



**Kent State University  
Fraternity/Sorority Officer Resource Guide**

# **NEW MEMBER EDUCATOR**

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# Academic Resources

We cannot expect our new members to live up to our academic standards if we never mention them prior to their meetings. Thus, *academic programming starts with recruitment*. As an organization, we must inform our potential new members of our high standards of scholarship before they join. Every new member should be aware of your chapter's individual G.P.A requirement as well as the campus' requirement. If we begin, as a community, by recruiting men and women who believe in high academic standards, then the programming will easily fall into place.

## Academic Coaches:

Install this program in your chapter to help new members find those who can best assist them in achieving their career goals!

- Locate a member of the faculty, the community, or an alumnus who is willing to serve as your Academic Coach. Spend time over the course of each academic year learning from your coach ways to ensure your academic success. Meet with them weekly if possible. Discuss career possibilities, your personal strengths and weaknesses, and evaluate your academic progress.

- Your coach can help you find those activities that will make you a competitive candidate when applying for higher education.

- Establish an academic goal and a plan for achievement. Also, discuss with your coach the best sequence of courses for you to take in order to be successful in your area of study. Consider using the following method to define your goals.

## SMART

- Specific:** Specific goals state exactly what you want to accomplish. They are clear and concise. Example: I want to buy a new computer.

- Measurable:** Measurable goals state what you want and when you want it. They enable you to measure your progress at any point along the way. Example: I want to save money to purchase my new computer this semester and buy it before next school year.

-**Action-Oriented:** Action-oriented goals indicate how they will be achieved. They specify what you need to do to reach your goals.  
Example: I will save \$150 from every paycheck I receive.

-**Realistic:** Realistic goals are possible. They are attainable, considering the resources and constraints relative to your situation.  
Example: I will buy a computer that has the necessities but that is not overloaded with extra programming and therefore extra expensive.

-**Timely:** Timely goals allow reasonable time to achieve them, but not so much time that you lose focus or motivation. They have a specific deadline. Example: I must purchase my computer before school starts so I do not spend the money I saved.

*Adapted from the Delta Tau Delta Fraternity Member Education Handbook 2000-2001*

Have New Members keep their academic goals handy and check up on the goals during meetings to make sure they are continuing to follow through with them.

## **Helping Your New Members:**

1. Obtain the current GPA of new members at mid-term. Then identify potential problem individuals and discuss their situation with them.
2. Have new members complete a list of the classes they are taking and the dates of their major exams. Identify the “peak periods” for tests. Then
  - a. Lighten your demands on their time immediately prior to these peak periods.
  - b. Consider doing a test-taking or stress management workshop near a peak period.
  - c. Share the individual’s schedule with his/her big brother/big sister, and ask them to offer encouragement in time management.
3. Have new members complete a weekly schedule of their time; then make sure that an adequate amount of study time is allotted.
4. Develop rewards/incentives for individuals earning good grades. Set a new member class GPA goal, and establish a reward if they meet the goal.

*Adapted from MGCA Monograph Scholarship*

## **Other Programming Ideas:**

-**Scheduling Party:** make a list of electives the current chapter members have done well in or have truly enjoyed; also include professors for common

subjects that have been helpful—also include the professors who weren't as helpful; have everyone work on their schedules together so that members who need to take the same classes can help each other out.

**-Rewards:** give small awards to new members for good grades, extra study hours, or improvement.

1. Have a scholarship committee look for new members studying in the library or chapter house and give candy bars to the members they find.
2. Create certificates for highest GPAs, most improved, etc.

**-Mentors:** partner new members with members of the same or similar major; they can act as a guidance when scheduling classes or when the new member is struggling.

**-Roundtables:** study tables can get boring sometimes. Provide snacks and take breaks every hour or so. Studying in a group can often be a distraction so make sure to have a responsible member present to ensure that the new members are studying properly. Give a small reward to the person who attends the most roundtables.

**-Vocabulary Word of the Week:** Introduce a new term at the start of each week's meeting. Place it around the house as well.

