

DELTA SIGMA PI
WESTERN PROVINCE

District Director Handbook & Guide





TABLE OF CONTENTS

1.	DUTIES & RESPONSIBILITIES	3
1.1	BYLAWS.....	3
1.2	POLICIES & PROCEDURES.....	3
1.3	GENERALIZED DUTIES	4
1.3.1	<i>Locally</i>	4
1.3.2	<i>Regionally</i>	4
1.3.3	<i>Nationally</i>	4
2.	CHAPTER RELATIONSHIPS.....	4
2.1	PURPOSE	4
2.2	COMMUNICATION	5
2.3	VISITS	5
3.	LEADERSHIP ROLES	5
3.1	FACULTY ADVISORS	5
3.2	DISTRICT DIRECTORS.....	6
3.3	REGIONAL VICE PRESIDENTS	6
3.4	CENTRAL OFFICE STAFF	6
4.	COMMUNICATING WITH YOUR RVP.....	7
5.	AN EFFECTIVE DISTRICT DIRECTOR.....	8
5.1	FROM A COLLEGIATE PERSPECTIVE... ..	8
5.2	FROM A LEADERSHIP PERSPECTIVE.....	8
6.	CHARACTERISTICS OF A SUCCESSFUL CHAPTER.....	9
7.	CHARACTERISTICS OF A STRUGGLING CHAPTER	10
8.	ADVICE FROM DISTRICT DIRECTORS	11



1. Duties & Responsibilities

1.1 Bylaws

The duties of the District Directors shall consist of the supervision of the chapters within the Districts to which they have been appointed. They shall report directly to the Regional Vice Presidents who appointed them, the corresponding Provincial Vice President, the Grand President and the Executive Director on such forms and in such manner as may be prescribed by the Provincial Council or the Board of Directors.

1.2 Policies & Procedures

1. Continually monitor the performance by maintaining regular contact (by telephone, mail or electronic mail) with the president and/or other officers of those chapters.
2. Personally visit the chapter at least twice each academic term or more often if deemed necessary to provide needed assistance.
3. Within 14 days after visiting a chapter or having significant contact with a chapter by telephone or mail, communicate to the Regional Vice President a summary of the current operations of the chapter, including appropriate recommendations for follow up action.
4. Recommend to the Regional Vice President specific assistance or disciplinary action that may be required to assist a chapter to improve its performance or correct violations of Fraternity laws and policies.
5. Work with the Chapter Advisor and involved faculty and college officials, to develop a good working relationship between the Fraternity and the college/university.
6. Actively encourage the chapter to participate in Fraternity-wide programs such as the Chapter Efficiency Index, leadership programs, the Leadership Foundation, community service and regional and national awards programs.
7. Encourage the chapter to send an official delegate to each Provincial Council Meeting and Grand Chapter Congress.
8. Assist provincial and regional officers in the dissemination of information about the programs, goals and objectives of the Fraternity.
9. Solicit feedback and suggestions and forward these to the Regional Vice President and Provincial Vice President.



1.3 Generalized Duties

The broad statements from our National documents often obscure many of the "implied" duties District Directors assume when they are appointed. District Directors are Fraternity leaders and are expected to provide the leadership that members of Delta Sigma Pi need and deserve. Listed below are the generalized duties and responsibilities Brothers accept when they become District Directors.

1.3.1 Locally

Chapters are to be visited by the District Director. These visits are designed so the District Director may offer recommendations to improve the chapter and its operations.

District Directors work with faculty advisors and college officials to develop a good working relationship between the Fraternity and the college.

1.3.2 Regionally

Regular and timely communication with the Regional Vice President about the condition of chapters in their district is an important responsibility of District Directors.

District Directors are expected to enforce the rules, regulations, policies, and Bylaws of the Fraternity. As Fraternity leaders, District Directors must be both knowledgeable about the Fraternity's requirements and must enforce those requirements. Disciplinary action is available when chapters intentionally disregard the rules and regulations of the Fraternity. Although District Directors have no disciplinary powers, they may recommend to the Regional Vice President that disciplinary action be taken.

1.3.3 Nationally

Recommendations on how to improve the Fraternity are encouraged from District Directors.

