of the BMP is the cornerstone of strong member development. As the VPMD, you should know each of the philosophical tenets and consistently assess whether your chapter is living up to the philosophy of the program.

Explanation: Think about what each tenet truly means, then consider “Does my chapter live this out, and if not, how can we do a better job?”

- **Equal Rights and Responsibilities:** Are all members treated equally from the day that they join SigEp? Do chapter activities promote equal rights? Is there a perception that new members are of lower status or need to “earn it” within the chapter? Are expectations upheld for older brothers in the chapter? Do members have the responsibility to complete the Epsilon and Brother Mentor Challenges?
- **Continuous Development:** Does the chapter provide development throughout the entire chapter experience of all members? Does the chapter operate Sigma, Phi, Epsilon, and Brother Mentor Challenges? Do all brothers complete the Brother Mentor Challenge by the time that they graduate?
- **Accountability:** If brothers do not complete challenge requirements, attend meetings, or participate in development activities, are they referred to the

standards board when their membership lapses? Are brothers who do not live up to their expectations expelled due to non-participation?

- **Living the Ritual:** Does the chapter execute multiple Ritual Rites of Passage each term? Do members participate in Ritual study sessions and embody the Ritual in their daily actions?
- **Mentoring:** Does the chapter have new member, chapter (big brothers) and professional mentor programming with expectations and requirements for each? Are these relationships meant to provide strong positive support for brothers?

Consistently assessing and setting the expectation for the chapter to provide an experience grounded in the philosophy of the program will allow you to think critically about your role and the chapter. Review the ideal for each philosophy in the [Balanced Man Program Guide](#) and work with your committee to ensure proper implementation.

Relevant Development

Why it's important: Providing relevant development programming improves the SigEp experience for members.

Explanation: Make sure that development activities are going to be useful for the target audience. Remember that a program aimed at first-year students will most likely not be nearly as useful for all older members in the chapter. A few ways to do this include:

- Keep older members engaged by asking them to help build the challenges and develop fun and relevant programming. Sit down with older members and have a brainstorming session to find fun activities that will prepare them for life after college.
- Use the [challenge databases](#) for ideas and make sure you are budgeting money to put on unique and fun experiences like golf lessons, white water rafting trips, etc.
- Get feedback from the chapter on what is/isn't relevant to their development experience in college. This can be done through formal surveys using tools like [Survey Monkey](#) or [Google Forms](#), as well as informal surveys in person, which are engaging and reduce the feedback loop.
- Always assess the “why” behind the “what” for events and activities to ensure that each aligns with our values and the philosophy of the BMP.

Delegate Your Way to Success

Why it's important: The BMP is a program that cannot be run by a single person. VPMDs that try to do everything by themselves burnout and are ineffective in their role. Being able to know what should be delegated to other members and ways to go about doing this are essential for the VPMD role.

Explanation: Your effectiveness in delegating responsibilities is only as good as the person that you have completing tasks. Make sure to select reliable and hardworking committee members who have clearly defined roles; this will allow them to stay on track and will allow you to manage the entire program, rather than focusing directly on each challenge and event that takes place.

Chapter Buy-In

Why it's important: The BMP operates smoothly with strong programming when members are excited and want to participate, and when they know the “why” of the program.

Explanation: Get input from members in each challenge about the activities and events that they want to see and participate in. Focus on experiential learning and planning meetings and activities where brothers are having fun and interact with one another. You should also be able to articulate the benefits of the BMP process to brothers in the chapter. For example, knowing the benefits that the philosophy of accountability and membership lapsing process can provide to both individual chapter members and the chapter as a whole will make it easier to implement with support from general members. To accomplish this:

- **Empathize:** Seek first to understand, “Why are people not bought into a specific philosophy or process?”
- **Educate:** True buy-in comes from teaching why a process is important and how it can be done.
- **Seek out key individuals:** Get buy-in from key leaders (both formal and informal) first, then work with them to gain more support.
- **Show the value:** After getting a core group to buy-in, make sure to stress the benefits and value that are derived from implementation.
- **Make it stick:** Once you have buy-in, continue to educate and stress the value routinely. This may come in the form of education within challenges and during chapter meetings.

PLANNING

INTRODUCTION

Proper planning is essential for all chapter leaders. This section provides an outline and initial steps for what you will need to plan your year as the Vice President of Member Development.

FIRST STEPS

Below is a list of the first steps a Vice President of Member Development should take in the position. Remember, they do not have to be completed in this exact order, but all should be done in a timely manner after being elected.

Attend the officer transition retreat.

