



## SIGMA NU FRATERNITY, INC.

9 Lewis Street ♦ P. O. Box 1869 ♦ Lexington, Virginia 24450

---

Phone: (540) 463-1869 ♦ Fax: (540) 463-1669 ♦ E-Mail: [headquarters@sigmanu.org](mailto:headquarters@sigmanu.org) ♦ Homepage: [www.sigmanu.org](http://www.sigmanu.org)

### Memorandum

**TO: Commanders and Chapter Advisors**  
**FROM: James J. Ehrmann, Associate Director of Leadership Development**  
**DATE: February 25, 2010**

**SUBJECT: NEW officer manuals available online**

---

Sigma Nu Fraternity, Inc. is pleased to announce the availability of collegiate undergraduate officer manuals. Helpful resources for chapter leaders starting their term, these new officer manuals include a standardized format that features the following sections:

1. **What Do I Do Now:** a checklist of items that each officer is encouraged to address within the first few weeks of taking office;
2. **The Position Defined:** an overview of sections of The LAW of Sigma Nu Fraternity, Inc., Sigma Nu Fraternity, Inc.'s *Risk Reduction Policy and Guidelines* and relevant policies of the High Council to help you better understand the specific duties associated with your office;
3. **Duties and Expectations:** a holistic summary of the specific day-to-day tasks of your position;
4. **Sample Programs and Resources:** the remainder of the manual breaks down the day-to-day tasks and provides you with examples, ideas and strategies for successful implementation of ideas and programs associated with your position.

Please ensure that each appropriate officer is provided with a copy of his manual. Updated officer manuals are available for Commanders, Lt. Commanders, Recorders, Marshals, Chaplains, LEAD Chairmen, Risk Reduction Chairmen, Social Chairmen, Alumni Relations Chairmen, Community Service/Philanthropy Chairmen and Scholarship Chairmen. An updated manual for the House Manager will be available shortly.

These manuals – along with the current Treasurer and Recruitment Chairmen manuals – can be found on the General Fraternity's web site ([http://www.sigmanu.org/resources/undergraduate\\_officer\\_resources.php](http://www.sigmanu.org/resources/undergraduate_officer_resources.php)) or by selecting the All Downloads tab>Undergraduate Officer Resources. The password to access all manuals is **4242**.

/jje