

# Appendix A: Responsibilities/Competencies

## Consul

- Ultimately responsible and accountable for everything the chapter does or fails to do. This includes managing the vision of the chapter.
- Develop and apply a strong knowledge base of the requirements of Sigma Chi's Ritual, Governing Laws, Risk Management regulations and policies, as well as all chapter by-laws and campus regulations.
- Responsible for all external business and communication. This includes working closely with Grand Praetor, Chapter Advisor, Chapter Advisory Board, Alumni, and International Headquarters in guiding the affairs of the chapter.
- Promote Fraternity and Foundation programs including Balfour Leadership Training Workshop, Horizons, Cornerstone, Mission 365, Choices, Balfour Fellows Program, and Grand Chapter.
- Maintain a close relationship with university administrators and advisors and officers of other Greek organizations.
- Preside over chapter meetings and other such chapter affairs as seen appropriate.
- Guard the security of the Charter, Ritual, and ritualistic materials.
- Maintain the integrity of, chapter's respect for, and performance of the Ritual.
- Prepare at least three personal goals which you intend to accomplish that will strengthen your office and the chapter using the Officer Transition Program.
- Train and assist the successor of this office.
- Attend Balfour LTW.
- Constantly maintain high standards of chapter scholarship, discipline, etiquette, morals, and hospitality, as a reflection of the Ritual of Sigma Chi.
- Hold yourself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.
- Establish and maintain a working relationship as the leadership team with the Pro Consul.

# Appendix A: Responsibilities/Competencies

## Consul Competencies

### Leadership

- Effective in influencing others to move toward goal attainment. Exhibits courage through commitment to do what is right, not what is easy. Creates motivating environment for those being led.

### Results Driven

- Develops challenging goals and overcomes obstacles to accomplish those goals. Manages goals and resources based on clear understanding of highest-impact priorities. Builds and manages plans to deliver results as committed.

### Strategic Thinking

- Can leverage insights and experience to develop new ideas that advance the chapter's interests.

### Analytical Thinking

- Employs a values-based approach to analyzing problems and generating solutions.

### Teamwork

- Fosters a tone of cooperation and trust across individuals and the chapter. Makes teams effective by driving commitment to their mission, and exhibiting a high motivation toward achieving a common objective. Can hold people accountable while building relationships.

### Communication

- Can present competently and persuasively to a diverse set of audiences, i.e. chapter officers, chapter membership, alumni advisors, university administrators.

## Appendix B: Pro Consul Responsibilities

- Assist the Consul in ensuring that chapter affairs and operations are conducted thoroughly and efficiently, that all chapter activities are carried out in best manner possible, and that all members and pledges conduct themselves always in the best interests of the Fraternity and the chapter.
- Assume the full responsibilities of the Consul's position in the Consul's absence or incapacity.
- Preside over and administer the affairs of the chapter executive committee.
- Direct and coordinate the work of all chapter committees.
- Maintain master calendar of activities, events, key deliverables.
- Keep constantly informed of chapter and Fraternity affairs and activities so as to advise the Consul and assist in the leadership of the chapter.
- Carry out such other duties as the Consul may direct.
- Lead operational oversight of Judicial Board.
- Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.
- Attend Balfour Leadership Training Workshop.
- Direct and coordinate a program of Post Initiation Training immediately following each Initiation.
- Train and assist his successor, and supervise a similar training program among all incoming and outgoing officers.