Read the [*Balanced Man Program Guide*](#) to ensure complete understanding and become familiar with [SigEp's website](#) and the resources available for the Vice President of Member Development to support the Balanced Man Program.

Review expectations for the roles on the development committee, appoint a full committee, and ensure each member understands expectations for their roles.

Set up weekly meeting time with the committee and set group expectations.

Work with coordinators to update and make necessary changes to improve each challenge and set goals with each member of your committee.

Schedule a call or meeting with your regional director to discuss your position and goals.

Meet with the vice president of programming to coordinate events and solidify plans for the chapter calendar.

Meet with your fraternity and sorority life advisor to discuss expectations for the member development program and to help familiarize them with the BMP.

At your first chapter meeting as VPMD, provide calendars for all members outlining upcoming development events and meetings for the term.

A YEAR IN THE LIFE

As the Vice President of Member Development, you have many things to keep on your radar throughout the year. Here is a snapshot that can serve as a reminder and help you frame when specific tasks are completed over the course of an academic year.

Note: Development programming and university calendars vary widely by chapter and school. The calendar below reflects steps that apply regardless of chapter-specific programming; however, some timelines and dates will differ.

| Task | Timeline |
|--|----------------|
| Elections | Late November |
| Verify committee structure and appoint committee members. | Early December |
| Review SigEp's member safety policies , the Balanced Man Program Guide and other resources on SigEp's website . | Early December |
| Meet with previous Vice President of Member Development and begin individual transition. | Early December |
| Attend executive board transition retreat. | Mid December |
| Mark upcoming year's major development events and challenge meeting times and locations on the chapter calendar. | Mid December |
| Set and review goals with each committee member. | Winter break |
| Coordinate a time for weekly development meetings for the upcoming term. | Winter break |
| Hold first development committee meeting in preparation for academic term. | January |
| Attend Carlson Leadership Academy along with committee members and others interested in member development. | February |
| Support recruitment process and register all new members upon joining. | February |
| Meet weekly with development committee. | Weekly |
| Provide updates to the vice president of programming so he can manage the chapter calendar in consultation with the rest of the executive board. | Continuously |
| Lead planning, coordination and execution of the Balanced Man Program within the chapter, supporting the onboarding of any new members recruited through the semester. | Continuously |
| Meet and begin supporting possible successors for VPMD role. | Continuously |
| Work with the chaplain to plan and execute Rites of Passage (ROP) and hold members accountable through membership lapsing. | Continuously |
| Meet with coordinators to ensure that transition meetings are occurring and brothers are aware of their requirement and time frames. | Continuously |
| If applicable, appoint and onboard new members of the development committee to serve for the upcoming term. | April |
| Execute final ROPs for the term and hold final committee meeting of the term, discussing changes for the upcoming term to challenges and reviewing lessons learned. | Early May |

| | |
|--|-------------------|
| Work with other chapter leaders to hold appropriate ceremonies and events to honor and support graduating seniors in their future endeavors. | May |
| Hold remote or in-person committee meetings to ensure members are planning development for the upcoming term. | June/July |
| Coordinate term development activities with vice president of programming and other executive board members. | June/July |
| Hold first development committee meeting of term and review goals/expectations. | Early August |
| Meet with those interested in VPMD role, ensuring that the most qualified and best candidates are aware of the responsibility and prepared for the role. | September/October |
| Organize all development materials and begin planning for transition of new VPMD. | October |
| Support candidates and provide insight during chapter elections to ensure the best candidate is selected for the VPMD roles. | November |
| Meet with next Vice President of Member Development and begin individual transition. | Early December |
| Attend executive board transition retreat with incoming officers. | Mid December |
| Support new VPMD as he transitions and answer questions/provide insight to help him in his role. | Continuously |

CONCLUSION AND SUPPORTING RESOURCES

The role of the Vice President of Member Development is one of the most integral to the chapter experience, and when done well it can lead to incredible leadership-skills building, and satisfaction through providing brothers with an exceptional fraternity experience. To be successful you must stay organized, plan in advance, select a strong committee and work effectively with them, and ensure that the chapter's program aligns with the philosophy that is embodied by our Ritual and Founder's vision.

ADVICE FROM FORMER OFFICERS

We believe sharing experiences is a great way to educate undergraduate leaders. Since 1901, SigEp has given young leaders the opportunity to grow and develop. SigEp has thousands of individuals that once served in the Vice President of Member Development role, and they want to help you succeed. These men made a significant impact on their chapter, leading to Buchanan Cups, campus recognition, and long-term chapter success. They are successful young alumni that are leaders in their professional fields and in their communities. They want to share their top "lessons learned" from their time serving in the VPMD role. Over the years, we asked dozens of former chapter officers the question, "What do you wish you knew before you started?"

