

Sigma Nu Expansion “Building Rock Chapters”

Alumni Advisory Board Training Manual

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9 N. Lewis Street Lexington, Virginia 24450

Phone: (540) 463-1869

Fax: (540) 463-1669.

Getting Started

What Do I Do Now?

Welcome to Sigma Nu's Colony Alumni Advisory Board (AAB) Training Program! Congratulations on your appointment. Your role on the board is pivotal in securing the enduring success of Sigma Nu. Your dedication will not only benefit you but also the undergraduate members forming the establishment.

During the training period, you will acquaint yourself with fellow board members and gain insight into effectively engaging with today's college students. Should you miss a training session, collaboration with the Chairman and our staff is imperative to ensure thorough comprehension of the material's significance.

While the onsite effort for this (re)establishment may not commence immediately, early initiation is crucial. Establishing a robust board prepares us to provide timely guidance to students upon campus arrival, enhancing our prospects for success.

It's essential to recognize that prior officer roles during your undergraduate years are not prerequisites. Your invaluable real-life experiences, irrespective of age, position, or tenure, are what matters. This endeavor isn't about replicating past chapter experiences. Instead, it's about assembling the finest individuals on campus for a fresh beginning. Fraternity life has evolved considerably, necessitating adaptation to contemporary laws, policies, and cultural shifts.

Your contribution to the board guarantees the sustained prosperity of this Sigma Nu colony and its future chapter. Your role doesn't entail direct colony work; rather, it's about offering guidance and counsel. It's the responsibility of officers and members to act upon your advice, steering them in the right direction.

The Alumni Advisory Board distinguishes between a highly successful fraternity and a mediocre one. An engaged alumni advisor elevates a good officer to greatness. Through your leadership, the men of this colony will thrive as fraternity members, applying their knowledge and experiences to life beyond college.

Design of this Manual

This manual is designed as a user guide, not a novel. You aren't expected to read it in one sitting from cover to cover. Using the competencies at-a-glance as a self-assessment, identify which areas you have a question or want more information about. This manual has been laid out in the same order the competencies are presented on the self-assessment and the answer to your question, ideas on how to implement that policy/program/protocol, and resources to help you apply best practices, are provided for each competency.

Sigma Nu Expansion

Overview

Expansion is the process of establishing a Sigma Nu colony, or provisional chapter, at a college/university campus. As colonies progress toward becoming a fully functioning chapter of Sigma Nu, they must prepare and submit a petition documenting their achievements. The petition must be approved by the Office of the Executive Director and, subsequently, the High Council (board of directors). Once approved, the colony is granted a charter to operate as a Sigma Nu chapter and is formally installed. Our goal is for colonies to charter within eighteen months from the time they are re-established.

Sigma Nu's expansion motto is "Building Rock Chapters." The Rock Chapter is a distinguished award recognizing Sigma Nu's finest chapters nationwide. Our expansion program intends to lay the foundation upon which a Rock Chapter can be built.

Our philosophy is that building a lasting partnership between campus administration, local Sigma Nu alumni, and our General Fraternity staff will create the greatest potential for building a successful chapter and a positive student experience. To that end, Sigma Nu is committed to building strong partnerships in every expansion venture.

The Sigma Nu Expansion Program is divided into four phases:

PHASE I: PREPARATION (PRIOR TO APPROVAL) SEMESTER

Successful expansion begins with superior planning and advanced preparation. This preparation includes forming strong partnerships with the host institution, the long-term development of a strong alumni foundation, familiarizing with campus culture and Greek community, and creating a comprehensive project plan. Phase I of Sigma Nu Expansion encompasses all these areas.

PHASE II: ON-SITE (FOLLOWING APPROVAL) SEMESTER

Phase II of Sigma Nu Expansion is the actual on-site effort. Sigma Nu dedicates multiple members of our professional expansion team to campus throughout the academic year. This begins with a four to six-week intensive recruitment effort and the establishment of a colony, followed by our comprehensive six to eight-week colony development program, which emphasizes involving and engaging alumni throughout the process.

