



Mu Kappa POE Action Plan



This Action Plan entails the Excellence portion for each section of the in-person Pursuit of Excellence program.

This document is aimed to help plan and organize the duties for the Mu Kappa Chapter of Sigma Nu, Inc. for the Pursuit of Excellence.

Each portion shall be assigned to the prospective chair for them to organize their portion and ensure that our Chapter is operating with excellence.

Lt. Commander: Douglas Gray MK 446

Commander: Jack Robertson MK447



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A 1. Values-Based Leadership, Service and Philanthropy:

- 1) Chapter performs four (4) or more service or philanthropic activities with participation from most members each academic term.
 - 2) Each member completes six (6) hours of community service each semester.
 - 3) Chapter has incorporated education about the cause being supported into at least one fundraising event (e.g. brochures about the cause or a speaker on the issue.).
 - 4) Chapter incorporated the values of Sigma Nu into all service and philanthropy events.
 - 5) Chapter incorporated periodic reflection after service and philanthropic activities to help members process the experience. This should help members better understand the impact of their service and philanthropic activities as it relates to the values and purpose of the Fraternity.
 - 6) Members are involved in individual service in addition to chapter projects.
 - 7) Chapter has advocated for their non-profit partners to help create awareness about the issues these partners address. This should help others in the community understand the importance of supporting these causes
 - 8) Chapter encourages others to support local non-profits, including those it selects for its own community service and philanthropic projects.
 - 9) Chapter co-sponsors a community service or philanthropy project with another campus student organization.
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Notes:

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A 2. Values-Based Leadership: Campus Leadership

- 1) At least 80% of chapter members are involved in other student organizations.
- 2) Chapter meets or exceeds all IFC and host institution expectations
- 3) Chapter established a positive relationship with campus fraternity/sorority advisor and other campus administrators who serve as a resource.
- 4) Chapter has actively assisted members in becoming involved in other organizations or campus programs.
- 5) Chapter sends representatives to campus-wide IFC-sponsored leadership development programs if such programs exist.
- 6) More than 10% of chapter members have leadership roles in other student organizations or campus programs
- 7) Chapter has received recognition for their involvement on campus or has received recognition through campus or interfraternal awards programs.
- 8) Chapter has been a leading voice in issues facing the Fraternity/Sorority community.

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A 3. Values-Based Leadership: Values Congruent Environments

- 1) Chapter has not been in violation of The Law of Sigma Nu Fraternity, Inc., the Risk Reduction Policy, or college/university policy in the last year.
- 2) Chapter creates a safe and healthy social environment.
- 3) Chapter Candidates complete the Risk Reduction session from LEAD Phase I.
- 4) Chapter sponsors one session from the Risk Reduction and Personal Development modules of All Chapter LEAD each semester.
- 5) Chapter sponsors one program related to wellness or diversity with another student organization on campus.
- 6) Chapter sponsors an anti-hazing or sexual assault educational workshop/speaker each year.

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B 1. Personal Development and Membership Value: Intellectual Development:

- 1) Chapter earned a GPA above both all-male and all fraternity averages, or chapter GPA was above a 3.0 for the previous two semesters.
- 2) Chapter sets a minimum GPA for candidates, initiates, and officers as part of a written scholarship plan for its membership.
- 3) Scholarship Committee and advisors provide individual support for members who are struggling academically.
- 4) Chapter has a written scholarship plan with defined goals that are well articulated and easy to measure.
- 5) Chapter provides incentives and recognition as components of its written scholarship plan.
- 6) Chapter connects members with campus academic resources, including introducing candidates to these resources.
- 7) Chapter promotes use of virtual study groups (not necessarily limited to their own chapter/campus).
- 8) Chapter members pursue admittance to honors programs and academic groups (such as Order of Omega, Omicron Delta Kappa and other Honoraries).
- 9) Chapter encourages members to participate in intellectually stimulating activities (i.e. lectures, study abroad, campus programs, faculty presentations and/or undergraduate research).
- 10) Chapter has a faculty advisor who assists with scholarship and works with the chapter's Scholarship Chairman.
- 11) Chapter ranked among the top third of chapters in GPA among IFC fraternities at least once in the previous year.

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B 2. Personal Development and Membership Value: Candidate

Development:

- 1) Chapter completes all LEAD Phase I sessions and utilizes guest facilitators in the program.
- 2) Chapter initiates at least 90% of candidates (excluding those de-pledged for disciplinary reasons).
- 3) Chapter articulates to all members and candidates that Sigma Nu is an anti-hazing organization and all members understand the definition of hazing as described by The Law of Sigma Nu Fraternity, Inc., and the Risk Reduction Policy.
- 4) Candidates complete a community service activity as part of the Candidate Education Program. Experience includes follow up discussion to help candidates understand the importance of these activities to the community and to the Fraternity.
- 5) Chapter reinforces the messages communicated through Values-Based Recruitment with members serving as role models of the mission and values of Sigma Nu.
- 6) Chapter has clearly defined expected outcomes for their Candidate Education Program.
- 7) Candidates attend all campus-based programs sponsored for new members
- 8) Chapter has clear expectations for what Candidates can expect of the chapter and active members.
- 9) Chapter can articulate the impact of LEAD on their Candidate Education Program and Candidates
- 10) Chapter utilizes the Candidate Class Retreat from LEAD Phase I.