Here is their advice for you as you start your leadership journey:

"Having fully documented and detailed requirements for each challenge is key to a successful development program. It sets the standards for every important aspect of member development including GPA, chapter involvement, campus leadership, and professional development. You then have a clear list of responsibilities to which you can hold each member accountable. It is also vital that you are on the same page as the chaplain at all times. He is in charge of understanding and teaching the ritual while you are responsible for helping members apply it to daily life. Enforcing membership requirements, scheduling rites of passage, and ensuring quality programming will be much easier to accomplish if the chaplain and VPMD share a common vision for the advancement of the chapter." **—James Acosta, Cincinnati '15**

"Bring in guest facilitators to meetings. They make it a lot easier on you and if you find the right people they will knock a challenge meeting out of the park by providing credible advice to brothers." **—Gavin Doll, Wright State '17**

"Invest time at the beginning of your term in office to get high caliber brothers onto your committee. You will probably need to have multiple coordinators for each challenge and will need to ask specific people to fill the most important roles. Once you have your cabinet

established, it is vital to keep them engaged and validated throughout your term. Utilize their strengths and ideas to empower them to do make great change for the chapter and your Brothers." **–Austin McKim, Christopher Newport '13**

"When serving as the Vice President of Member Development, everything must point back to our philosophy. At the end of the day, everything we do as SigEps must serve a purpose and it's up to us to determine if our programming and events contribute to our purpose of developing balanced men. If you can't be brutally honest and give a good reason for 'Why are we doing this event?' then you should probably get rid of it and find something that's more beneficial." **–Ben Hutto, South Carolina '16**

"Lean on your balanced man steward or find one to help out. Tell them exactly what you need and ask them for resources and advice. Spread the work out and delegate at every opportunity." **–Bret Harrell, Nebraska-Omaha '12**

"Be prepared for people wanting to assimilate to the norms of your campus and be ready to show how being different and aligning with equal rights truly makes our Fraternity better. As SigEps we believe in challenging stereotypes because we were born of it and we've prospered and grown great because of it. The status quo has never dictated our past, present or future; and now is not the time to bow down before it." **–Alfredo Hildebrandt, Kent State '14**

ADDITIONAL RESOURCES

In addition to this document, you have a host of other resources at your disposal to help guide you during your time as the VPMD. Below is a list of these that you should take time to research and understand:

Balanced Man Program Guide

This comprehensive resource walks through the entire philosophy and structure of the program. It discusses programming content, roles of the development committee and the processes for implementing the program within a chapter.

Balanced Man Program One Page Guide

This simple document outlines the philosophy and BMP in a clear and concise way. It is useful for quickly educating individuals about the program and providing an overview of the structure.

Challenge Databases

These documents for each challenge (Sigma, Phi, Epsilon, and Brother Mentor) provide an array of activities and meeting ideas and can be used to find programming content for each area of development in the BMP. They should be used to write challenges that are tailored to the chapter and campus.

Challenge Templates

These are structured challenges that provide outcomes, expectations, requirements, meetings and activities for each challenge. They combine numerous activities taken from some of our highest performing chapters across the country and provide a well-balanced and cohesive view of what an entire challenge might look like. You should tailor each challenge to fit needs and outcomes aligning with the philosophy of the program. Ask your regional director to provide you these resources and guidance and how to best use them.

FINAL WORD

Again, congratulations in being elected as the Vice President of Member Development. Your work this year will forever change your college career, provide you with invaluable leadership experience, and allow you to impact the lives of your chapter brothers in a positive way. As a final note, remember and take to heart these words from the installation ceremony of newly elected officers:

You are the newly chosen leaders of your Chapter of Sigma Phi Epsilon. In your hands largely rest the destinies of your chapter during the coming year. Your brothers have expressed their respect for your ability and their confidence in your integrity. We look to you for guidance, direction and leadership.

Your leadership shall assure that harmony and cooperation shall always prevail among us. Your spirit of service, your devotion to duty, your willingness to serve and sacrifice will be the qualities that give force and direction to our aims and aspirations.

May your terms in office come to the close with these words surging in your hearts:

Well done, thou good and faithful
servant; thou hast been faithful over
a few things: I shall make thee a ruler
over many things.¹

¹Matthew 25:21

MEMBER ACCIDENT PROTECTION PROGRAM

A benefit of membership of the Sigma Phi Epsilon Fraternity

What is the Member Accident Protection Program?