PHASE III: ONGOING DEVELOPMENT (FOLLOWING ON-SITE SEMESTER)

During Phase III of Sigma Nu Expansion, the staff communicates regularly with the colony and alumni leadership. Keeping alumni engaged with the colony is a primary focus, as well as creating long-term consistency and sustainability. A staff member will visit campus at least once a semester to work with the colony to develop their petition and charter. The colony will also be assigned a Leadership Consultant to conduct a two-to-three-day visit each semester.

Who is Who at Sigma Nu?

High Council: The High Council serves as the board of directors of Sigma Nu Fraternity. The Council is comprised of seven volunteer alumni elected by the Fraternity's Grand Chapter. Four appointed collegiate members form the Collegiate Board of Advisors. The Council is responsible for governing the affairs of the Fraternity between Grand Chapters, including the approval of charters

Division Commanders: Chapters of the Fraternity are grouped geographically into Divisions. The High Council appoints a Division Commander for each Division. The Division Commander represents an important link between the various alumni groups and the General Fraternity.

General Fraternity: The staff team that is employed by the Office of Sigma Nu Fraternity's Executive Director to enact the initiatives set forth by the Grand Chapter, including expansion. Your point of contact will likely be the Director of Expansion & Recruitment but may likely overlap with the Director of Alumni Advisory Programs or other staff from our member engagement team. The summer prior to an expansion effort, an Expansion & Recruitment Consultant will be identified as the primary boots on the ground in the initial semester.

PHASE IV: THE ROAD TO ROCK CHAPTER (FOLLOWING CHARTERING)

Phase IV of Sigma Nu Expansion focuses on transitioning from a colony to becoming a Rock Chapter. Throughout installation weekend, the colony is encouraged to shift its focus to the future, and a formal transition meeting with colony leadership takes place immediately after chartering.

Through this expansion process, Sigma Nu Fraternity works to bring true value to campus. From our staff offering workshops and assistance to other chapters to creating a new organization that will raise the bar for the community, the overall goal for a Sigma Nu expansion project is to build a strong chapter within the current community.

Local Training & Alumni Support

Sigma Nu's Expansion takes a comprehensive approach toward alumni recruitment, training, development, and establishment of an Alumni Advisory Board (AAB). The purpose of an AAB is to advise and mentor the collegiate members and officers. This team of advisors works to build an organizational culture of success, providing support to the colony.

Once an AAB has been assembled, training begins, broken into manageable sections and scheduled to meet the needs of the alumni volunteers.

The AAB Chairman and Sigma Nu staff facilitate each of these sessions, which are completed before on-site work begins.

AAB members are encouraged to meet and partner with the host institution, participate in available university training opportunities, provide referrals, participate in recruitment activities, and practice their advising skills leading up to colonization.

Once the colony is established, the AAB members attend colony meetings and activities, advise their respective colony officers, participate in committee meetings, and share their experiences with the rest of the AAB.

Long-term development of the AAB is also a key focus, with meetings and activities designed to prepare the AAB for success once the Sigma Nu staff leaves campus.

In addition to the AAB, the highest level of success in any expansion will include the development of a broader alumni foundation. We encourage and work with our alumni leaders to establish (or strengthen) an alumni chapter, club, and house corporation to publish newsletters, update and maintain alumni databases, maintain a communication system, host regular alumni events, and establish scholarship.

Alumni Advisory Board

Overview

The Purpose

The purpose of an Alumni Advisory Board (AAB) is to provide ongoing support and assistance to the collegiate chapter. Splitting the duties among several individuals will lessen the time commitment for each alumnus, as well as increase the overall support available to the collegiate members. This is the optimal model for involvement, as opposed to the single chapter advisor model.

Each member of the board works individually with one chapter officer to support his efforts and act as a mentor for that officer. As a board, the members work with the collegiate officers to establish goals, monitor progress, and give support to the chapter as it grows and develops. Ensuring that the collegiate officer knows and understands his role within the chapter is crucial to his development as an officer and his ability to effectively serve the chapter. Assisting the collegian to develop beyond his role as a chapter leader and helping him prepare for experiences after graduation are important aspects of being an effective advisor.

The Make Up

The Alumni Advisory Board can be made up from Sigma Nu alumni, faculty members, parents, and those men and women interested in bettering the fraternal experience of our Sigma Nu chapter, officers, and men. The most important element is to ensure that each board member assists the collegiate chapter and helps individual members develop into ethical leaders by serving as a mentor and coach to assist them to work through complex issues, avoiding severe mistakes/missteps, and providing them guidance so they can reach their full potential.

