



GRAND MASTER OF CEREMONIES

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL

FELLOWS



LEADERSHIP



INTRODUCTION

The Grand Master of Ceremonies is responsible for all of the Ritual and secret work of the chapter. In addition, he is responsible for the proper Ritual education of the Brothers and for the preparation of pledges before initiation. The success of the chapter is determined by the recruitment and education of new members. The GMC is responsible for these facets of chapter operations. While recruiting new members is crucial to the success of the chapter, initiating these men becomes the next priority. Building better Brothers does not occur without a strong program designed around the four cornerstones: Fellowship, Leadership, Scholarship and Service. The effectiveness of the Grand Master of Ceremonies will usually determine whether or not the Ritual will be used properly and effectively in a chapter. The Ritual binds together all members of Kappa Sigma and allows for the common bond of all Brothers. Thus, his duties are important not only for his chapter but to the Fraternity in general. His responsibilities toward Ritual and secret work are outlined below.

Job Description According to the Constitution, By-Laws and Rules of Kappa Sigma Fraternity

Article V, Section 4, Sub-Section 4 of the By-Laws:

"The Grand Master of Ceremonies shall have charge of the Ritual property of the chapter and shall see that proper care is taken of it. He shall see that all candidates are properly prepared for initiation."



Ritual

- Conduct meetings with those interested in obtaining a Ritual Proficiency Award. By working with a group, it can enhance ability to memorize material. Appoint a Ritual Chairman to assist with this duty.
- Utilize the Grand Master of Ceremonies report during the Chapter meetings to educate Brothers on the Ritual.
- At the closing of a chapter meeting, turn to a Brother in attendance, who is not an officer, and challenge him on the Ritual. This will stress the importance that it is every Brother's responsibility to memorize portions of the Ritual.
- Replace any deteriorating ritual equipment (Ritual orders can be made via KappaSig.Net).
- Ensure all ceremonies can be done from memory and all appropriate equipment is available.

Historical

- Maintain a log of events, pictures and awards.
- Ensure important chapter events and accomplishments are documented and submitted with the Annual Report (Due May 1) for the Chapter's archive at HQ.

Rush

- Appoint and empower a rush chairman and committee from day one of each semester.
- Education of our members on procedures and techniques is the best step in strengthening one's rush program. Motivation is the key.
- Organize and plan rush well in advance of the rush effort. Set goals and deadlines.
- If assistance is needed, do not hesitate to ask. Use resources from Champion Quest Commission, Area Recruitment Manager, or Headquarters.

Pledge Education

- Educating our Pledges (new members) is of the utmost importance. Make this the highest priority.
- Every Chapter in Kappa Sigma must follow a BIA Pledge Program. From date of pledging to initiation, should not exceed 60 calendar days. BIA Pledge Program Manual with different timelines is offered online at KappaSig.Net.
- Kappa Sigma Fraternity is hazing free. See the Code of Conduct.
- A strong Big Brother is a must in any successful Pledge Education Program.
- Alumni mentoring is also a great aide in producing great Brothers. Employ an Alumni Big Brother Program in addition to the Big Brother Program.
- Encourage Pledges to join chapter committees as soon as possible.
- Develop a post-initiation program as part of the Membership Development Program to integrate these initiated Brothers.
- If assistance is needed, do not hesitate to ask. Use resources from the Brothers in Action Commission, the ADGM for BIA/Ritual, or Headquarters.

Social

- Oversee the Social chairman; it is GMC's responsibility that he follows the Code of Conduct.