

## **EXCELLENCE**

*Robert Louis Stevenson believed that, "to be what we are and to become what we are capable of becoming is the only end of life."*

*William James, America's renowned psychologist observed that, "compared to what we ought to be, we are only half awake. We are making use of only a small part of our physical and mental resources." That which each of us use but have not yet developed is our potential. It is my deep-down belief that each of us possesses the ability to grow far beyond our present self-imposed limitations.*

*Far too many people exist in a world of "what is" rather than giving thought of applying their energies to "what can be".*

*"If you deliberately plan to be less than you are capable of being, then I warn you that you'll be unhappy for the rest of your lives. You'll be evading your own capacities, your own possibilities." (Abraham Maslow)*

*Beware not to shortchange your potential.*

- Excerpt from Speaker's Sourcebook II, Glen Van Ekeren

# Excellent Theta Tau Chapters

Use benchmark data to compare performance.

- Information is based on Annual Report Data.
- The number of activities is not the only measure of the success of a chapter. However, It is helpful to have a frame of reference.
- Data includes average number of activities for Chapters scoring in the top 25<sup>th</sup> percentile for Annual Report Scoring.

Complete The Following for Your Chapter:

<u>Activity Type</u>	<u>Number of Activities</u>
Professional	_____
Service/Philanthropic	_____
Social	_____
Intramural	_____
Meeting Frequency	_____
# of Recruitment Events	_____
# Pledge Specific Activities	_____
(Can also be included above)	

\_\_\_\_\_ Members      \_\_\_\_\_ Initiates per year

### Professional/ Philanthropy Statistics:

<u>Activity (per year)</u>	<u>Avg #</u>	<u>Low # **</u>
# of Speakers, Tours	7	4
Other Professional activities	4	1
Philanthropic/ Service Projects	7	0
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ALL Professional/ Philanthropy	17	15

\*\* This represents the lowest number of any individual chapter in the top-performing category.

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### Social/ Intramural Statistics:

<u>Activity (per year)</u>	<u>Avg #</u>	<u>Low # **</u>
Social	15	8
Intramural	5	0
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ALL Social/ Intramural	20	14

\*\* This represents the lowest number of any individual chapter in the top-performing category.

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### Meeting Frequency

Chapters in the top quartile hold meetings either once a week or once every other week.

It is likely that this is dependent on chapter structure and participation in committee meetings.

Many chapters in the top quartile have weekly contact with the entire chapter (either social event, meeting, professional event...)

**Membership Benchmarks**

*Number of members based on a 2-year chapter average.*

<b>Under 16</b>	<b>17-23</b>	<b>23-29</b>	<b>Over 29</b>
<b>Low Quartile</b>	<b>Lower Middle Quartile</b>	<b>Upper Middle Quartile</b>	<b>Top Quartile</b>
<b>Median</b>			

**New Initiates**

*Number of new initiates per year, based on a 2-year chapter average.*

<b>Under 7.5</b>	<b>7.5-9</b>	<b>9-11</b>	<b>Over 11</b>
<b>Low Quartile</b>	<b>Lower Middle Quartile</b>	<b>Upper Middle Quartile</b>	<b>Top Quartile</b>
<b>Median</b>			

**Complete The Following GOALS For Your Chapter:**

*(Based on where you "are", What do you think you can accomplish next year?)*

<u>Activity Type</u>	<u>Number of Activities</u>
Professional/ Philanthropic	_____
Social	_____
Intramural	_____
Meeting Frequency	_____
# of Rush Events	_____
# Pledge Specific Activities (Can also be included above)	_____

\_\_\_\_\_ Members

\_\_\_\_\_ Initiates per year

## What good chapters know:

### Tenets for chapter success

*Successful chapters have adequate focus in each of the 6 areas that follow:*

- < **Focus on The Individual Member**
- < **Focus on Member Interaction**
- < **Focus on Chapter Operations**
- < **Focus on Chapter Development**
- < **Focus on External Environment**
- < **Focus on Strategic Plan**



### **Individual Member**

This relates to the value each individual member receives through involvement in the chapter. This includes *individual career, professional, leadership, and communication skills and knowledge development*. Simply providing a professional development activity does not develop an individual member. Therefore, it is essential that the value of each activity be considered. This also includes the “*fun factor*”- How much do your members enjoy their involvement?

