

LEAD PROGRAM: STEPS FOR IMPLEMENTING ALL-CHAPTER LEAD INTRODUCTION & DEFINITIONS

STEPS FOR IMPLEMENTING ALL-CHAPTER LEAD PROGRAMMING

This resource is designed as an overview of All-Chapter to be used as a resource along with the LEAD Chairman's manual and other LEAD resources. A condensed checklist has been provided in each section to assist in your implementation of All-Chapter LEAD Programming.

DEFINITIONS

THE MISSION OF SIGMA NU FRATERNITY, INC.

To develop ethical leaders inspired by the principles of Love, Honor and Truth.

To foster the personal growth of each man's mind, heart and character.

To perpetuate lifelong friendships and commitment to the Fraternity.

THE VISION OF SIGMA NU FRATERNITY, INC.

Excelling with Honor

The words **L**eadership, **E**thics, **A**chievement and **D**evelopment all have a special meaning in this program.

Leadership means having a vision, a sense of direction. It also means being able to focus that direction on special ways to get you there. It includes helping others to have influence, power and initiative to support making the "trip" successful.

Ethics for us means putting Love, Honor and Truth into practice in every aspect of our life.

Achievement includes setting high standards of excellence for one's own performance, being strongly motivated through personal goals and wanting feedback to correct the course of our endeavors.

Development has the special meaning of commitment to continuing improvement for self, others, chapter and the General Fraternity. We may not be perfect, but we should strive to reach our fullest potential.

ALL-CHAPTER LEAD PROGRAMMING: All-Chapter LEAD draws from the concepts of Phases I-IV and brings together all members and candidates for sessions on the topics of Personal Development, Chapter Development and Risk Reduction.

LEAD PROGRAM: STEPS FOR IMPLEMENTING ALL-CHAPTER LEAD COMMITMENT , PROMOTION, RECOGNITION AND REINFORCEMENT

COMMITMENT

As an Executive Board and Chapter, you need to commit to implementing the LEAD Program and giving it the time and attention it needs to be successful.

- _____ As an Executive Board, make a commitment to implementing All-Chapter LEAD Programming.
- _____ Explain All-Chapter LEAD to the entire chapter membership and discuss the importance of every member and candidates participating to ensure commitment and build enthusiasm.
- _____ Make implementation of All-Chapter LEAD a chapter goal for the year.
- _____ On a consistent basis, share information regarding LEAD with the chapter (flyers, calendar, upcoming sessions and facilitators).
- _____ Gain support of the Chapter Advisor and other key influential leaders in the chapter.
- _____ Determine an implementation schedule (frequency of sessions –monthly over the academic year, in batches, other).
- _____ Make participation in All-Chapter LEAD Programming an expectation for all members.

PROMOTION

Keep LEAD at the forefront of your chapter activities by promoting the program. By doing this you are helping build the respect that others will have for the program.

- _____ Use a variety of methods (e-mail, posters, announcements, reminder calls) to promote All-Chapter.
- _____ Explain WHAT the participants will learn from each session. This is crucial to building interest in the sessions.
- _____ Promote LEAD by including stories about chapter involvement with LEAD in your chapter's alumni newsletter.

Recognition

Members need to feel good about the commitment they have made to improve themselves and the chapter. Take time to recognize those who participate.

- _____ Recognize those members who have perfect attendance in All-Chapter LEAD publicly at chapter meetings.
- _____ Set incentives to reward members who complete 80%+ of All-Chapter LEAD sessions.
- _____ Take the opportunity to talk to members individually and thank them for their participation.

Reinforcement

Take advantage of "teachable moments," where you can highlight how LEAD has helped the chapter or individuals.

- _____ Highlight how LEAD has helped individual members by having them share their stories.
- _____ Highlight how LEAD has helped the chapter as a whole by sharing stories.
- _____ When appropriate, talk up the program informally and formally.

LEAD PROGRAM: STEPS FOR IMPLEMENTING ALL-CHAPTER LEAD STRUCTURE

STRUCTURE

The LEAD Program needs the proper structure in place to succeed. Take the time before the semester starts to build the structure.