The Alumni Advisory Board is a replacement for the traditional Chapter Advisor role, by expanding the level of knowledge and experience, so that all key officers and chairman have a "chapter advisor" for their area of chapter operations. By design it eases the burden of transition of officers from one term to the next by retaining a source of critical knowledge and experience in someone who will be there for more than one term. This reduces the impact and time required on the volunteer and hopefully eliminates the "single point of failure" of experience and guidance when an advisor is lost. It allows for any alumnus or other volunteer to dedicate the time they have available to have a meaningful impact on our Fraternity and its young men.

Time Commitment

Advisory Boards should meet at least monthly to discuss what is happening with the chapter and what specific focus or direction the board needs to provide. Individually, each board member needs to maintain contact with the officer whom they mentor and assist him as needed. Contact may be as often as weekly meetings, or as limited as periodic emails or phone calls, depending on what is agreed to by the collegian and the Advisory Board member, and what is needed by the chapter.

The members of the Alumni Advisory Board will attend weekly chapter meetings in rotation, ensuring there is at least one alumnus at every meeting without overburdening any individual's schedule. Attendance at other fraternity functions will work in similar fashion.

Primary Expectations of AAB Members

- Three or more volunteers will serve on the Alumni Advisory Board
- Member(s) of Alumni Advisory Board attend chapter meetings once a month (or more often)
- Member(s) of Alumni Advisory Board attend all candidate and initiation ceremonies.
- Meet quarterly (preferably more often) to review chapter goals and objectives • Continually identify, recruit, and train new Board members to ensure the sustainability of the Board.
- Review [The Law of Sigma Nu Fraternity, Inc.](#), [the Risk Reduction Policy](#), and relevant college/university policy each year.
- Member(s) of Alumni Advisory Board meet with the [Leadership Consultant](#) during each consultation visit.
- Individual advisors maintain monthly communication with their designated chapter officer(s) to offer mentoring/coaching advice.
- Member(s) of Alumni Advisory Board assist and advise the chapter officers in completing the annual [Pursuit of Excellence Program](#) evaluation.
- Facilitate an [officer transition workshop](#) each election cycle.
- Facilitate [a strategic planning session](#) with measurable goals and objectives with the chapter leadership each year.

Mentoring & Advising

Advising is truly a two-way communication experience. Some helpful points to remember when advising collegiate chapter operations follow.

1. **Be a role model.** This should go without saying, but it is important to realize that being an Advisor is a living illustration of the fact that fraternity affiliation continues after graduation.
2. **Hold the chapter to high standards.** Help the chapter to develop high standards and advise the officers on holding everyone accountable.
3. **Clearly establish your role with the chapter.** The chapter and the officers need to know and agree upon the roles of the Alumni Advisory Board members within the structure of the chapter.
4. **Ask for the chapter's input whenever presented with a new idea or opinion.** Presentation, approach, and delivery are important any time something new is discussed with the chapter. When presenting something new at meetings, end with the question, "What do you think?" You will help free yourself from being accused of being pushy or a know-it-all.
5. **Give the chapter and individual chapter officers and members the same respect you expect from them.** If the executive officers are given your respect, they will be enthused and want to learn. The average chapter member will also want to learn.
6. **Work most closely with the chapter officers.** Open dialogue between executive officers and the Alumni Advisory Board members will enhance the relationship with the chapter and will also result in more business being accomplished.
7. **Be cautious about talking about the chapter's, or the college/university's, past.** Chapter members rarely like to hear about

AAB Responsibilities

Advisors should make themselves available for consultation with a chapter officer by phone, e-mail, and/or in person at regular prearranged intervals. They are to be available whenever possible in emergencies.

The advisor is responsible for increasing their knowledge through reading officer manuals and communications, corresponding with regional and national officers if necessary, and attending Sigma Nu Institutes and Grand Chapter when possible.

An advisor is to support officers in decisions that they have reached jointly.

Advisors should be familiar with The Law of Sigma Nu Fraternity, Inc., Risk Reduction Policy, chapter bylaws, and relevant college/university policies to support chapter officers and members in upholding these rules.

