

Gamma-Rho Officer & Chair Guide



KAPPA SIGMA FRATERNITY

FELLOWSHIP • LEADERSHIP • SCHOLARSHIP • SERVICE



Our Vision

Gamma-Rho's vision is to provide our members with a great college experience; to ensure they are career-ready; to start a lifetime of friendships; and help them have successful lives.

- We will be a values-driven organization.
- We will be innovative and not afraid to lead.
- We will adapt as it makes sense and collaborate with our campus & community partners/stakeholders.
- We will focus on creating a fun and healthy environment.
- We will provide a quality living-learning environment.
- We will recruit those focused on excellence in academics, campus & chapter involvement, career-readiness, diversity & inclusion, leadership development, service, respect for differences, and those with a competitive spirit.
- We will on-board our members successfully, ensure they are career-ready, and help them develop a lifetime affinity for Gamma-Rho, Kappa Sigma, and the University of Arizona.

Why Gamma-Rho Failed In the Past?

- **Alcohol** – Hard alcohol and decisions that came with it.
- **Accountability** – Our chapter officers, volunteers, and members did not hold members and the chapter accountable for poor decisions. We did not use our bylaws and judicial board to ensure we remain committed to our standards. Not using a membership review every 1-2 years to remove those not bought into the vision.
- **Alumni Relations & Volunteers** – No commitment to strong alumni relations. Lack of respect and willingness to listen to the advice of volunteers. Volunteers not committed to excellence through strong mentoring.
- **Brand, Vision & Goals** – Not developing a brand that enabled us to recruit the members that would lead to a chapter of excellence. Not establishing a clear vision & goals that the chapter “buys-into” and not evaluating often.
- **Clicks** – Not ensuring that we are recruiting to our vision and addressing the factors creating “clicks”.
- **Following a Process** – Not having a written but simple process through written vision, goals, programs, bylaws, checklists, semester/1-year plans, etc.
- **Housing** – Treating the Chapter House as a “social venue” vs. quality living-learning environment to live, eat, study, and have safe events.
- **Leadership** – Not always electing officers who had the chapter and charter in mind, and officers who led the chapter in the wrong direction. Also, a lack of “openness” between officers and volunteers.
- **Not Understanding Our Weakest Links** – Not recognizing the Advisors & EC are only as strong as our weakest links.
- **Public Relations** – Not developing good relationships and aligning with purpose with our campus partners/stakeholders and Kappa Sigma regional & national volunteers as well as staff.
- **Pyramid of Success** – Not helping the leadership understand how to build the “Pyramid of Success for the chapter and members.
- **Recruitment** – Not recruiting members focused on excellence in academics, campus/ chapter involvement, and service. Using IFCFormal Recruitment as only recruitment. Also, not recruiting to diversity in ethnicity, hometown, and majors.
- **Slating Officers & Chairs** – Not following a slating process for officer & chair selections.
- **Social Media** – Poor decisions around private and public social media.
- **Social & Risk Management** – Our members were too focused on their social capital vs. meeting Kappa Sigma and U of A standards. Not following a strong enough risk management plan to ensure the safety of our members and guests.



www.uakappasigma.org | www.kappasigma.org

For more information, contact **Steve Maslowski**, smaslowski123@gmail.com (Advisor), **Pete Parker**, pete.parker@fingtucson.com (Educational Foundation President), or **Andy McEldowney**, andy@gamma-rho.org (House Corporation President).

Questions to ask yourself?

- Why did you choose to be a chapter officer or chair?
- Have you asked the officer/chair you are replacing what went well and what could be improved on?
- What are the most important things you need to be successful at in your position?
- How will you ensure you are successful with your position and if managing others ensure they are successful as well?
- Are you empowering your team members to lead? You only develop leadership skills of others by giving them responsibility.
- Have you set S.M.A.R.T. goals?
- Are you organized & diligent in meeting your responsibilities?
- Have you practiced speaking? You will need to speak in front of large audiences.
- How will you ensure the chapter and members remain committed to Excellence Quest; academic effort/excellence; accountability; campus & chapter involvement; career preparation; attaining two levels or more of ritual; remaining financially current; winning campus & HQs awards; a chapter that develops programming for all members no matter what year of school; and lifetime commitment to the chapter, Kappa Sigma & U of A.
- Have you eliminated boundaries and are seeking input from all members as well as outside the chapter?
- When and where will you meet as a Chapter, Chapter & Advisors, EC, EC & Committee Chairs, EC & Advisors, Committees, etc.?