**-Scholarship "Contracts":** Have members sign a statement outlining your chapter's academic standards.

## **KSU Resources:**

1. Academic Success Center: visit the Academic Success Centers website for a list of all their available tutoring which includes:
  - a. Math Tutoring
  - b. LER Study Groups
  - c. Writing Tutoring
  - d. Peer Mentoring
  - e. Computer Skills
  - f. Supplemental Instruction
2. Undergraduate Advising: Make at least one appointment with your advisor yearly. Prepare before the appointment by brainstorming which classes you are planning to enroll in for the upcoming semester.
3. Writing Center: Visit the Writing Center located on the 4<sup>th</sup> Floor of the Main Library. Receive feedback on a draft and a peer critic!

For more information visit [www.kentgreeklife.com](http://www.kentgreeklife.com) and click on the academics tab!

# **Sisterhood/Brotherhood Resources**

Sisterhood or brotherhood begins by making the new members feel welcome and included. They should be getting to know the entire chapter while bonding with their new member class. This should start the moment they receive their bid: We work hard to get them to join our chapter, now we have to work hard to get them to love it as much as we do.

## **The Buddy System**

-Pair each new member with a current chapter member to serve as a permanent guide to the chapter. They should act as the new member's introduction into the sisterhood/brotherhood. Here are ideas for activities:

1. Meet for a meal.
2. Work out together.
3. Study together.
4. Watch a movie at the chapter house.
5. Walk with or drive them to their new member meetings.
6. Get ice cream together.
7. Call them to remind them of chapter activities and then attend them together.
8. Drop them a card, an email, or a note.
9. Participate in a service project together.
10. Make them feel welcome!

*Adapted from Alpha Phi International Fraternity: New Member Program 2005*

## **Structure of Organization**

- Ensure that the new members understand the structure of your organization; who can they go to if they need to talk about something important?
- Give advisors contact information

- Invite the Greek Advisor or a Greek Council President to attend a meeting and explain the organization of the Greek community and councils
- Require members to attend an IFC, NPHC, or Panhellenic meeting

## **Other Programming Ideas:**

-Have current members attend new member meetings, introduce themselves, and participate in the activities.

-Invite new member over to the chapter house for dinner.

-Hold a **new member retreat!**

- Include tons of team building activities!
- Consider participating in the Recreation and Wellness Center's Team Leadership Challenge (TLC) program. The program includes trust exercises and helps to build a sense of unity.
  - For more information of the TLC program visit [www.recservices.kent.edu/adventure/tlc.asp](http://www.recservices.kent.edu/adventure/tlc.asp)
- Include a small community service project during the retreat (examples: make cards for local nursing home patients, make cookies to give to the fire department, etc.). This allows new members to interact with each other and gain a sense of the importance of service.

# Risk Management Resources

As a community, risk management should be a top priority. If we teach our new members the importance of risk management from the beginning, we may be able to eliminate some problems before they start.

## Hazing: A simple guide

**Myth:** It's difficult to determine whether or not a certain activity is hazing—it's such a gray area sometimes.

**Fact:** It's not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions:

Make the following inquiries of each activity to determine whether or not it is hazing.

- 1) Is alcohol involved?
- 2) Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do?
- 3) Does the activity risk emotional or physical abuse?
- 4) Is there risk of injury or a question of safety?
- 5) Do you have any reservation describing the activity to your parents, to a professor or University official?
- 6) Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is "yes," the activity is probably hazing.

*Adapted from Death By Hazing Sigma Alpha Epsilon. 1988.*

-Distribute local and national bylaws and campus policies. Have new members take sections and make presentations concerning the material to grasp full understanding.

## **Personal Websites**

Personal websites should NOT include:

- Photos with alcoholic beverages or that indicate the use of alcohol (common containers, funnels or games)
- Pictures with the inclusion of any illegal activities or behavior inconsistent with the policies, values, or ethics of the organization (event names, t-shirts, or activities)
- Reference to drugs, alcohol, or other paraphernalia

Every organization should have a national personal website policy. Read this policy to the new members and occasionally check their websites to make sure they are following policy.

## **Crisis Management**

In the event of a crisis, Emergency Information cards are extremely useful. Consider having every member of your organization fill them out and continue to have each new member class complete them. Keep them on file with the president.

