



GRAND MASTER

KAPPA SIGMA FRATERNITY EXECUTIVE COMMITTEE MANUAL

FELLOWS



LEADERSHIP



INTRODUCTION

The Grand Master faces a variety of responsibilities and challenges, which can roughly be broken down into two categories: leadership and administration. He is the Chief Executive Officer of his chapter. Inasmuch as the GM represents the chapter in all aspects, both internally and externally, he is usually regarded as the most informed and responsible member of the chapter. With this office comes the responsibility for making sure chapter members are aware of all Kappa Sigma and university policies and rules, as well as all applicable federal, state, and local laws. It is ultimately his responsibility to see that all goes well.

In addition to being responsible for the internal management of the chapter, the Grand Master is to be a role model for all members and pledges, as well as a liaison to the chapter alumni, International Headquarters, university officials, parents, neighbors, and other fraternities and sororities. The initiative he displays and his leadership of the chapter should set a good example. In doing this, the Grand Master will ensure that the other officers and committee chairmen are doing their jobs.

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

Article V, Section 4, Sub-Section 2 of the By-Laws

"The Grand Master shall be the Chief Executive Officer of the chapter and as such will be conversant with the duties and responsibilities of all other Officers of the chapter, both elective and appointive. While he shall not usurp the duties of the remaining Officers as outlined hereinafter, nor as covered in the Chapter By-Laws, it is his responsibility to have personal knowledge of the status of reports, correspondence and functions of all other chapter officers. The Grand Master shall be the presiding Officer of the chapter. He shall preserve order and compel attendance at meetings."



Recommendations for the Grand Master

- Follow the Code of Conduct
- Become familiar with the Kappa Sigma Constitution, By-Laws and Rules.
- Become familiar with ALL duties of the Executive Officers.
- Become familiar with "Robert's Rules of Order."
- Hold weekly chapter meetings at a habitual time and place; limit the meetings to one hour or less.
- Always call the meeting to order promptly at the scheduled starting time.
- Strictly follow a pre-planned agenda for each meeting and expect all committee chairmen to report to the chapter.
- Consciously set the tone of the meeting by being enthusiastic while still maintaining order throughout.
- Plan a chapter goal-setting retreat prior to the beginning of each academic term. Utilize Executive Committee retreats.
- Utilize the Chapter's AA and AAAs, both during chapter meetings and outside the meeting.
- Encourage every member and pledge to be involved with at least one committee or project.
- Plan to meet formally with the campus official in charge of Greek affairs on a monthly basis.
- Keep the Alumnus Advisor, the District Grand Master, and the International Headquarters' staff abreast of all chapter developments.
- Be sure the chapter participates fully in Grand Conclaves, Leadership Conferences, and District Conclaves.
- Set a good example for your chapter by being involved in all chapter activities.
- Help the chapter maintain a strong image within the Interfraternity Council and the Greek Council by attending all meetings and becoming a leader in Greek affairs.
- Make sure the chapter plans alumni functions and communications well in advance. A chapter's alumni are its greatest resource.
- Through a public relations committee, ensure that the chapter receives all the recognition and awards it deserves.
- Make sure the Grand Master's part is performed from memory for all ritual ceremonies.
- Evaluate past procedures and activities in order to find the most successful ones for the future.



- Remember that chapter morale depends on you and the Executive Committee productivity and attitude.
- Remember that the Grand Master is, first and foremost, a student, and must always lead by example academically.