“A good leader leads people from above them. A great leader leads people from within them.” – M.D. Arnold

“We are what we pretend to be, so we must be careful about what we pretend to be.” – Kurt Vonnegut

“The greatest leader is not necessarily the one who does the greatest things. He is the one that gets the people to do the greatest things.” – Ronald Reagan

“To add value to others, one must first value others.” – John Maxwell

“The task of the leader is to get their people from where they are to where they have not been.” – Henry Kissinger

“I can give you a six-word formula for success” Think things through – then follow through.” – Edward Rickenbacker

“One of the tests of leadership is the ability to recognize a problem before it becomes an emergency.” – Arnold Glasow

“A Leader is one who knows the way, goes the way, and shows the way.” – John Maxwell

“The art of leadership is saying no, not saying yes. It is easy to say yes.” – Tony Blair

“Earn your leadership every day.” – Michael Jordan

“It does not matter what we’ve done in the past other than providing us experience, all that matters is how you/we are performing on the Mountain now. Ability alone will not get you to the top, it will take passion & persistence.” – Matt Noble

The Importance of Communication

Listening Skills

Communication goes beyond the messages we send – it also includes how we receive messages. If we simply “hear” what individuals tell us, then we miss out on a vast array of messages directed at us. Listening is an active process that involves analysis and processing.

Building Trust

Effective communication fosters trust with others. Your ability to listen attentively and embrace different points of view helps others trust that you are making optimal decisions for everyone in the chapter/group.

Welcoming Disagreement

Welcome disagreement as people often care about the same end goal but have different ways of getting there.

Preventing or Resolving Problems

The ability to communicate effectively plays a large role in resolving conflicts and preventing potential ones from arising. The key is to remain calm, make sure all parties are heard and find a solution that is ideal for everyone involved.

Providing Clarity and Direction

With effective communication skills, you’re able to deliver clear expectations and objectives to chapter meetings/team members. This involves finding constructive ways to point out when something isn’t working as well as providing helpful feedback to get people back on track.

Creates Better Relationships

Good communication also improves relationships with chapter members, roommates, friends, family members, and employees.

Increases Engagement

With people feeling more confident in their assignments in the chapter or work, and in their understanding of what they need to do, they become more engaged with the chapter/work as a whole.

Improves Productivity

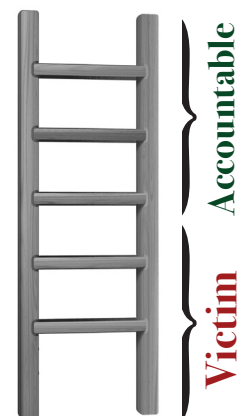
When team members understand their roles, the roles of others and your expectations, they can focus more on their work and less on workplace issues. With effective communication, conflicts are resolved quickly, employees can better manage their workload and distractions are things to consider.

Body Language

One of the most important factors in communicating with others is our nonverbal communication. Nonverbal cues are so strong because they communicate to others on a subconscious level, causing individuals to regard nonverbal communication as “true” communication because it provides real cues and emotions.