Include the following:

- Member's full name, social security number and birth date
- Member's local address and telephone number (if other than the chapter house)
- Name, address, telephone numbers and email addresses of parents or guardians. Be sure to get this information for both parents. Include both residences, work and cellular telephone numbers.
- Name, address, and telephone numbers of another person to notify in the event the parents cannot be reached (examples: neighbor of parents, relatives)
- Medical information (allergies, medical condition, etc.)
- Name and telephone number of family physician

New members should also be made aware that in the case of a crisis they are not to speak with anyone outside of the organization about it. Individual members are not permitted to speak with the media, nor should they give details, besides confirming their safety, to those outside of the organization.

# Leadership Development

The following is a leadership development activity. It focuses on the emotional aspect of leadership and can be helpful for anyone in any position of leadership, small or large. New members should be introduced to these capacities early on so they can practice them throughout their leadership experience in your organization.

## Emotionally Intelligent Leadership

Many different scholars have developed the concept of emotional intelligence. Definitions differ, but some of the most trusted are:

1. "The ability to monitor one's own and others' feelings and emotions, to discriminate among them and to use this information to guide one's thinking and actions" (Salvey & Mayer, 1990, p. 189).
2. Making emotions "work for you by using them to help guide your behavior and thinking in ways that enhance your results" (Weisinger, 1998, p. xvi).
3. "The capacity for recognizing our own feelings and those of others, for motivating ourselves, and for managing emotions well in ourselves and in our relationships" (Goleman, 1998, p. 317).

The following are the 21 Capacities of Emotionally Intelligent Leadership

**Consciousness of Self**- Being aware of yourself in terms of your abilities and emotions

- ***Emotional self-perception***: identifying your emotions and reactions and their impact on you
- ***Honest self-understanding***: being aware of your own strengths and limitations
- ***Healthy self-esteem***: Having a balanced sense of self
- ***Emotional self-control***: Consciously moderating your emotions and reactions
- ***Authenticity***: being transparent and trustworthy
- ***Flexibility***: being open and adaptive to changing situations
- ***Achievement***: being driven to improve according to personal standards
- ***Optimism***: being positive
- ***Initiative***: wanting and seeking opportunities

**Consciousness of Context**- The environment in which leaders and followers work

- ***Environmental awareness***: thinking intentionally about the environment of a leadership situation

- **Group savvy:** interpreting the situation and/or networks of an organization

**Consciousness of Others-** Being aware of your relationship with others and the role they play in the leadership equation

- **Empathy:** understanding others from their perspective
- **Citizenship:** recognizing and fulfilling your responsibility for others or the group
- **Inspiration:** motivating and moving others toward a shared vision
- **Influence:** demonstrating skills of persuasion
- **Coaching:** helping others enhance their skills and abilities
- **Change agent:** seeking out and working with others toward new directions
- **Conflict management:** identifying and resolving problems and issues with others
- **Developing relationships:** creating connections between, among, and with people
- **Teamwork:** working effectively with others in a group
- **Capitalizing on difference:** building on assets that come from differences with other

Any leader will have some of the qualities listed above. But to master Emotionally Intelligent Leadership, we must have an aptitude in all three categories, consciousness of context, consciousness of self, and consciousness of others. In other words, we must always strive to understand our surroundings, ourselves, and others. This requires much practice, but if we make an effort to rehearse the 21 capacities in every situation we will be much better leaders.

Identify which five capacities come naturally to you as a person. Identify five capacities that you struggle with. If you have had any type of leadership position before, formal or informal, mark the five capacities that were easiest for you then, and mark the five that were hardest for you. Now, make note of the one capacity that you believe will be instrumental in your leadership experience.

As an additional exercise: look back at your answers a year from now. What capacities have you mastered that you hadn't before? Have your five most natural capacities changed? Which of your weakest capacities have you improved on, even in the slightest? Notice all of the changes made, and continue to evaluate your progress throughout your leadership experiences.

*Adopted from The EIL Inventory; Delta Zeta Sorority NMAC 2009*

## **Time Management**

Leaders are often given overwhelming amounts of work, and in this case, the work combines with academic responsibilities. How does one keep everything going and be successful within their leadership position? Here are some helpful hints!