Chapter business is to be kept confidential between the chapter and the advisor/advisory board.

It is the responsibility of an advisor to exemplify the ideals and standards of the General Fraternity and to serve as an example of continuing and dedicated brotherhood, to elicit pride as well as respect.

"the way it used to be." Glorifying the past or reminiscing about difficulties is usually a quick, sure way to lose your audience.

8. **Allow mistakes to be made.** Easier said than done. But what distinguishes an adequate advisor from a good advisor is the ability to gauge the impact of the resulting disaster and determine what intervention is not only desirable, but necessary.
9. **Build on an officer's strengths.** A collegian's personality is largely developed by the time he reaches college, but what can be developed are manners, behaviors, skills, and knowledge. Look at performance, not at promise, and focus on strengths and not weaknesses.
10. **Function as a liaison.** There will be many times when an officer will need assistance in contacting the appropriate school official, another alumnus, or a resource person in the community.

It is important for the Chapter and Board Members to remember that when RESPECT and COURTESY are shared, responsibilities to each other are easily fulfilled.

Alumni Advisory Board Roles

ALUMNI ADVISORY BOARD CHAIRMAN

Advise the Alumni Advisory Board members on management and goal setting for the chapter officers. Facilitate regular communication between board members and chapter officers. The Chairman also maintains a relationship with the Division Commander, General Fraternity staff, and Fraternity/Sorority Life professional.

CHAPTER ADVISOR

Advise the Alumni Advisory Board members on management and goal setting for the chapter officers. Facilitate regular communication between board members and chapter officers. The Chairman also maintains a relationship with the Division Commander, General Fraternity staff, and Fraternity/Sorority Life professional.

FINANCIAL ADVISOR

Advise the Treasurer on the management, budgeting, and goal setting for the chapter's finance committee. Advises the Recorder on roster management and ensuring balances are paid in a timely, communicated, manner to all entities.

LEAD ADVISOR

Advise the LEAD Chairman on program management, recruiting and scheduling of facilitators, and goal setting for the LEAD Program. Advises the Marshal on new member education program curriculum development and implementation.

Helpful Resources

Alumni Advisory Board Resources:

- [Alumni Advisory Board Overview](#)
- [Alumni Best Practices Library](#)
- [Alumni Advisory Board Officer Update](#)
- [Mentoring and Advising](#)
- [Alumni Advisory Board Assessment Program](#)

Collegiate Chapter Resources:

- [Collegiate Officer Resources](#)
- [Important Due Dates](#)
- [Pursuit of Excellence Program \(PEP\)](#)
- [PEP Evaluation Guidelines](#)
- [Best Practices Library](#)
- [Leadership Consultant Program](#)
- [The Law of Sigma Nu Fraternity, Inc.](#)
- [Risk Reduction Policy](#)

Educational Sessions & Programs:

- [The LEAD Program](#)
- [Goal Setting Workshop](#)
- [Strategic Planning Workshop](#)
- [Officer Transition Workshop](#)
- [Mental Health Resources](#)
- [CommunityEdu](#)
- [College of Chapters](#)
- [Sigma Nu Institute](#)

RECRUITMENT ADVISOR

Advise the Recruitment Chairman and his committee on program management and goal setting for the chapter's Values-Based Recruitment program.

ALUMNI RELATIONS ADVISOR

Advise the Alumni Relations Chairman on management and goal setting for the Alumni Relations program.

SOCIAL & RISK REDUCTION ADVISOR

Advise the Social Chairman and Risk Reduction Chairman on the management and goal setting of the Social and Risk Reduction program.

ADDITIONAL ROLES

Assist Chapter as a general advisor and specifically where needed. Any chapter officer or chairman could benefit from an advisor depending on how many members and volunteers you have available. Additionally, if you have a House Corporation or Alumni Chapter, it is very effective to have a person from each of those entities participate.

Examples:

- Marshal/Candidate Education Program Advisor
- Pursuit of Excellence/Petition (PEP) Advisor
- Scholarship/Academic Advisor
- Community Service/Philanthropy Advisor
- Faculty Advisor
- Communications/Public Relations Advisor
- House Corporation liaison
- Alumni Chapter liaison
- Specific Event Advisors (anniversaries, homecoming, etc.)