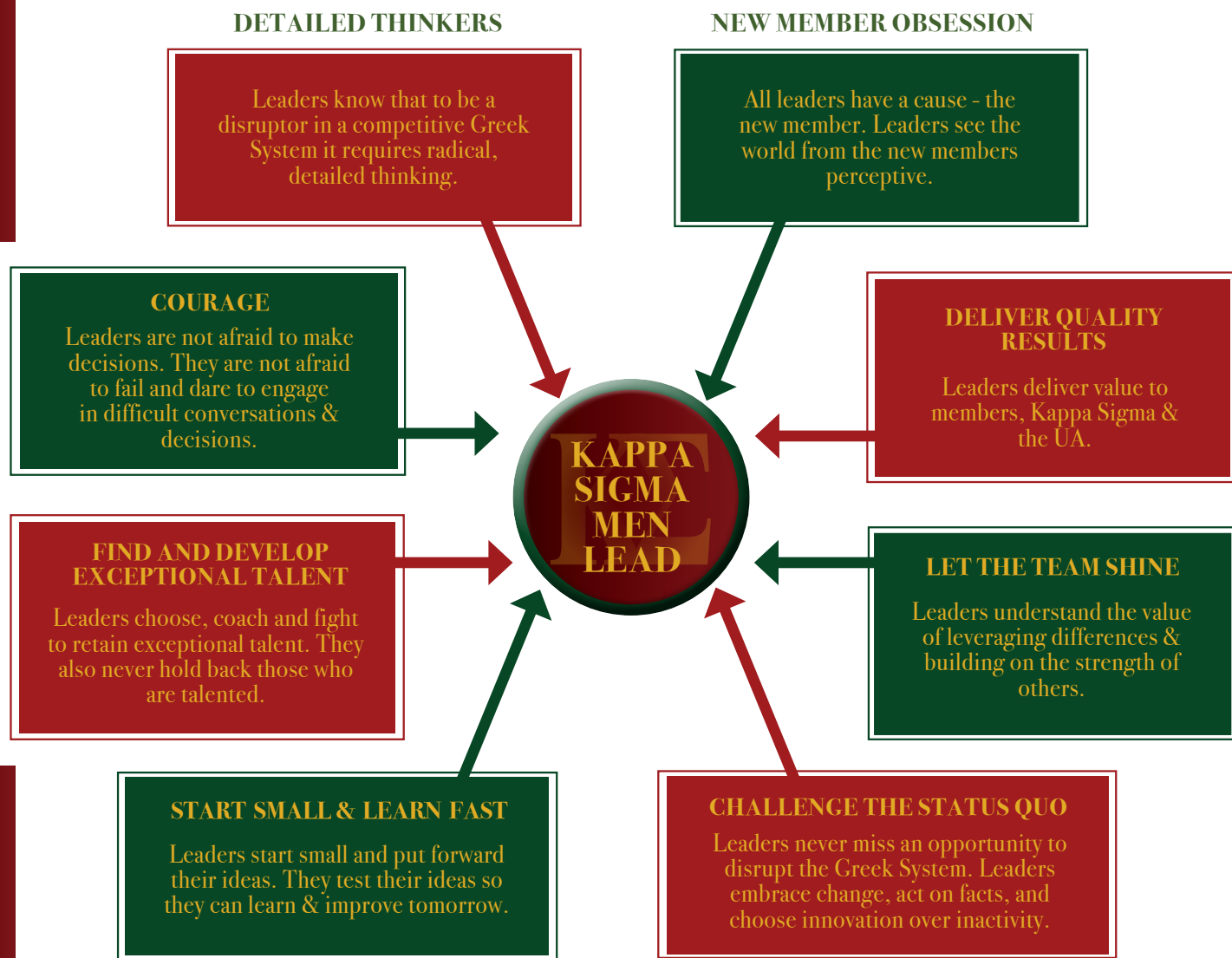
THE LADDER OF ACCOUNTABILITY

8. Make It Happen
7. Find Solution
6. Own It
5. Acknowledge
4. Hope
3. Excuses
2. Blame
1. Denial



Credit: Adam Danyal

Kappa Sigma Men Lead



4 E's of Leadership =

Energy - The best leaders have great personal energy

Energizer - The best leaders energize their teams

Edge - The best leaders have a incredible edge to win

