

SUGGESTIONS FOR MEETING THE DUTIES AND RESPONSIBILITIES OF THE DIVISION COMMANDER JOB DESCRIPTION

Duty: Recruiting and Training Advisors

➤ **Suggestions**

Send a mailing to area alumni with a response mechanism. Meet with chapter officers to discuss their needs and desires. Strive to find a good match between advisor and chapter. Meet with / call the advisor periodically. Training based on HQs advisor description and chapters needs.

➤ **Support**

Mailing lists / labels. Can do a regional letter. Manuals.

Duty: Alumni Clubs

➤ **Suggestions**

Contact 3-5 other alumni and plan a meeting to discuss a regional alumni club. Plan a kickoff event. Send mailing to regional alumni with response options. Allow other alumni to take charge of the planning and preparing for events. Focus on fun.

➤ **Support**

Alumni Club Guidebook and Alumni list available upon request. Invitations to first event mailed for free from HQ. Future invitations mailed at minimal cost.

Duty: Establish House Corporations

➤ **Suggestions**

Many chapters already have functioning house corporations. Division Commanders can work with the chapter and alumni to increase alumni participation on the corporation board and help establish a board if needed.

➤ **Support**

A House Corporation Board manual is being created to assist with forming and maintaining an effective corporation.

Duty: Establish Alumni Chapters

➤ **Suggestions**

Many chapters have existing alumni chapters / groups that work with and support the collegiate chapter, but don't maintain updated information with the General Fraternity. In order for an alumni chapter to vote at Grand Chapter it must be an active chartered alumni chapter. Division Commanders can work with alumni to form alumni chapters that will support the collegiate chapter.

➤ **Support**

Petitions for alumni chapters. Suggested alumni chapter bylaws. Alumni lists.

Duty: Chapter Visits

➤ **Suggestions**

Contact Chapter Commanders in advance. Offer to facilitate a LEAD session. Share Sigma Nu news with the chapter. Discuss the Strategic Plan. Encourage support of the Educational Foundation. Encourage involvement as alumni. Visit with Chapter Advisor to discuss his needs. Promote College of Chapters & Grand Chapter.

➤ **Support**

Officer contact information. LEAD facilitator manuals.

Duty: LEAD Program Advisor

➤ **Suggestions**

Assist the chapter's LEAD chairman to identify guest facilitators and to plan the LEAD calendar as needed. Encourage chapter participation in LEAD Institutes.

➤ **Support**

LEAD facilitator manuals.

Duty: Undergraduate Petitions for Financial Exemption

➤ **Suggestions**

A function of *The Law of Sigma Nu Fraternity, Inc.* is that a chapter can petition a Division Commander to grant a member of the chapter a one (1) year exemption from financial obligations to the chapter and the Fraternity. The details of this process are spelled out in *The Law of Sigma Nu Fraternity*, Article 7, Section 8.4 – Exemption from Financial Responsibility.

➤ **Support**

The Law of Sigma Nu Fraternity, Inc. and the Fraternity staff in Lexington is able to assist chapters and Division Commanders through this process.

Duty: Being a proponent of, and assist in, the implementation of Fraternity programs and initiatives.

➤ **Suggestions**

Promote the Fraternity's Strategic Plan to collegians and alumni. Discuss benefits of the LEAD Program with members. Support the Educational Foundation.

➤ **Support**

Monthly Updates provide Division Commanders news and information that can be shared with collegians and alumni.

Duty: Division Status Report

➤ **Suggestions**

The report is a summary of Division Commander activities throughout the semester. Information from Sigma Nu's Leadership Consultant visits to chapters within the division will be sent at the end of the semester along with the Division Status Report. General information about chapters is shared with Division Commanders while information about alumni related activities within the division is sought in the report.

➤ **Support**

Consultant reports will provide Division Commanders general information about chapters within the division to share with alumni and others seeking to assist collegiate chapters. It is meant to keep the Division Commander informed without expecting him to be an expert on all of the operations of each chapter in the division – which is the role of individual chapter advisors and advisory boards.

Duty: Convocations

➤ **Suggestions**

Attend and participate in Grand Chapter and College of Chapters. Interact with collegians and other alumni. Experience first-hand what is happening with the Fraternity. Enjoy the celebration of brotherhood. Participate in personal and professional development opportunities for alumni.

➤ **Support**

Division Commanders receive an official Division Commander badge. Full discount on registration fee for annual conclave applies to a Division Commander who submits two Division Status Reports during the year. Division Commanders who submit two Division Status Reports during the year are eligible to receive a discount worth one-half the standard room rate for each night of the annual conclave.