Helpful Resources

Alumni Advisory Role Descriptions:

[Alumni Advisory Board Chairman](#)

[Chapter Advisor](#)

[Financial Advisor](#)

[LEAD Advisor](#)

[Recruitment Advisor](#)

[Alumni Relations Advisor](#)

[Social & Risk Reduction Advisor](#)

Alumni Engagement Series Webinars (Supplemental Education):

[Supporting Chapters in Recruitment](#)

[Slide Deck](#)

[Supporting Chapters in LEAD](#)

[Slide Deck](#)

[Supporting the Chapter during Founder's Month of Service](#)

[Slide Deck](#)

[Supporting Chapters in the Pursuit of Excellence Submission](#)

[Slide Deck](#)

[Utilizing the Pursuit of Excellence Program](#)

[Slide Deck](#)

[Supporting Chapters in Intellectual Development](#)

[Slide Deck](#)

Alumni Advisory Board Meetings

Efficient Board meetings are a sure way to improve operations. While some meetings may serve a social need, they are primarily designed to disseminate information regarding the Alumni Advisory Board's work and the chapter's operations. To ensure a properly functioning meeting that produces results, the following standards are necessary:

Regularity: The Alumni Advisory Board should meet monthly or quarterly at a minimum. A group cannot be effective with less regular meetings. Conference calls should not be used to take the place of face-to-face meetings, unless they cannot be avoided.

Attendance: This should be required of all Board members. Exceptions should be limited to professional obligations or illness. Plan your meeting calendar well in advance.

Include Chapter Officers: All meetings should be held at the chapter facility (if applicable) or another appropriate location on campus. Collegiate officers should be included in all meetings. Having the meeting at the chapter house or on campus will help to increase the Board's visibility with the chapter members. Including the chapter officers in your meeting will help to maintain an active, positive partnership between the Board and the chapter. Meeting at the chapter house will also give the Board an opportunity to regularly inspect the facility.

Rules of Order: While Alumni Advisory Board members need not have a thorough knowledge of parliamentary procedures, a few simple rules of parliamentary procedure should be used to allow the meetings to remain constructive.

Agenda: Meeting agendas have many benefits, and it is well worth the time to plan and circulate an agenda ahead of time. Have a member of the board take and publish minutes following each board meeting.

Alumni Advisory Board Communication

The Alumni Advisory Board needs a recorder or someone willing to take minutes and notes at each meeting, so they can be published to members, and there will be a record of what has been accomplished and what is left to be done. This can easily be the most important and underappreciated role. Choose someone other than the Alumni Advisory Board Chairman.

The Alumni Advisory Board must stay in constant communication with each other. It is very important that each advisor is informed about chapter specifics so that they will make informed decisions when attending Alumni Advisory Board and chapter meetings.

The chapter recorder should send to each advisor a copy of the minutes from each chapter meeting. This can be done via email, Google docs, or another electronic medium.

Another good communication tool is an Alumni Advisory Board notebook. This notebook can be kept by the chapter Commander and given to the

Benefits of Utilizing an Agenda for AAB Meetings

Meeting Efficiency Functions

- The agenda lets both collegiate members and Board members know what has been accomplished and what remains to be accomplished.
- It permits adequate consideration of all agenda items.
- It keeps discussion on track, preventing introduction of extraneous items.

Communication Functions

- The agenda helps maintain the organization by planning to meet the needs of all members.
- If circulated between meetings, the agenda helps maintain communication.
- It helps everyone understand what needs to be addressed and what action is to be taken.
- If circulated before the meeting, the agenda allows members time to prepare and participate more effectively at the meeting.
- It allows a carefully planned climate to occur.

advisor attending each chapter meeting. The advisor in attendance takes notes of important events and issues that should be followed up on at the next Alumni Advisory Board meeting.

Recruiting Additional Volunteers

A top priority of the Alumni Advisory Board is to continually identify, recruit, and train new Board members to ensure the sustainability of the Board. As with our collegiate chapters, recruitment of alumni volunteers must be a 365-day continuous process – it is alumni rush, but your best situation is to have a ready, willing, and able pool of volunteers to draw from. The following is a recruitment actions checklist that will produce results.