Execution - The best leaders have a great track record of getting results

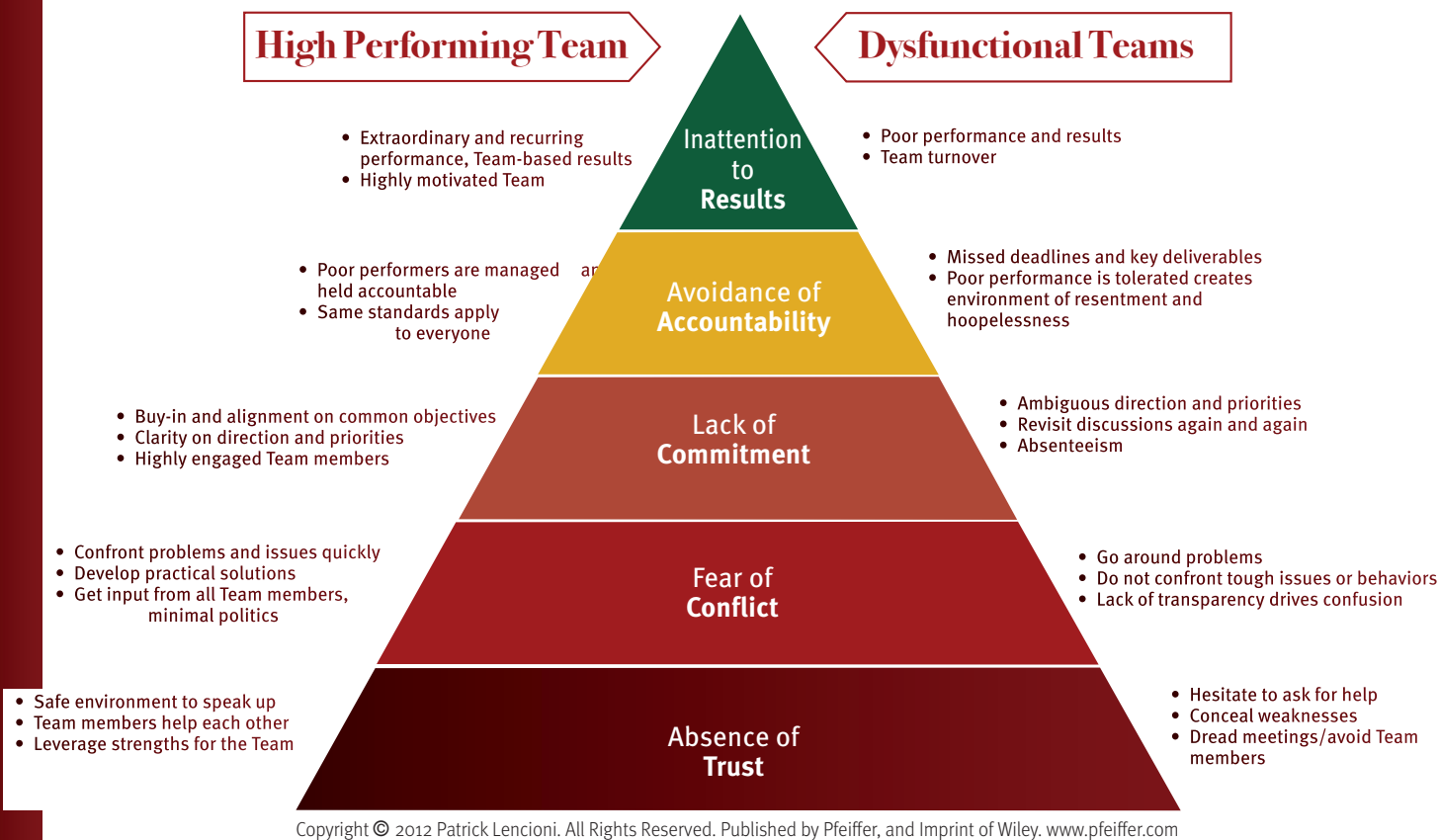
4 KMI's of Membership =

Keep Members Informed	Keep Members Interested
Keep Members Involved	Keep Members Inspired

Wrong is wrong even if everyone is doing it. Right is right even if no one is doing it.

Please take the time to reflect on the content on this page.

