

All Chapter LEAD Implementation Guide

This overview of All Chapter LEAD is designed 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.

Definitions

THE MISSION OF SIGMA NU FRATERNITY

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

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 there. It includes helping others to have the skills, confidence, influence, and initiative to support making the "trip" successful.

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

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

ALL CHAPTER LEAD

All Chapter LEAD draws from the concepts of Phases I-IV and brings together all members – initiates and candidates – for sessions on the topics of Personal Development, Chapter/Organizational Development, Risk Reduction, and Mental Health.

All Chapter LEAD is designed so that chapters complete one session per month. Ideally, this includes one from each module every semester (or two total per quarter), for a total of six to eight in an academic year (depending on the chapter's academic calendar). This allows for a rotational scheduling of sessions in which chapter members may experience each session at least once over the course of their collegiate career.

Commitment

As an Executive Committee 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 Committee, make a commitment to implementing All Chapter LEAD as a means for bringing together all current candidates and initiates for discussions important to the chapter about personal development, chapter development, risk reduction, and mental health.
- Explain All Chapter LEAD to the chapter membership.
- 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 an expectation for all members.

Promotion

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

- Use a variety of methods to promote All Chapter LEAD (e.g., text messages, posters, announcements, email).
- 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.
- Create incentives to reward members who attend six or more All Chapter LEAD sessions per year.
- 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 by sharing stories.
- When appropriate, talk up the program informally and formally.

Structure

The LEAD Program needs the proper structure in place to succeed. Take the time before the academic term 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 and will manage the overall LEAD Program.
- The Commander is typically the LEAD Committee member responsible for All Chapter LEAD scheduling (though any brother on the LEAD Committee could manage this phase). The LEAD Committee should work with the Commander (or committee member assigned to manage All Chapter) to schedule sessions, identify facilitators, and ensure the program is implemented in a quality manner.
- Ensure the Commander and LEAD Chairman have reviewed all available All Chapter resources (LEAD Chairman's [officer page](#) and [manual](#), LEAD portions of the Sigma Nu [website](#)).
- 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 sessions to members.
- Enlist the help of the Chapter Advisor, LEAD Advisor, or a College/University staff member in serving on the LEAD Committee.
- Meet with the Fraternity/Sorority 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 sessions will be held.
- Announce the LEAD schedule to members early in the academic term to ensure attendance.

The LEAD Committee and All Chapter

- **Commander or another brother from the LEAD Committee:** Responsible for All Chapter LEAD.
- **LEAD Chairman:** Responsible for Phase II and the overall LEAD Program in the chapter.
- **LEAD Committee:** This committee should consist of the LEAD Chairman, Marshal, an advisor, and at least two other brothers in the chapter.
 - ▶ The committee will assist with planning, recruiting facilitators, and other logistical responsibilities to promote and conduct the program.

The brother assigned with managing All Chapter should:

- Plan for each session, recruit facilitators, and set time schedules and locations.
- Ensure the attendance of participants at all sessions.
- Provide any necessary resources and materials for the facilitated sessions (flipcharts, markers, additional handouts).

The LEAD Committee assists the phase managers. In this role they should:

- Ensure needed materials are available and in place.
- Ensure the meeting room is available, and ready, and all equipment and instructional aides are in place.
- Ensure the meeting is opened and closed appropriately (quiet reflection, prayer, or the Creed).
- Assist in recruiting guest facilitators for sessions.
- Follow up with thank you notes and appropriate gifts to guest facilitators.

Planning

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

- Review the All Chapter LEAD [webpage](#) to see a list of sessions in each module and to select appropriate sessions for the semester/quarter/year. This page also includes facilitator guidance notes for each session.
- 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.
- Once each facilitator is confirmed, provide them with the [facilitator guidance notes](#) for the session they will be facilitating.
- Meet 2-3 weeks before the academic term begins to plan All Chapter LEAD for the entire term or year.
- Decide on a time, place, and day for the LEAD Committee to meet on a regular basis.
- Use the LEAD facilitator notes to deliver a high-quality program. Each facilitated session has step-by-step facilitator guidance notes that will make the sessions interactive, and discussion based.
- Take time to prepare for LEAD sessions, it is essential to your success.
- Provide food or other participation incentives for All Chapter LEAD sessions.
- Attend the [Sigma Nu Institute](#).
- Get respected brothers and alumni from the chapter to assist with sessions in Module B: Chapter Development and Module D: Mental Health.

Session Format

- All sessions for All Chapter LEAD are in-person workshops led by a facilitator.
- There are two (2) types of sessions in All Chapter LEAD – scripted sessions (like Phase I-IV facilitated sessions) and “snapshot” sessions.
- **Scripted Sessions** have session guidance notes that provide step-by-step instructions for the facilitator. These sessions are appropriate for alumni, college/university faculty and staff, community members, and trained upper-class brothers to facilitate.
- **“Snapshot” Sessions** include a session description, places to look for facilitators, a session introduction, available resources on the session topic, session objective ideas for the facilitator, and application ideas for participants to use following the session. There are no session guidance notes for these sessions. These sessions should only be facilitated by people who are experts in their field and likely to have their own presentation materials on the topic. A list of suggestions of possible facilitators is included in each session.
- Local programs offered by the college/university or community could also serve as options to complete the same objectives as a chapter-hosted speaker. To determine whether a local offering could serve in this role, acquire a summary of the session’s intended outcomes from the sponsoring or organizing party. If these intended outcomes match, or cover the “snapshot” session’s objectives, the local session may be used. If not, the chapter could opt to provide a follow-up discussion after the local program to cover any remaining objectives.
- **Guest facilitators are 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.
- Facilitators should relate the discussions and information presented in the session back to the participants’ experience in the chapter, on campus, and outside the college/university setting.