2. Chapter Relationships

2.1 Purpose

- To provide chapters with needed information, support and solutions to problems.
- To make recommendations to maintain chapter strengths and improve weak areas.
- To help build better fraternal spirit among the chapter members.
- To recognize opportunities and problems chapters will be facing.
- To insure chapters and individual members follow Fraternity rules, regulations, policies, and the Bylaws.
- To develop a good working relationship with the chapter officers.



2.2 Communication

District Directors can provide information and support in a variety of ways including: mailings, telephone conversations, seminars, chapter visits and e-mail. Each has advantages and disadvantages. A good mix of methods is recommended. Time and distance are two major factors to consider when deciding ways to offer information.

2.3 Visits

There are key times during an academic term when assistance provided by a District Director is especially effective. Some of these key times are at the start of the school term, the Pledging Ceremony, a pledge meeting, chapter and/or pledge retreats, Initiation, Executive Committee meetings, and Transition of Officer Meetings.

Chapters react more favorably to District Directors who attend a variety of chapter events during the year. It is difficult for a chapter to develop a good relationship with a District Director who attends several events and then doesn't visit for several weeks.

District Directors, especially those in tax related industries, often have a busy season that prevents them from making chapter visits. The District Director should explain this time limitation to the chapter officers prior to the start of their busy season.

Adaptability is a key when making chapter visits. A District Director may arrive at meeting and face issues that were not anticipated. It is wise to contact the President prior to attending and ask if there are any outstanding issues you might be asked about.

It is important to arrive at the meeting with an "open mind." District Directors must realize that written documents may not accurately reflect the chapter's current status.

3. Leadership Roles

3.1 Faculty Advisors

Faculty Advisors are uniquely qualified to assist the chapter with university regulations and to encourage students in their academic and professional pursuits. They are uniquely qualified to provide guidance about the chapter's relationship with the university. Since Faculty Advisors may not have been initiated as collegiate members, they may initially have little experience in day-to-day chapter activities. Fraternity officers may be more knowledgeable about chapter operations than faculty advisors. However, with the assistance of fraternity officers, the Advisor can acquire the knowledge to assist chapters in their day-to-day operations.



3.2 District Directors

District Directors are volunteers appointed by the Regional Vice President to assist the chapter in its operations. They are able to make recommendations based on their experience of observing several other chapters. Their gift is in relating how other chapters have previously solved similar concerns. Their experience in chapter operations compliments their guidance Faculty advisors offer. They are required by the Regional Vice President to periodically visit the chapter to provide assistance and to submit reports on the chapter's progress to the Regional Vice President.

3.3 Regional Vice Presidents

Regional Vice Presidents are volunteers elected at the Grand Chapter Congress for a two-year term. They are responsible for making sure each chapter has a capable District Director, for organizing regional events, and for managing the region on a day-to-day basis. Their job is not so much to personally visit each chapter, although they do annually, but rather to make sure that the proper guidance of each chapter is accomplished through their appointed District Directors. Since they are familiar with even more chapters than District Directors they can offer additional assistance on chapter operations and on Fraternity Rules and Regulations.

3.4 Central Office Staff

The Central Office is a valuable information resource for chapters because members of the Executive Staff are full-time trained employees of the fraternity. Since they gather information on all chapters and visit almost 80% of our chapters yearly, they can provide an enormous amount of comparative information in all areas of chapter operations on fraternity policy. The Central Office supports all chapters, Advisors and Directors with information they need to be successful.



4. Communicating with your RVP

Your RVP will give you direct information if there is a way they prefer communication from you. This is a sample of most common incidences.

Topic:	When:
If the chapter has done something questionable, broken the risk management policy, or has immediate problems.	Immediately
If there is a question or problem with chapter operations.	As soon as possible
The chapter has come up with an idea or an event that could benefit other chapters in the region.	At your convenience
The chapter has had a great event, or a brother in the chapter has done something wonderful and you would like the Regional Vice President to send his/her appreciation.	At your convenience
General updates about the chapter or its activities.	A District Director should communicate with the Regional Vice President at least once a month to report on the chapter, good or bad.
The chapter is having an event that they would like the Regional Vice President to attend or help with.	As soon as possible to allow scheduling.