High Performing Teams Pyramid



Leadership Drives Culture

- You as a leader drive our culture. You can't delegate it. It is your #1 priority.
- Great culture is the reason why great organizations have sustained success. Culture drives expectations and beliefs. Expectations and beliefs drive behavior. Behavior drives habits. Habits create the future.
- Culture beats strategy. Strategy is important but it is our culture that will determine whether our strategy is successful.
- If you focus on the fruit of the tree (outcomes and numbers) and ignore the root (culture) our tree will die. But if you focus on and nourish the root we will always have a great supply of fruit.
- When building a team and our chapter, you must shape our culture before it shapes us. A culture is forming whether you like it or not. The key is to identify what you want our future and chapter to stand for.
- A culture of greatness doesn't happen by accident. It happens when a leader expects greatness and each person in our chapter builds it, lives it, values it, reinforces it and fights for it.
- Culture is dynamic, not static. Everyone in our chapter creates our culture by what they think, say and do each day. Culture is led from the top down but it comes to life from the bottom up.
- Our culture is not just our tradition. It is the members in our chapter who carry it on.
- When leading a new chapter, it will take longer to build new culture if you allow negative members from the previous culture to contaminate the process.
- When you build a strong, positive culture most of the problem members will leave by themselves because they don't fit in. But you may also have to let a few members off the bus (out of the chapter).
- Creating a culture where members are afraid to fail leads to failure. Allowing members to fail and learn from failure ultimately leads to success.
- Change is part of every culture and chapter. Embracing change and innovating will ensure that our chapter thrives.
- Progress is important but when innovating and driving change make sure you honor our tradition, purpose, and culture. This generates power from our past to create our future. Find ways to keep alumni from all eras engaged.
- Culture is a tree. It takes years to cultivate and grow and yet it can be chopped down in a minute. Protect our culture.

Please take the time to consider how you impact our culture as well as discuss this with the Executive Committee.

How to Be a Great Leader

- Know Who You Are & What You Are Passionate About.
- Know Your Unique Way.
- Find A Good Mentor or Two.
- Communicate A Clear Vision – Everyone Should Know What Success Looks Like.
- Know That The Chapters Success Starts With Recruiting The Right Members.
- Know Where We Are As A Chapter & Where We Want To Go.
- Nothing Beats A Strong Work Ethic But Don't Just Be Busy, Be Strategic.
- Create A List of Clear Expectations & Responsibilities – Be Results Oriented.
- Keep Things Simple.
- Be Dependable & Predictable.
- Persistence & Passion Always Win.
- Build Partnerships In The Chapter, On Campus, In the Community & Within Kappa Sigma.
- Put First Things First – Focus First On Those Things We Must Do Well.
- Create A Common Purpose & Appeal To Shared Aspirations.
- Focus On Listening.
- Understand You As A Leader Drive Our Culture.
- Help The Chapter Engage In Outcome Thinking – Think Critically.
- Align Our Actions With Our Values & Connect Our Vision To Daily & Weekly Tasks.
- Set Measurable Goals.
- Help Our Members Feel Like “Owners” In Our Success.
- Unleash Members Potential.
- Care About Our Chapter & Members Beyond Your Own Interests.
- Get To Know Everyone – It's Hard For Someone To Listen To You If They Don't Know You.
- Don't Over Manage But Set Clear Vision & Goals.
- Build Trust In Your Team – Build Relationships, Lead By Example, Be True To Your Word, Communicate Openly & Honestly, Admit Your Mistakes, & Be Consistent & Authentic.
- Share Personal Experiences.
- Nurture You and The Chapters Personal Development – A Learning Culture.
- Address Your Personal Biases As Well As Others – Focus On Diversity.
- Create a Culture of Respect.
- Be Forgiving When Possible.
- Discover Our Members Strength's & Weaknesses & Manage Around That.
- Evaluate Often & Provide Feedback & Coaching.
- Courage To Make Tough Decisions & Promote Courage In Others – Accountability.
- Make Thoughtful But Quick Decisions & Explain Your Decisions.
- Value Members Opinions – Know That A Better Idea Can Come From Anyone.
- Reward Good Performance.
- Understand That Change Is A Reality.
- Think “Win-Win” – How Does It Benefit Us/You But Also Benefit Others?
- Remember – It Is Hard To Be Great At Something You Are Not Crazy About.
- Never think that quality & results is someone else's job.
- Make the Chapter Fun.

Motivating Yourself & Others

Self-Motivation

- **Make a Conscious Effort** – Make an effort to stay focused on tasks.
- **Keep Sailing Through Stormy Weather** – Push through the obstacles.
- **Rely on Yourself** – Do not depend on the encouragement of others.
- **Start Your Day Off Right** – Develop a priority list for the day and complete.
- **Challenge Yourself** – Set goals, evaluate often...stretch yourself.