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B 3. Personal Development and Membership Value: Brother Development

- 1) Chapter utilizes all phases of LEAD with guest facilitators
- 2) Chapter members attend campus or inter fraternal leadership development programs (i.e. UIFI, IMPACT, LeaderShape, and officer training programs), if virtual programs are available.
- 3) Chapter attends College of Chapters and Grand Chapter.
- 4) Chapter attends regional Sigma Nu programs.
- 5) The position of LEAD Chairman is an elected, major office.
- 6) Chapter has compiled a list of possible guest facilitators and their contact information.
- 7) Chapter sponsors an Officer Transition session as part of its transition plan each semester.
- 8) Chapter holds a virtual brotherhood event at least once per month.
- 9) Chapter demonstrates a commitment to the LEAD Program through the establishment of a LEAD Committee that includes the Commander, Marshal, LEAD Chairman and at least one other brother in the chapter.
- 10) Chapter conducts an annual in-person or virtual brotherhood retreat.
- 11) Chapter can articulate the impact of their LEAD programming.

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B 4. Personal Development and Membership Value: Alumni Development

- 1) Chapter has an active Alumni Advisory Board.
- 2) Chapter produces and distributes alumni newsletters each academic year, at least three times per year, in paper OR electronic formats.
- 3) Chapter communicates regularly with alumni through email updates.
- 4) Chapter sponsors multiple virtual alumni events each academic year.
- 5) Chapter uses virtual platforms (e.g. social media, online newsletter, email, website) to communicate with general alumni on the activities of the chapter.
- 6) Chapter promotes interaction between alumni through a social networking group.
- 7) Chapter utilizes alumni as guest facilitators for the LEAD Program on an annual basis.

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C 1. Operational Excellence: Recruitment and Manpower

- 1) Chapter meets or exceeds the average manpower size for the college/university
- 2) Chapter has exhibited healthy growth in the previous year OR chapter maintains a healthy manpower for its campus environment.
- 3) Chapter's recruitment efforts are focused on Sigma Nu's Values-Based Recruitment program, with particular emphasis on the values and purpose of the Fraternity.
- 4) Chapter has a written, year-round, recruitment plan which places emphasis on the development of positive relationships on an individual level and has a recruitment goal and plan in place to reach or maintain a specific total manpower size.
- 5) Chapter can articulate what type of member they target to achieve their stated purpose as an organization.
- 6) Chapter leveraged a recruitment best practice from the Best Practices Library.
- 7) Chapter established and leveraged a process for alumni referrals and/or campus and community resources (e.g. parents, high schools, honorary or values-based organizations, admissions office).
- 8) Chapter has created and demonstrated use of a system for identifying and recruiting legacies.

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C 2. Operational Excellence: Chapter Operations

- 1) Chapter operates on an annual budget with a 5% revenue over expense margin.
- 2) Chapter has had no past due balance with the General Fraternity, College or University, or any other entity.
- 3) Chapter has no accounts receivable in excess of 30 days and for candidates and brothers who are in arrears, the chapter utilizes the 30/60/90 policy as per The Law of Sigma Nu Fraternity, Inc.
- 4) Chapter keeps all financial records electronically.
- 5) Chapter utilizes two signature checks.
- 6) Chapter operates under a written strategic plan with measurable goals and objectives that are reviewed annually by the chapter.
- 7) Chapter utilizes Ritual for each chapter meeting as well as proper induction and initiation ceremonies.
- 8) Chapter operates on the committee system and the committees meet at least monthly to discuss business.
- 9) Chapter members are involved in creating a chapter budget which expends financial resources in a manner which supports the mission of the Fraternity.
- 10) Chapter utilizes an outside financial service to collect dues and/or collects at least 95% of annual billings.
- 11) Chapter maintains a savings account.
- 12) Chapter has Ritual discussions after induction and initiation.

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C 3. Operational Excellence: Governance and Accountability:

- 1) Chapter utilizes the Trial Code Procedure of The Law of Sigma Nu Fraternity, Inc. when necessary to discipline chapter members.
- 2) Chapter has not been in violation of The Law of Sigma Nu Fraternity, Inc., or the Risk Reduction Policy in the last year.
- 3) Chapter has not violated college/university policy in the last year.
- 4) Chapter bylaws are current.
- 5) Chapter incorporates into its operational plans all host institution social distancing policies.
- 6) Chapter has a written Crisis Management plan and members are educated.
- 7) Chapter utilizes a documented system of accountability and discipline, educates its members on the process, and reviews the process each year.
- 8) Chapter has conducted one or more of the following sessions from Module B of All Chapter LEAD - Session 2: Delegation; Session 3: Effective Meetings; Session 5: Officer Transition; Session 7: Accountability.

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D. References

Each section is taken from the following document:

https://www.sigmanu.org/file/PEP-Evaluation-Guidelines_In-Person-Operations.pdf

More resources can be found at

<https://www.sigmanu.org/collegiate-members/pursuit-of-excellence/in-person-operations>

<https://www.sigmanu.org/collegiate-members/pursuit-of-excellence/virtual-operations>

or officer resources at

<https://www.sigmanu.org/commander>

<https://www.sigmanu.org/ltcommander>

<https://www.sigmanu.org/treasurer>

<https://www.sigmanu.org/recorder>

<https://www.sigmanu.org/riskreductionchairman>

<https://www.sigmanu.org/scholarshipchairman>

<https://www.sigmanu.org/marshal>

<https://www.sigmanu.org/leadchairman>

<https://www.sigmanu.org/collegiate-members/officer-resources/philanthropy-chairman>

<https://www.sigmanu.org/chaplain>

<https://www.sigmanu.org/alumnirelationschairman>

<https://www.sigmanu.org/recruitmentchairman>