### **Interaction within the chapter**

This addresses interaction between members, as well as group dynamics and sense of team within the chapter. Look for these dynamics:

*Personal identity in the team*-- do members identify with the whole chapter or with a smaller group within the chapter?

*Inclusiveness*-- do all members feel like they belong?

*Influence and Control*-- is everyone involved in decision making? Do members feel that they have an equal say and their opinions count?

*Mutual trust and loyalty*-- How well do you get along? Are there frequent fights? Is communication open and honest?

*Conflict management*-- How do you address conflicts within the chapter?

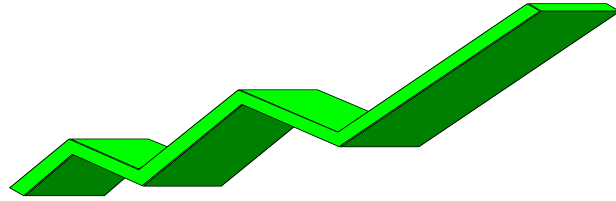
If any chapter members exhibit the following behaviors, you may need to focus on how your chapter members interact.

- *Overbearing*. They discourage discussion on a topic or discount a proposed activity.
- *Dominating*. They consume a disproportionate amount of “air time”. They talk more than other members. This may inhibit the group from building a sense of team accomplishment.
- *Reluctant*. They participate less than other members.
- *Rush to accomplishment*. Does the group rush to decision without hearing all sides, considerations, or alternatives? This is typical of engineers.
- *Off Focus*. Takes the discussion off on tangents. Brings up ideas that are off topic.
- *Constantly feud*.

“**The Team Handbook**”, Joiner and Associates, 1996 is an excellent reference for improving team behaviors.

## Chapter Operations

This involves your ability to accomplish core chapter activities. Especially: Rush, Reporting, and Financial Management. This also includes your ability to plan and organize members and leaders to accomplish work. Additionally, this involves balancing work over the entire chapter membership.



## Chapter Development

Each chapter needs to focus on continuously improving all operations and activities. At least once each year, preferably once each term, chapter leaders and/ or all members need to evaluate how well the chapter is performing. Each chapter should identify clear goals for improvement. Additionally, core activities should be documented and “debriefed”. This means you evaluate each activity so that you can improve on it from year to year.

Chapters need to encourage creative and imaginative solutions to problems and opportunities.

## External Environment

This focus area highlights the importance of the chapter’s interaction with the external environment. This includes:

- Communication with the National Fraternity
- Communication and interaction with Advisor
- Interaction with other chapters of Theta Tau
- Interaction with other organizations on campus
- Interaction with faculty and administration with the engineering college
- Impact on the community
- Perceptions of Theta Tau within the campus and local community

## Strategic Focus

This involves your chapter’s long-term focus. House purchase and improvements and long term goals for growth, service, and value of membership are included.

## Chapter Checklist

*The purpose of the chapter checklist is to guide chapters and colonies.*

Activity (Minimum within each 6 month period)	Chapter Involvement	Our Goal
4	Recruitment Activities- Specific Criteria included	90%
1	Recruitment Mailing- See Criteria	N/A
1	Pledging Ceremony - Distribution of Pledging Materials - Collect and Mail Pledge Forms and Pledging Report within 2 weeks	90%
	Pledge Program - Activities can be counted here and in "social" and "professional and philanthropic" - 8 weeks - Weekly contact - Chapter voting - Program communicated to Regional Director	
1	Initiation- File Initiation report within 2 weeks	90%
1	Planning Meeting	90%
7	Biweekly meeting. This assumes that most of the work is completed outside these meetings (in committees)	85%
7	Social activities (at least 2 activities members only)	80%
6	Professional and Philanthropic activities (at least 2 activities members only, at least 2 activities publicized for students)	80%
1	Meeting with Chapter Advisor	1-5 members
1	Chapter Advisor attended meeting	90%
1	Attend Regional Conference	20%
1	Chapter calendar communicated to: - Regional Director - Central Office - Other Chapters - Area Alumni	
	Reporting: Change of Status- Whenever a member graduates, is granted early alumni status, is on co-op or inactive status. Within 2 weeks. Officer Election Reports- Within 2 weeks Annual Report- Once each year due	
	Attendance at National Meeting	20 %
	Meeting with National Officer or appointed alumnus- once/ year	90%