Motivating Others

- **Use People's Names Often** – Both in Meetings and 1 on 1 Discussions.
- **Build Prestige into Jobs** – Ensure Others Know the Importance of the Job.
- **Be Courteous and Respectful** – Treat Others as You Want to be Treated.
- **Give People Individual Attention** – Relationship building is important.
- **Keep People Informed** – Informed People are Engaged People.
- **Listen to Others** – Listen More Than You Talk.
- **Be Fair, Honest and Consistent** – People Will Respect Your Consistency.
- **Provide Honest Feedback** – People Will Respect Your Honest Feedback.
- **Involve Others In Goal-Setting** – This Leads To More Reaching For Goals.
- **Award Great Ideas** - This will keep the ideas flowing.

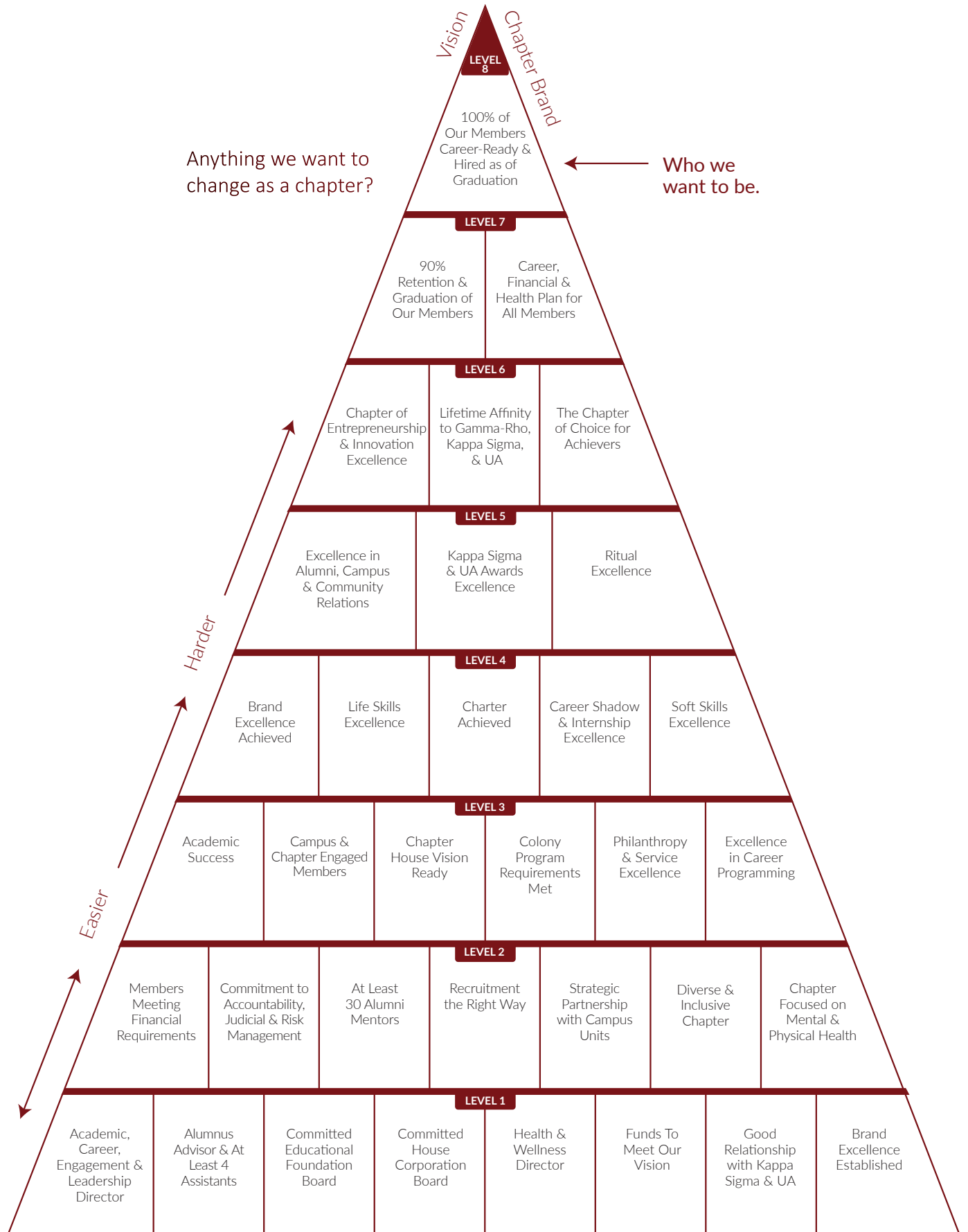
Delegating Responsibility

- **Be Thoughtful** – Think carefully and be strategic with the tasks you wish to hand off to others. Take into consideration the objective of each tasks.
- **Align with Skills** – Issue tasks to others who possess the right skills for success, align with their current role, or matched to those with relatable career plans.
- **Set Clear Expectations** – Explain the objective of each task, along with describing what's used to measure results.
- **Trust** – Believe in people to complete the tasks.
- **Teach** – Delegating helps people learn and develop within your organization. These skills will help them the rest of their lives.
- **Leave Them Alone** – Once you've delegated, do not look over their shoulders. Instead, setup a system to meet to discuss progress.
- **Be Supportive** – Provide resources that will help them succeed and when they do not succeed thank them and recognize them in front of others.
- **Provide Feedback** – Be sure to share positive and constructive feedback, allowing the other person to fully understand the purpose, scope, and objective of the task.
- **Use Flattery** – The more you thank and compliment, the more they will want other tasks.
- **Include Everyone** – Don't just keep delegating tasks to leaders around you, find others to delegate to as well. This will develop future leaders.
- **Don't Delegate Everything** – Do not delegate jobs you would not be willing to do yourself. Also, if the job is really important, do not be afraid to take on yourself.
- **Talk** – Discuss time involvement, project type, and other important details. If they do not have time, find someone else to delegate the task.

Things Mentally Strong People Do