- Identify your needs, then look for alumni or other volunteers in your area to fill your needs.
- Contact your [Division Commander](#), if you have not already, to discuss a pool of potential volunteers who could serve on the Board.
- Obtain contact information from the General Fraternity for all your alumni. Break it down by pledge class and location. Evaluate the list. Look for former chapter Commanders and other past officers living in the region whose contact power can be leveraged into the membership building effort.
- Recruit a Membership/Recruitment Chairman who is well networked with your alumni. • Create a website that is structured to respond well to search engines, so that if, for example, someone enters their locale and the name “Sigma Nu” into a Google search, your local Sigma Nu website shows up at the head of the list. Use it as a communications and recruitment tool. Research the best Sigma Nu alumni websites and utilize their best ideas. Allow the website to be interactive, if possible. Additionally, establish Facebook and LinkedIn groups.
- Plan events which can be advertised on the website. Every chapter event should be seen as a recruitment opportunity.
- Use the Fraternity’s [Director of Alumni Advisory Programs](#) as a resource. Solicit ideas about what other chapters are doing that have impressed him in the recruitment area.

[Additional Organizational & Board Management Tools](#)

[Sample AAB Calendar](#)

[Sample AAB Meeting Agenda](#)

[Sample AAB Recruitment Letter](#)

[Recruiting Alumni Volunteers Webinar](#)

[Webinar Slide Deck](#)

Colony Development

Curriculum Overview

This is Sigma Nu's Colony Training Program. It is designed to teach colonies the history and heritage of Sigma Nu, its values, and principles and what it means to be a Sigma Nu, and to build a sense of pride in our Fraternity. Equally important, however, is "how to do" fraternity. Colonies will learn the officer positions and responsibilities of the undergraduate chapter, the theory and practical application of the committee infrastructure, the democratic process, internal chapter governance, accountability, and chapter operations.

The values and skills learned and practiced during the colony training program will benefit members in their lives as members of Sigma Nu, as well as in academics, on campus, in the community, and most importantly, for the future. Sigma Nu's Colony Training Program is but one step towards achieving our Mission:

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.

Orientation – The colony training program will begin with a session to introduce the colony to the process of starting a fraternity. They will be given their educational materials and a schedule of meetings and training sessions for the term. We will discuss what it means to be a fraternity, review the basic expectations of the NIC, introduce the LEAD Program and other training curriculum, and set expectations for each other. The members will set personal goals for the semester and we will discuss upcoming activities and answer questions.

Academic Success – Strong emphasis is placed on academic success throughout the colony training program.

- **Academic Success Workshop:** Our staff will partner with campus professionals to provide an academic success workshop for the colony.
- **Academic Resources:** In partnership with campus professionals our staff will identify available campus resources for academic success and provide these to the colony.
- **Study hours:** Study hours will be required as a part of the colony training program.

LEAD – While our staff will integrate the LEAD Program and other workshops into our training, we will place more emphasis on training the colony from an operational standpoint. Nonetheless, the colony will be full participants in Phase I of Sigma Nu's award-winning LEAD program.

Infrastructure – Colony business will be conducted through the work of an officer and committee system, which will be a primary focus of our training curriculum:

LEAD Sessions in Re-Establishment

Phase I

[Orientation](#)

[Session 1: Fraternity](#)

[Session 2: History](#)

[Session 3: Leadership & Working in Groups](#)

[Session 4: International Organization & Chapter Operations](#)

[Session 5: Risk Reduction](#)

[Session 6: Values & Ethics](#)

[Session 7: Alcohol Misuse Prevention](#)

[Session 8: Leadership: The Basics](#)

[Session 9: Project Management](#)

[Session 10: Ritual: The End... The Beginning](#)

[Session 11: Community Service](#)

[Session 12: Time Management](#)

All-Chapter LEAD

[Module A: Session 2: Etiquette](#)

[Module A: Session 3: Scholarship](#)

[Module B: Session 3: Effective Meetings & Robert's Rules](#)

[Module B: Session 8: PEP \(Petition\) Strategy Session](#)

[Module C: Session 2: Social Strengths Workshop](#)