### ***RUSH MAILING CHECKLIST***

- Complete Rush plan at least 1 month before rush (include dates and synopsis of each activity- brief)
- Mailing sent to at least 25 % of freshman engineering class (or at least 150 freshman)
- Must be sent snail mail (post office or campus mail) may supplement mailing with an email message.
- Mailing sent three weeks prior to first rush event
- Mailing includes dates of all rush activities, name and phone number of at least two members
- Mailing must include a tear off and return section or post card (for more information)
- Mailing must include a summary of activities as well as the general purpose of Theta Tau.
- Recommend including the number of other chapters as well as the total number of alumni.

### ***RUSH ACTIVITIES CHECKLIST***

Recommend one informational meeting, one on campus activity and one other activity- your choice. See Rush Planning Guide for suggestions and ideas.

- Rush Activities must be planned at least one month prior to activity (location, budget, responsibilities, plan for interaction- interview questions, ice breakers, introductions, etc..)
- Rush Activities must plan for interaction between members and prospectives. Should consider how "comfortable" someone will feel attending by themselves.
- Rush Activities must be accessible (Within walking distance to campus)
- Record prospective's name, phone number, email address, address, major, class schedule at each activity
- Follow up with EACH prospective after EACH activity
- Debrief each activity (in a brief meeting after the activity or at the next meeting, what went well, what didn't go well, why didn't it go well, what did we learn, what will we do next time.)
- Recommend publishing rush activity in campus newsletter
- Recommend posting eye-catching flyers
- Ideas: Hold office hours (meet Theta Tau), Hold interviews with two members and one prospective, Hold an informational meeting with Pizza/ Ice Cream Social After, Hold social activity on Campus (i.e. in Student Union), Professional Development Activity (i.e. Someone from the Placement or Coop Office on campus, a local Theta Tau Alumnus) with a plan for interaction and a means of contacting those who attend, Coordinate with other campus groups-- an Open House of Engineering Activities or plan a social/ professional event with another Engineering Organization or another non engineering professional fraternity (i.e. a business fraternity) or an event for new students (freshmen and transfer).



### **PROFESSIONAL DEVELOPMENT ACTIVITY CHECKLIST**

- One PD event open to campus (may be a speaker, interview or resume workshop, a "fun" competition that uses engineering skills- i.e., an egg drop contest, a bridge building contest, etc... or other activity outlined in the Professional Development Guide- 1993 or Professional Development- 1995.
  - Activity must be planned at least one month ahead and all faculty must be invited at least 2 weeks prior.
  - Activity must be publicized to all engineering campus.
  
- Two activities closed to student members (may have an alumni speak, hold an interview workshop, or rotate having members prepare a 5 minute speech on their internship, the history of the college, the history of engineering, or any other related topic).
  
- Ideas: Someone from Placement Office or Coop Office speaks about when to get started, how to find a job, Local Alumnus talks about their work experience (make sure it's interesting), Plant Tour of an interesting facility, a "behind the scenes" tour of a sporting complex (professional basketball, etc . . .) or airport, tour of a local science or science related museum, ask student members to share their work experience, fun "building" competition, speaker on Leadership, Team Building, Effective Meetings, Business Etiquette, etc. . .

Additional materials on Rush, Pledging, Professional Development and Chapter Management are available at [www.thetatau.org](http://www.thetatau.org) in the Resources section.

This summary of the factors that describe an excellent chapter can be used at the end of a semester to plan for the following semester or term. It can also be used to review your activities. This was created by the Standards Committee at the 2000 Convention.