# Appendix A: Pro Consul Competencies

## Leadership

- Effective in influencing others to move toward goal attainment. Exhibits courage through commitment to do what is right, not what is easy. Creates motivating environment for those being led.
  - Applied Skills: EC Leadership, PIT, Officer Transition
  - Principles: All Ten Truths

## Result Driven

- Develops challenging goals and overcomes obstacles to accomplish those goals. Manages goals and resources based on clear understanding of highest-impact priorities. Builds and manages plans to deliver results as committed.
  - Applied Skills: EC Leadership, PIT, Officer Transition
  - Principles: You Make a Difference, Values Driven Commitment, Leadership is an Affair of the Heart

## Strategic Thinking

- Can leverage insights and experience to develop new ideas that advance the chapter's interests.
  - Applied Skills: Executive Committee Leadership and Officer Transition
  - Principles: Challenge is the Crucible, Focusing on the Future

## Analytical Thinking

- Employs a values-based approach to analyzing problems and generating solutions.
  - Applied Skill: Executive Committee Leadership
  - Principles: You Make a Difference, Values Driven Commitment

## Teamwork

- Fosters a tone of cooperation and trust across individuals and the chapter. Makes teams effective by driving commitment to their mission, and exhibiting a high motivation toward achieving a common objective. Can hold people accountable while building relationships.
  - Applied Skills: Executive Committee Leadership, PIT, Officer Transition
  - Principles: Credibility is the Foundation, You Can't Do It Alone, Trust Rules

## Communication

- Can present competently and persuasively to a diverse set of audiences, i.e. chapter officers, chapter membership, alumni advisors, university administrators.
  - Applied Skill: Executive Committee, PIT, Officer Transition
  - Principles: Lead by Example or You Don't Lead at All, The Best Leaders Are the Best Learners

# Appendix A: Responsibilities/Competencies

## Quaestor

- As treasurer of the chapter, collect and preserve all monies due the chapter, and disburse money as the chapter needs and directs, consistent with the requirements of good business, sound fiscal procedure, and Fraternity policy and chapter resources.
- Prepare a budget before the start of the chapter fiscal year, present it to the Executive Committee and chapter advisor, and follow its provisions, ensuring that the chapter operates within its means.
- Record all chapter financial operations, using a legitimate bookkeeping system.
- Ensure that all dues and fees owed the chapter and Fraternity by members and pledges are paid on time, and to carry out specified enforcement procedures for overdue accounts.
- Ensure that the chapter's financial obligations to the Fraternity, landlord, local merchants and others are properly met.
- Provide Headquarters, the chapter advisor and Grand Praetor with the specified monthly and semi-annual reports, as well as a yearly budget.
- Ensure that the required reports are provided to Federal and State tax and Social Security officials.
- Attend the Balfour Leadership Training Workshop.
- Maintain and enforce a chapter financial policy.
- Suspend and expel financially delinquent members.
- Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

# **Appendix A: Responsibilities/Competencies**

## **Quaestor Competencies**

### **Organization**

- Exhibits appropriate levels of coordination and record keeping for the benefit of the chapter.

### **Result Driven**

- Develops challenging goals and overcomes obstacles to accomplish those goals. Manages goals and resources based on clear understanding of highest-impact priorities. Builds and manages plans to deliver results as committed.

### **Strategic Thinking**

- Can leverage insights and experience to develop new ideas that advance the chapter's interests.

### **Analytical Thinking**

- Employs a values-based approach to analyzing problems and generating solutions.

### **Communication**

- Can competently communicate with chapter members and external business contacts.

# Appendix A: Responsibilities/Competencies

## Magister

- Administer the Sigma Chi Pledge Education Curriculum (8-week) to all candidates for initiation into the chapter.
- Ensure that all 500 forms (A, B, & C) are completed and accurately submitted to Sigma Chi Headquarters.
- Oversee the chapter's preparations of all indoctrination and initiation activities.
- Care for all Regalia.
- Ensure that activities connected with pledges are free from illegality under fraternal law.
- Magister Responsibilities to the Pledged Men of Sigma Chi:
  - Ensure a purposeful and meaningful pledge education period
  - Ensure that all pledged men enter the ceremonies of initiation with proper guidance
  - Prevent any activities or occurrences of hazing, or any activities which are embarrassing, trivial, deceptive, subservient or contradictory to academic responsibility.
  - Establish and guide the pledge program to emphasize individual responsibility and motivation in scholastic achievement.

