

DISTRICT GOVERNOR EXPECTATIONS

District Governors (DGs) are official representatives of Sigma Phi Epsilon appointed by the Fraternity's National Board of Directors. DGs are members of the Grand Chapter and as such cast votes at the Grand Chapter Conclave. DGs are the primary liaison between the national Fraternity and local volunteers. A successful DG will display SigEp volunteer knowledge, networking prowess, and an ability to cultivate relationships with all our stakeholders across the board (undergraduates, volunteers, parents, alumni, headquarters staff, and university administrators). Per the Grand Chapter Bylaws, District Governors appoint and monitor the Chapter Counselor and Balanced Man Steward. District Governors will uphold the Fraternity's mission, strategic plan, policies, and direction set by the National Board of Directors.

Focus Areas:

1. District Governors will coach Alumni and Volunteer Corporations (AVC) in volunteer recruiting tactics, volunteer education, and volunteer engagement best practices to effectively address the four core competencies of an AVC: corporate health, asset management, alumni engagement, and undergraduate mentoring.
2. District Governors will ensure volunteers support their chapter's progress towards peak performance - building and executing a clear plan, recruiting year-round, effectively running the Balanced Man Program (inclusive of Ritual proficiency) and retaining members, and pursuing SigEp Learning Community accreditation.
3. District Governors will recognize the achievements of volunteers in the district.
4. District Governors will support and represent SigEp at local, regional, and national events.

Expectations of a District Governor:

● Volunteer Recruitment

- DGs ensure that qualified volunteers fill the Core Four chapter mentor roles: Chapter Counselor, Balanced Man Steward, mentor to the vice president of recruitment, and mentor to the vice president of communication. A volunteer vacancy in the Core Four roles should be filled within three weeks.
- When a potential volunteer expresses an interest in serving, the DG swiftly connects and shepherds the person through the vetting.
- DGs know where volunteer vacancies are in their district at any given time and make updates to the SigEp database accordingly.
- DGs drive AVCs to participate in the Alumni Communications Program to foster alumni engagement, build a pipeline of alumni for future volunteer opportunities, and volunteer succession planning.

● Communication

- DGs attend the monthly meeting hosted by the Director of Volunteer Engagement (or review the video and notes within 24 hours of the call if they can not participate in).
- DGs build and maintain healthy relationships with each AVC President, Chapter Counselor, and Balanced Man Steward.

- DGs communicate with the district volunteers monthly, including information disseminated at monthly calls or via email updates from the headquarters staff or Fraternity officials.
- DGs monitor email communication frequently and respond to volunteer questions within 72 hours.
- **Volunteer Onboarding and Education**
 - DGs are key spokespersons for all online volunteer education resources in mySigEp and the Learning Management Software (LMS), as well as in-person learning opportunities. As a DG, it is important to communicate these to volunteers and be able to explain the benefits of each resource and exactly how to access them.
 - DGs will drive completion of online volunteer education materials in mySigEp (eventually self-monitoring one LMS is functional) and communicate regularly with their district about volunteer education updates, new training opportunities, and training expectations.
 - DGs support and encourage volunteers to attend SigEp's leadership programs, including the Carlson Leadership Academies and Grand Chapter Conclave, to build relationships with their peers and benefit from relevant education.
- **National Fraternity Expectations for Recognition and Attendance**
 - Annual: attend national programs as requested.
 - Biennial: attend the Grand Chapter Conclave as a fraternity official and voting delegate.
 - Select certain national fraternity award recipients for volunteers.
 - DGs, along with all Fraternity Officials, will pay their registration for the Grand Chapter Conclave. The National Fraternity will cover lodging (in a shared room) and transportation following our guidelines.
- **Technology**
 - SigEp uses mySigEp as the central hub to access personal contact information, chapter and volunteer tools, and it provides enhanced access for fraternity officials. DGs are expected to be comfortable using mySigEp, know where to find resources, and how to train others on the benefits of a single source of information.
 - As a LMS is added to the suite of services, DGs will learn how to use this platform.

Accountability

District Governor is a nationally appointed position with significant visibility and responsibilities. To ensure success, the Grand President and the National Board of Directors are available to provide any needed support and direction. District Governors are also expected to serve as ambassadors for Sigma Phi Epsilon Fraternity, embodying our mission, vision, and Cardinal Principles. To maintain the integrity of this role, any behaviors or language that do not align with these values may result in a reevaluation of the position.

APPENDIX

Execution Standards for a District Governor:

- **Volunteer Recruitment - new lead in the pipeline**
 - Within the first 48 hours:
 - Monitor all potential volunteer leads in mySigEp and make initial contact within 48 hours of receiving the notification email.
 - Within the first 7 days:
 - Speak with the potential volunteer about their interests and experiences
 - Make the connection between the potential volunteer and the appropriate AVC
- **Volunteer Recruitment - Core Four roles**
 - Within 3 weeks:
 - DGs will meet with the AVC President and/or Chapter Counselor within three weeks of the vacancy to create a strategy to fill it. Strategies should include targeted recruitment lists using the Blue Ribbon List.
- **Volunteer Recruitment - general**
 - Each month:
 - DGs will monitor the progress of volunteer recruitment, practices, and problems to help the AVC overcome any roadblocks.
 - By August 1 of each year, DGs will complete an action plan template provided by the headquarters for each AVC in their district to fill volunteer vacancies. The template will be reviewed every quarterly in a DG and Director of Volunteer Engagement meeting.
- **Communications**
 - By the 5th of Each Month:
 - The Director of Volunteer Engagement will provide bullet points to District Governors to share with their districts' volunteers. DGs will use these bullet points to create a monthly email/newsletter message to the volunteers containing, at minimum, HQ-driven information.
 - DGs should add district-specific information in their monthly communication, such as words of encouragement, celebration messages, and best practices.
 - The Director of Volunteer Engagement must be copied on the monthly communication.
- **Volunteer Onboarding and Education**
 - Within 1 month of appointment:
 - DGs will support training new Chapter Counselors, Balanced Man Stewards and Recruitment and Communications mentors within one month of their appointment through regular virtual or in-person onboarding meetings. This will ensure the new volunteers complete the online modules and have role-specific support.
- **Technology**
 - DGs will know how to use mySigEp, which includes viewing chapter and AVC portals, obtaining a Blue Ribbon List, locating award applications and scholarships, and navigating to access tools and resources, including the LMS and volunteer education modules.

- DGs will know where to find the Chapter Sites for their district and drive volunteers to use the specific content designed for them (Lost Brothers, Refer A Brother, Update Information, Volunteer, Donate)
- **Ongoing Recognition**
 - When applicable, DGs will promote the National Fraternity's awards and encourage nominations to be submitted for those who are eligible.
 - DGs will respond to staff requests to review award nomination materials by each deadline.