#### Factors Describing an Excellent Chapter

1. Enthusiastic Participation
  - a. Theta Tau letters
  - b. Keeping actives active
  - c. Attendance at meetings, social, service, and PD events  
Ex. 70, 80, 90? Avg attendance at meetings
2. Finance/ Debt Management
  - a. % members behind on dues
  - b. % house rent owed
  - c. % growth chapter assets
  - d. Behind on national dues?
  - e. Behind on other payables?
  - f. Bookkeeping/ Audits
3. Professionalism
  - a. PD  
Ex. 75% or above attendance to qualify, then number of events 6, 8, 10
  - b. Etiquette
  - c. Poise
4. Brotherhood
  - a. Espirit De Corps
  - b. Inter-Chapter Relations
  - c. Regional Meetings
  - d. National Meetings
  - e. Rush/ Pledge Involvement
5. Campus/ Eng College image
  - a. Service
  - b. New Student Orientation
  - c. Involvement/ Representation
  - d. Other organizational involvement
6. Academic Performance
  - a. Membership GPA improvement
  - b. Comparison to the GPA avg of your Eng dept
  - c. Scholarships/ Awards/ Honors
7. Principles/ Practices
  - a. Ritual
  - b. Constitution/ Bylaws
  - c. Parliamentary Procedure
  - d. Committee Utilization
  - e. Meeting Efficiency  
Ex. Setting goals as a chapter  
“A reduction in the time it takes to do routine business by fifteen minutes.”
  - f. Goals/ Objectives
  - g. National Communication/ Paperwork
  - h. Archiving

8. Community Involvement
  - a. Philanthropy
  - b. Non-charitable community service
  - c. Neighborhood
9. Member Development
  - a. Pledge Program/ Retention
  - b. Theta Tau knowledge
  - c. Motivation
10. Alumni Networking
  - a. Holding Alumni activities
  - b. Contact
  - c. Utilization of Theta Tau talent pool (both ways)
11. Communication
  - a. Newsletters
  - b. Web Site
  - c. Contact Lists
  - d. Inter-Chapter

This personal planner is intended to be used at the end of a semester for the following semester or term. This was created by the Standards Committee at the 2000 Convention.

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

### **Personal Growth Plan**

What are your goals for the Six Core Obligations?

Paying bills:

Attendance:

- Meetings:
- Events:

Performing Entrusted Duties:

- How do you hope to perform your entrusted duties as an active member? Why?
- If you are an officer or committee head, how do you feel you can best contribute to your office? Why?

Participate Actively:

- How do you intend to participate with rush?
- What activities would you like to see on a social level? On a professional level?
- What skills/ values can you bring to the chapter through participation?
- How do intend on impacting the chapter through participation?
- How do you feel you are developing as a leader in the chapter? Do you think you could be Regent some day?

Laws and Customs:

- How will you uphold the Laws & Customs of Theta Tau?
- What Law or Custom is most important to you? Why?

Traditions:

- How do you feel about the Traditions of Theta Tau? What do you like? Dislike?
- How do you plan to uphold the Traditions of the Fraternity?

What are your personal goals for this semester?

## **A Leader...**

I went on a search to become a leader.

I searched high and low. I spoke with authority. People listened. But alas, there was one who was wiser than I, and they followed that individual.

I sought to inspire confidence, but the crowd responded, "Why should I trust you?"

I postured, and I assumed the look of leadership with a countenance that flowed with confidence and pride. But many passed me by and never noticed my air of elegance.

I ran ahead of the others, pointed the way to new heights. I demonstrated that I knew the route to greatness. And then I looked back, and I was alone.

"What shall I do?" I queried. "I've tried hard and used all that I know." And sat down and pondered long.

And then, I listened to the voices around me. And I heard what the group was trying to accomplish. I rolled up my sleeves and joined the work.

As we worked, I asked, "are we all together in what we want to do and how to get the job done?"

And we thought together, and we fought together, and we struggled toward our goal.

I found myself encouraging the fainthearted. I sought the ideas of those too shy to speak out. I taught those who had little skill. I praised those who worked hard. When our task was completed, one of the group turned to me and said, "this would not have been done but for your leadership."

At first, I said, "I didn't lead. I just worked with the rest." And then I understood that leadership is not a goal. It's a way of reaching a goal.

*I lead best when I help others to go where we've decided to go.*

*I lead best when I help others to use themselves creatively.*

*I lead best when I forget about myself as a leader and focus on my group. . . their needs and their goals.*

To lead is to serve. . . to give. . . to achieve together.

- Anonymous

## *S. M. A. R. T. Goals*

Initial goal
Specific
Measurable
Actionable
Relevant
Timing
S.M.A.R.T Goal