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- **Recruitment:** This will first take form of a chapter recruitment meeting, general recruitment training and will be followed by a recruitment skills workshops for the colony. There will also be training with the Recruitment Committee, which will begin creating the colony's year-round recruitment plan.
- **Officer Elections:** The colony will elect its own officers, facilitated by our staff. Each candidate for office will have to familiarize himself with the duties and responsibilities of the position to be eligible. Elections will take place within the first two weeks.
- **Officer Training:** Once each officer is elected, he will be trained by his respective alumni advisor and/or our staff and provided with appropriate materials/resources.
- **Committee Appointments:** After elections and officer training, officers will begin to select their committees, which will be appointed by the Commander and approved by the colony.
- **Committee Meetings:** Once approved, committees will agree on a meeting schedule for the semester, establish expectations, and set goals. Our staff and alumni will make an effort to attend as many committee meetings as possible. Each committee will be given a set of tasks that should be completed by the end of the term, culminating with a comprehensive plan for their respective area of operations, to be approved by the Executive Committee and the colony.
- **Executive Committee:** Comprised of the top officers, the Executive Committee will serve several roles. Based on reports from officers and committees, it will set the agenda for each week's colony meeting, as well as review and approve committee plans and discuss important colony issues.
- **Colony Meetings:** Formal colony meetings will be the venue during which the entire colony is informed. Election of new candidates, officer elections, business items, officer and committee reports, and announcements take place during colony meeting. Open discussion is limited.
- **Colony Programs and Calendar:** The training program will culminate with the approval of the colony's programs and calendar for the following term. This will be the compilation of each committee's approved plan, integrated with the institution's academic and Greek life calendars and any other pertinent information. Essentially, the colony should have the entire upcoming term planned out prior to the end of the current term, complete with the entire needed infrastructure. This calendar will be created by the Executive Committee and approved by the colony.
 - Every colony member will understand all of the programs and infrastructure items that will need to be created prior to the end of their(re)colonization term.
- **Alumni Advisory Board:** The Alumni Advisory Board (AAB), serves to ensure long-term success of the colony, so the new men are educated on what to expect and what is expected from them and from the alumni.
 - **Alumni/Officer Meeting:** The colony will hold a meeting with the Alumni Advisory Board before the end of the term to

Additional Membership Development

Brotherhood: An integral element of fraternity is the relationship building and brotherhood that are part of fraternity life. This will be reflected in the colony training through the following:

- Colony Retreat
- Colony Social Functions
- Colony Meal Functions
- Brotherhood Events

Involvement

As part of a greater community, our staff will encourage the colony and its members to engage the surrounding community. This may include, but is not limited to:

- IFC representation
- Greek activities such as Greek Week
- Philanthropy and service functions
- Fundraisers
- Intramural athletics
- Student government
- Membership in other student organizations
- Community activities

-

make sure both groups are synced for the upcoming term and have joint plans for ensuring the colony's success.

- **Additional Training**

- **The Petition:** What it takes to earn the charter, and who is responsible for what.
- **Professionalism:** A discussion and advice on how to act in a professional setting and what are some of the 'dos' and 'don'ts.'
- **CommunityEDU:** The colony will go through the award-winning Community Edu Program, which covers the topics of alcohol, hazing and sexual assault.
- **Finance:** Financial obligations are explained to make sure everyone in the colony understands their expectations.
- **Anti-Hazing:** As the only fraternity founded in direct opposition to hazing, the colony training program places special emphasis on making sure the colony understands what hazing is and how they can help work to eradicate it from their campus.
- **The Law of Sigma Nu Fraternity, Inc.:** The colony will learn about the details of the Fraternity's laws and the specific language for being a member and becoming a chapter.
- **Mock Consultation:** A mock leadership consultation will be held during the term to train the colony on how to maximize the effectiveness of a leadership consultation visit.
- **Vision and Strategic Planning** – Essentially the culmination of the colony training program, our staff will facilitate several sessions throughout the colonization process, which will help the colony create a vision for their fraternity:
 - Vision: Creating a vision for what we want to be as a fraternity.
 - Strategic Planning: A follow-up to the vision we create, creating a strategic plan for how to achieve our vision.



9 North Lewis Street
P.O.Box 1869
Lexington, Virginia 24450
Phone:
Fax:
Email:

(540) 463-1869
(540) 463-1669
headquarters@sigmanu.org