- They don't waste time feeling sorry for themselves.
- They don't give away their power.
- They don't shy away from change.
- They don't focus on things they can't control.
- They don't worry about pleasing everyone.
- They don't fear taking calculated risks.
- They don't dwell on the past.
- They don't make the same mistakes over and over.
- They don't resent other people's success.
- They don't give up after the first failure.
- They don't fear alone time.
- They don't feel the world owes them anything.
- They don't expect immediate results.
- They don't give away an opportunity to lead vs power.

Pyramid for Success for the Chapter



Organizational Chart

You need to understand that you are the same as everyone else and you shouldn't abuse your power just because you can. The goal is bring men together as one to aim towards common goals.



Executive Committee

The EC needs to develop measurable goals with your committee chairs, evaluate them often, and ensure the chapter as well as all volunteers are aware of them.

Be the bulldozer and clear a path for your team so they can shine. As a leader you need to remove obstacles holding the chapter back from success.

Alumnus Advisor

Grand Master/President

Campus & Kappa Sigma Partnerships Chair

Career, Engagement/Involvement & Leadership Chair

Diversity & Inclusion Chair

Health & Wellness Chair

Junior & Senior Engagement & Senior Sendoff Chair

Volunteer Boards Chair

Assistant Alumnus Advisor/GP

Grand Procurator/VP of Administration

Academic & Scholarship Chair

Accountability & Judicial Chair

Bylaws Chair

Goals Chair

Guards

House & Property Management Chair

Kitchen Manager Chair

Risk Management Chair

Assistant Alumnus Advisor/GMC

Grand Master of Ceremonies/VP of Membership

Activities & Social Chairs

Alumni Big Brother Chair

Big & Little Brother Chair

Champions Quest/Recruitment Chair - Operations Chair

Champions Quest/Recruitment Chairs - PNM Relations

Homecoming Chairs

Intramural Chair

New Member/Pledge Education (BIA) Chair

Sports Activity & Trip Chair

Spring Fling Chairs

Assistant Alumnus Advisor/GS

Grand Scribe/Secretary

Assistant Scribe/Calendar Chair

Alumni Relations Chair

Campus & Fraternity Awards Chair

E-News, Social Media & Website Chair

Newsletter Chair

Parent Relations Chair

Assistant Alumnus Advisor/GT

Grand Treasurer/Treasurer

Assistant Treasurer

Budget Chair

Greater Cause Co-Chairs (Philanthropy & Service)

Greater Cause Co-Chairs (Military Hero's & The Kokus Fund Chair)

T-Shirt Chair