### **1) Realize that time management is a myth.**

No matter how organized we are there are always only 24 hours in a day. Time doesn't change. All we can actually manage is ourselves and what we do with the time that we have.

### **2) Find out where you're wasting time.**

Many of us are prey to time-wasters that steal time we could be using much more productively. What are your time-bandits? Do you spend too much time 'Net surfing, reading email, or making personal calls? Track everything you do in a day (use a calendar, a planner, your Blackberry, or computer software) so you can form an accurate picture of what you actually do, the first step to effective time management.

### **3) Create time management goals.**

Remember, the focus of time management is actually changing your behaviors, not changing time. A good place to start is by eliminating your personal time-wasters. For one week, for example, set a goal that you're not going to take personal phone calls while you're working.

### **4) Implement a time management plan.**

Think of this as an extension of time management tip # 3. The objective is to change your behaviors over time to achieve whatever general goal you've set for yourself, such as increasing your productivity or decreasing your stress. So you need to not only set your specific goals, but track them over time to see whether or not you're accomplishing them.

### **5) Use time management tools.**

Whether it's a Day-Timer or a software program, the first step to physically managing your time is to know where it's going now and planning how you're going to spend your time in the future. A software program such as Outlook, for instance, lets you schedule events easily and can be set to remind you of events in advance, making your time management easier.

## **6) Prioritize ruthlessly.**

You should start each day with a time management session prioritizing the tasks for that day and setting your performance benchmark. If you have 20 tasks for a given day, how many of them do you truly need to accomplish?

## **7) Learn to delegate and/or outsource.**

No matter how small your business is there's no need for you to be a one-person show. For effective time management, you need to let other people carry some of the load.

## **8) Establish routines and stick to them as much as possible.**

While crises will arise, you'll be much more productive if you can follow routines most of the time.

## **9) Get in the habit of setting time limits for tasks.**

For instance, reading and answering email can consume your whole day if you let it. Instead, set a limit of one hour a day for this task and stick to it.

## **10) Don't waste time waiting.**

From client meetings to dentist appointments, it's impossible to avoid waiting for someone or something. But you don't need to just sit there and twiddle your thumbs. Always take something to do with you, such as a report you need to read, a checkbook that needs to be balanced, or just a blank pad of paper that you can use to plan your next meeting. Technology makes it easy to work wherever you are; your PDA and/or cell phone will help you stay connected.

*Adapted from 11 Time Management Tips by Susan Ward*

# General Programming Ideas

- Attend University football, softball, baseball, or basketball events together.
- Each initiated member writes a page about him/herself for new members. Pages are put into a book and can be given out during pledging. New members do the same for initiated members.
- Have study buddies to encourage new members to make grades for initiation.
- Have secret brothers/sisters. (This also can be done within the pledge/new member class to encourage new members to get to know each other.)
- Sponsor a dinner at the house for pledge/new member class presidents of other Greek groups.
- Send letters to the parents of the new members and share with them how joining your chapter can help their son/daughter during his/her college years.
- Invite parents to an event scheduled over Parents Weekend.
- “Build a Crest” - Each new member starts with a blank crest. As he/she learns things about the fraternity, he/she adds to his/her crest.
- Have VIP - Very Important Pledge for the Week award.
- Have new member class officers lead the class meetings.
- Movie Nights - All gather at house or someone’s room, with popcorn and soda to watch TV.
- Place an ad in the campus newspaper to welcome the new members. Place another at initiation.
- Use a bulletin board as the new member class board. Put pictures and captions of them up along with their interests, to help the initiated members learn more about them.
- Have initiated members responsible for planning some type of surprise for the new member meetings each week. (Ex.: refreshments or pizza)
- Have planned get-togethers with new members and different people in the chapter. For example, have a party with all sophomores and new members, all juniors and new members, etc.
- Have different chapter officers pair up with the new member class officer once a week to discuss what each is doing with his/her office.
- Have the New Member Educator and/or the New Member Committee call each new member once each week just to see how things are going with the program. Ask about suggestions, problems, etc.

**Helpful Hint:** To maximize programming and avoid over-programming, combine different activities into one. Use a community service activity as a social event, or schedule a sisterhood/brotherhood that involves studying and provide food!