5. An Effective District Director

Whether you realize it or not, you are a role model for the Brothers in your chapter. Their future involvement (as collegiate, alumni, or otherwise) may be influenced by your leadership.

5.1 From a Collegiate Perspective...

- Always introduces themselves to brothers and pledges.
- Works diligently to remember the names of all chapter members.
- Compliments the chapter members on specific achievements.
- Asks chapter members what they want the chapter to accomplish.
- Respects the opinions of the chapter and tries to answer every question in a thoughtful and considerate way.
- Offers ideas and suggestions on improving the chapter but does not become personally involved in planning and implementing the chapters programs
- Relates their past collegiate experiences to the chapter in order to give suggestions, not to tell them the "right way" to do things or to benchmark.
- Encourages chapter members to develop new programs and events and to take "measured risks."
- Explains why a change is needed or should be discussed.
- Provides correct answers to questions posed by the chapter and if an answer is unknown, an answer is located and told to the chapter.
- Allow chapter members to learn by doing not following the District Director's instructions.
- Arrives early for all Fraternity gatherings.
- At a minimum - Regular (usually monthly) contact with the President.

5.2 From a Leadership Perspective...

- Read messages and publications received from chapters, the Central Office, and the Regional Vice President in a timely fashion.
- Calls or e-mails the Regional Vice President for help when help is needed.
- Uses the Central Office or other National Officers for resources and guidance.
- Communicates with other chapters and District Directors to discover new ideas.
- And finally they always smile and have fun.



6. Characteristics of a Successful Chapter

- A structured attendance policy is distributed each term to all members
- Open and close all appropriate meeting with Ritual.
- Weekly business meetings start promptly at a designated time.
- Chapter surveys determine popular events and new ideas.
- Strong committee system -- all Brothers assigned to at least one committee.
- Ongoing fund raising projects.
- Involved Faculty Advisor.
- Professional looking recruiting and promotional materials.
- Strong reputation with the Dean's office.
- Structured transition period with job descriptions written for each officer.
- Written chapter goals.
- Chapter programs and award recognizing outstanding performance.
- Effective use of parliamentary procedures
- Complete calendar finalized and distributed at beginning of each term.
- Ongoing recruiting publicity.
- Thoroughly memorized and practiced Ritual ceremonies.
- More prospects during recruiting than pledges in a pledge program.
- Written agenda used at chapter meeting.
- Apply for regional and national fraternity awards.
- Publish a newsletter at least once each semester/quarter.
- Have strong attendance at regional and national fraternity events.
- Interacts with other chapters.
- Early preparations between school sessions.
- Regularly updates Chapter website and visits National website.



7. Characteristics of a Struggling Chapter

- Cliques, factions.
- Little knowledge of Ritual.
- Little contact with other chapters.
- Limited attendance at regional or national events.
- No, or loosely enforced, attendance policy.
- All efforts directed towards recruiting and pledge education.
- No transition.
- Chapter dominated by alumni.
- No committee system.
- In-fighting among Executive Committee members.
- Uses programs of local alumni chapter as replacement for own.
- No delegation of duties.
- Poor attendance at meetings.
- Few social activities to promote Brotherhood.
- Poor reputation on campus.
- Little respect from faculty.
- No desire by members to run for office or participate on committees.
- Poor education of pledges on the necessities of running a good chapter.



8. Advice from District Directors

- Whether you are recognized for it or not, you do make a difference in their collegiate life. You are a role model and can inspire them to be leaders.
- Do not presume that the chapter will contact you or invite you to events just because you are the District Director. They are not obligated. It is your responsibility, as well as theirs, to keep with their schedule.
- The chapter is not required to pay for your parking fees, banquet costs, t-shirts, sweatshirts, etc. If they do offer, it is an honor and probably because they have enough money.
- Sometimes, the best option is to let the chapter deal with the problem themselves. It definitely reveals a lot of skeletons, and hugely improves on communication.
- Visit the chapter on happy occasions too! Don't visit them only when they're in trouble.
- Get out there and meet your chapter. It's nice to have a DD that contacts the chapter via phone and email, but I know that chapters appreciate it more when a DD goes out and meets the chapter in person.
- Get to know each pledge class, they will mostly likely be brothers soon enough.
- Have advice; let your Provincial Vice President know so that they can update this document!