- _____ Elect a LEAD Chairman. This should be one of your chapter's most outstanding members. They are helping shape the future of the chapter. They will manage the overall LEAD Program in your chapter.
- _____ The Commander is the LEAD Committee member responsible for All-Chapter LEAD Programming. He works with the LEAD Committee to ensure it is implemented in a quality manner.
- _____ Ensure the Commander and LEAD Chairman have reviewed all available All-Chapter LEAD resources (LEAD Chairman's manual, LEAD portions of the Sigma Nu web site)
- _____ Establish the chapter's LEAD Committee and its meeting schedule. They should meet regularly to assist with the planning and execution of All-Chapter LEAD sessions, the recruitment of guest facilitators, and the promotion of the phase to all members.
- _____ Enlist the help of the Chapter Advisor, LEAD Advisor or College/University staff member in serving on the LEAD Committee.
- _____ Meet with the Greek Advisor and other campus administrators to identify possible guest facilitators for All-Chapter LEAD sessions.
- _____ Compile a list of possible guest facilitators
- _____ Decide on the day, time and location All-Chapter LEAD facilitated sessions will be held.

THE LEAD COMMITTEE AND ALL-CHAPTER

▪ All-Chapter

- **Commander:** Responsible for All-Chapter LEAD Programming.
- **LEAD Chairman:** Responsible for Phase II and the overall LEAD Program in the chapter.
- **LEAD Committee:** This committee should consist of the Commander, Marshal, LEAD Chairman, LEAD Advisor/Coach (alumnus) and multiple brothers serving in at-large positions.
 - The committee will assist with planning, recruiting facilitators and other programming responsibilities.

The Commander should have the general responsibility for managing All-Chapter LEAD Programming. In this capacity, he should:

1. Coordinate with the LEAD Committee to plan for each session, recruit facilitators and set time schedules and locations.
2. Ensure the attendance of participants at all sessions.
3. Provide any necessary resources and materials for the sessions (flipcharts, markers, special resources from Headquarters for specific sessions, additional handouts, etc.)

The LEAD Committee provides assistance to the phase managers. In this role, they should:

1. Ensure needed materials and correspondence from Headquarters are available and in place.
2. Ensure the meeting room is available, and ready, and all equipment and instructional aides are in place.
3. Ensure the meeting is opened and closed appropriately (quiet reflection, prayer, or the Creed).
4. Assist in recruiting guest facilitators for sessions.
5. Following up with thank you notes and appropriate gifts to guest facilitators.

LEAD PROGRAM: STEPS FOR IMPLEMENTING ALL-CHAPTER LEAD PLANNING

PLANNING

Success is all about the details. Like all chapter programs, the LEAD Program requires close attention to detail and proper planning.

- _____ Identify possible guest facilitators and ask if they would be interested in assisting with LEAD.
- _____ Contact possible guest facilitators to find out about their interest and availability.
 - a. Once each facilitator is confirmed, provide them with the facilitator guidance notes for the session they will be facilitating (each session available in .PDF download on the All-Chapter LEAD Programming portion of www.sigmanu.org).
- _____ Meet 2-3 weeks before the semester begins to for the entire semester or academic year.
- _____ Decide on a time, place and day for the LEAD Committee to meet on a regular basis.
- _____ Use the LEAD Facilitator materials to deliver a high quality program.
- _____ Take time to prepare for LEAD sessions, it is essential to your success.
- _____ Provide food for All-Chapter sessions.
- _____ Get upperclassman brothers to assist in facilitating session in Module B – Chapter Development.
- _____ Attend the Sigma Nu Institute in your area.

SESSION FORMAT

All-Chapter LEAD sessions are conducted in a facilitated workshop style .

1. Facilitated workshops : Completed in a workshop/discussion setting which is attended by all chapter members.
 - a. Sessions should be scheduled and announced well in advance to ensure member participation.
 - b. Facilitators should be chosen based on their knowledge and experience with the topic to be addressed.
 - i. Guest facilitators are highly encouraged for every session of the program. Guest facilitators could take the form of alumni; College/University faculty, staff and administrators; community members; and any “experts” in a field related to the session content.
 - c. Session guidance notes in Modules A: Personal Development and C: Risk Reduction take the form of session snapshots.
 - i. Session snapshots provide objectives and suggested activities for the session. To complete these sessions, chapters will either need to:
 1. As a group attend a workshop or seminar on the same topic .
 2. Bring in a guest facilitator from the campus or community to conduct a presentation on the topic.