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## Magister Competencies

### Organization

- The Magister will exhibit appropriate levels of coordination and scheduling for the benefit of chapter members and pledges.

### Ritual Proficiency

- Prior to beginning the Pledge Education Period, the Magister should be able to describe all elements of the Sigma Chi Ceremonies of Initiation and explain their relevance in Sigma Chi.

### Strategic Thinking

- The Magister should be able to develop a vision and set goals for the pledge period. This includes (but is not limited to) planning each event associated with the Pledge Education Period and recording and communicating key objectives for each activity.

### Integrity

- The Magister should be able to identify desired behaviors for each member of the pledge class. These behaviors should be communicated and effectively modeled by the Magister and all members of the chapter.

### Courtesy

- The Magister will extend courtesy in every manner of the performance of his responsibilities.



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### **Recruitment Chairman**

- Ensure that the chapter adheres to the established membership selection criteria based on the Jordan Standard, the Ritual, and chapter by-laws.
- Hold every brother accountable for membership recruitment.
- Coordinate all communication with recruits, recruitment publications, and printed recruitment material.
- Engage and include alumni in the recruitment process.
- Ensure the chapter's adherence to the Fraternity and campus recruiting regulations.
- Effectively interview all men recommended to the chapter by fellow Sigma Chis, University officials, or parents, and to acknowledge and to thank any individual making such recommendations.
- Inform potential members of the academic standards, financial obligations, and the ideals of Sigma Chi.
- Coordinate the extension of membership invitations to all potential new members.
- Hold yourself and every member of the Fraternity accountable to the Sigma Chi Voluntary Obligation of Membership and to continue the practices by which each was selected—the Jordan Standard.
- Schedule and enact recruitment sessions to encourage all brothers in recruiting and to enhance the social skills & capabilities of each brother in achieving recruitment goals.

# **Appendix A: Responsibilities/Competencies**

## **Recruitment Chairman Competencies**

### **Communication**

- Able to communicate competently and persuasively to a diverse set of audiences.

### **Organization**

- Exhibits a high level of organization in coordination of the recruitment process.

### **Strategic Thinking**

- Should be able to develop a vision and set goals for the recruitment process. This includes planning each activity associated with recruitment and communicating key objectives for each activity.

### **Leadership**

- Effective in influencing others to move toward goal attainment.

### **Results Driven**

- Develops challenging goals and overcomes obstacles to accomplish those goals.

# Appendix A: Responsibilities/Competencies

## Risk Manager

- Develop and implement the chapter's safety and risk management plan.
- Correct, or cause to be corrected, any risk issues or conditions that directly violate, or are anticipated to violate, the policies, rules or regulations and laws of the host institution, state or federal government or the Sigma Chi Fraternity.
- Secure the assistance of chapter brothers, Executive Committee, Chapter Advisor, House Corporation.
- Conduct and coordinate the safety education of brothers, pledges and chapter employees.
- Hold himself and every member of the chapter accountable for honoring the Sigma Chi Oath of Conduct.
- Compile an Emergency Contact Checklist.
- Execute, with the House Manager, the House Safety Checklist at least 2 times a year.
- Ensure, with the Social Chair, that the Top 10 Party List is followed.
- Ensure that the Crisis Management policies are followed.
- Identify, and make known among the chapter, the brothers who have had CPR and First Aid Training.
- Identify and contact university and community support for medical and substance abuse in case of need.

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## **Risk Manager Competencies**

### **Leadership**

- Effective in influencing others to move toward goal attainment. Exhibits courage through commitment to do what is right, not what is easy.

### **Organization**

- Exhibits appropriate level of coordination to ensure the safety of the chapter

### **Communication**

- Able to communicate effectively and persuasively with a diverse group of individuals

### **Strategic Thinking**

- Leverages insights and experience to develop new ideas that protect the chapter's interests.

### **Results Driven**

- Develops challenging goals and overcomes obstacles to accomplish those goals.