The member accident protection program of the fraternity is a benefit of membership. The program is intended to compliment the health insurance of every undergraduate member of the Fraternity for injuries as a result of accident. The premium for this program is paid by the Fraternity and the program may be cancelled or changed at the sole discretion of the Fraternity at any time. The information provided is for informational purposes only and is not intended to replace the insurance contract. For specific information regarding any claim, please contact Holmes Murphy.

Who is an insured person under the member accident program?

All eligible undergraduate members of the fraternity are insured for covered injuries that are incurred while the policy is in force and occur while:

- The member is in good standing with the Fraternity. Membership will be verified with SigEp. Therefore, it is important that new members are reported in a timely manner and that all dues and insurance fees have been paid; and
- The member is enrolled as a student at an institution of higher learning where there is an undergraduate chapter. If a covered injury occurs during the holiday or summer break, then the eligible member must have been enrolled in school as a student during the prior school term and be continuing in school the following term.

What protection is provided?

The following limits of protection are provided;

- \$10,000 accident medical expense and/or dental accident injury maximum
- \$5,000 accidental dismemberment and/or accidental death benefit
- 52 week benefit period
- \$0 deductible

How are benefits paid?

- Additional benefits will be paid only when the eligible medical expense is not recoverable from any other insurance policy, service contract or workers' compensation policy. This policy will reimburse deductibles and co-pays of health insurance programs.
- Benefits for any one accident shall not exceed, in the aggregate, the medical expense maximum.
- In the absence of any other applicable coverage, this coverage is primary.

What is accidental dismemberment?

When, because of covered injuries, the Insured sustains any of the following losses within 52 weeks after the date of the accident, the Company will pay benefits for loss of:

Paraplegic or greater.....100%
Two or more members.....100%
One member.....50%

Member is defined as hand, foot or sight of eye. The percentage shown is applied to the accidental dismemberment principal sum. Loss means severance of the limb at or above the joint and total and irrecoverable loss of the entire sight. Loss must occur within 52 weeks after the date of the accident. Only one of the amounts (the largest applicable) will be paid for any one accident.

What is accidental death?

The Company will pay the accidental death principal sum when a covered injury results in the Insured's death. Death must occur within 52 weeks of the covered accident. If accidental dismemberment benefits have been paid for a loss resulting from the same accident, the accident death benefit will not be payable. To receive benefits, loss must be independent of sickness and all other causes.

What are the exclusions on this policy?

The policy does not cover loss nor provide benefits for:

- Sickness or disease, in any form;
- Infections except pyogenic or bacterial infections caused wholly by a covered injury;
- Fighting (unless an innocent victim);
- Injury due to participation in a riot;
- Injuries due to intramural tackle football, hockey or rugby. All other intramural activities are covered;
- All intercollegiate sport participation including off season conditioning;
- Injuries resulting from the use of any illicit drug and/or narcotic unless administered upon the advice of a physician;
- Claims occurring while parachuting or hang-gliding;
- Suicide, attempted suicide or intentionally self-inflicted injury;
- Injury resulting from any declared or undeclared war;
- Injury while in the armed forces of any country;
- Cosmetic surgery;
- Hernia in any form;
- Expenses for treatment on or to the teeth, except for treatment resulting from injury to natural teeth;
- Eyeglasses, hearing aids, and examination for the prescription or fitting thereof;
- Loss resulting from air travel, except as a fare-paying passenger on a commercial airline;
- Treatment provided in a government hospital unless the Insured is legally obligated to pay such charges;
- Injury covered by any workers' compensation or occupational disease law;
- Expenses covered by any other policy.

Important notes:

- **The Member Accident Protection Program is NOT a substitute for health insurance. It provides NO protection for sickness or illness. Every member of the Fraternity must be certain that they obtain health insurance coverage from their parents or another source.**
- **Coverage applies to United States students only. Coverage does not apply in Canada.**
- **Policy requires reporting within 180 days. A delay in reporting can cause your claim to be denied or have your benefit payments delayed.**



To whom are claims reported?

Holmes Murphy
13810 FNB Parkway
Suite 300
Omaha, NE 68154

(800) 736-4327

Fax: (800) 328-0522

fraternityclaims@holmesmurphy.com

www.holmesmurphyfraternal.com

When you call to report a claim you will need to reference that you are reporting this claim as a member of the fraternity program and provide the name of the fraternity and the university/college at which you are a member.



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" *Ruck was a mind-changing experience. It's one thing to sit in a classroom and be told what leadership is. It is another to learn what leadership is, to experience it and to discuss it with men who are like-minded, full of potential and invested in the same goal of improving themselves.* **"**



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