

Justine Dickson, Grand Vice President for Collegiates
July 5, 2022
2022 Convention Report

Job Description

Duties

- Have general supervision of all LKS collegiate programs and coordinate all workshops, conferences and other programming specific to collegiate members
- Serve as coordinator of the Region Supervisors
- Conduct Region Supervisor training sessions (at least once per biennium)
- Facilitate communication to/from the Fraternity and Grand Council and Region Supervisors

Responsibilities

- Communicate frequently with the Region Supervisors
- Communicate with collegiate chapters
- Lead the collegiate conference at Convention
- Develop and maintain guidelines and procedures for membership orientation, visitations, chapter formation or reactivation
- Ensure that scoring is done for Collegiate Chapter of the Year and other collegiate awards
- Serve as editor of LinKS
- Preside at GC meetings in the absence of both the Grand President and Grand Vice President for Alumni

Progress to date and timeline for activities

Duties

- *Programming:* Continued year 2 of PepTalks (monthly presentations for collegiate members over Zoom) on a variety of topics from HQ to chapter management. Completed 6 PepTalks presentations over the course of the year and instituted post-PepTaLKS quizzes (grade towards COY scoring) to increase engagement and confirm understanding of information
- *Coordinator of Region Supervisors:* During this last year, we continued with 9 Region Supervisors (splitting up one region to a couple of Region Supervisors for someone who needed to step down). New development for 2022-2024 is need for Chapter Coaches for our newer chapters for the first 1-2 years during their most important years of development. They will work alongside RS but only be responsible for 1 chapter as a liaison. Currently I am still recruiting for these (need 4-5), looking for people who have experience as a RS, GC member, or advisor to be able to properly support these chapters in order to succeed.
- *Training:* Conducted training after 2020 Virtual Convention (x2 sessions). Will be including them on upcoming Leadership Summit for incoming collegiate officers as part of the 2022-2024 RS Training
- *Communication:* Information is passed to RS from GC meetings during monthly meetings hosted over Zoom. All minutes and recordings were available on our shared Google Drive.

Responsibilities

- *Communicate with RS:* Monthly Zoom meetings with the RS typically the day after GC meetings to check in on each region and how they're progressing, any concerns, common themes, etc. Also communicate with RS via GroupMe app or via email PRN. Google Doc tracking document for them to track completion of RS visits, monthly calls and which chapters were in attendance.
- *Communicate with Collegiate Chapters:* I have eliminated individual calls with chapters as well as the monthly reports from collegiate chapters and substituted a monthly phone call with RS

and their chapters together. This continued to work well during this past year and we updated some of the questions for the new year. RS fill out a monthly phone report from this call which is sent out to the four main officers of each chapter in their region and to GVPC to review. I respond to all of these reports regarding any concerns or questions they have for me/GC and review chapter minutes that are sent as well. Erin and I communicate frequently in the chapter president GroupMe app to respond to chapter presidents' questions as needed. We will also send updates and reminders in this GroupMe chat as well as via email to all chapter leaders (ex. advertising PepTaLKS/sending out recordings and documents from PepTaLKS, dues, convention registration, etc.) Development of the Resource Portal will be essential in consistency and streamlining information moving forward (this will include guides, FAQs, and standardized versions of things like minutes, agendas, powerpoint templates, and officer transition forms) with plan to implement for Fall 2022. Development of Chapter Responsibilities Document to track all chapter officer requirements, links to documents/forms, as well as due dates and the ability to delegate to different members helped the chapters this year keep to all that was required of them. RS utilized this to focus their monthly calls and provide additional education when needed. Had many 1:1 chapter meetings with Region Supervisors during 2021-2022 due to leadership challenges, recruitment concerns, questions, etc. Based on Annual Reports, development of Chapter Report Cards to give chapters visual indications of everything their chapter has accomplished over the year was developed and continued during this year. A national version of this was also created so each chapter can compare themselves to other chapters via a "secret number" they're all assigned. Surveyed all chapters about what Regalia they have/have access to and what needs replacement. Working with HQ/company to be our Regalia provider and come up with a plan/deal for our chapters to be able to buy in bulk (hopefully for Fall 2022)

- *Lead Collegiate Conference:* 2021 was led virtually by Phired Up with a focus on recruitment, 2022 Convention Collegiate Conference to be led by me as a Back to Basics/Review of Rituals since many have not done them in person due to COVID. In addition of the Collegiate Conference, have planned on August 6th 12pm-6pm EST Leadership Summit (mandatory for all incoming officers). Have been discussing this since January, have about 89% response rate from incoming officers at this point with almost all incoming officers attending/sending someone in their place.
- *Maintaining Guidelines:* Reviewed and edited all 5 new member orientation guides and added virtual components during 2020-2021. RS reviewed our 5 different documents that needed updating for Chapter Visits (Visit Report, How to Prepare for a Chapter Visit, Visit Schedule, Chapter Evaluation, Statement on Collegiate Chapter Visits) and all changes were finalized and are currently in use by RS. For the Visit Report we changed the scoring to be more objective with specific indications for each score and most of the scores are now Yes/No. We also created a separate document to have the chapters fill out in advance which will save the RS time during the visit. There's a third version of this document which is for the chapters to know what they're being evaluated on (without the specific grading rubric) for transparency/visit preparation. This continues to be in use and during 2021-2022 we also added additional questions to ask about things they should know like sign/password.
- *Chapter of the Year Scoring/Other Awards:* Grand Council approved the proposal to change from having Chapter of the Region to Chapter of the Level since there were only going to be 3 chapters in each region. We aligned the chapters based on size into 5 different regions (each having 6 chapters) during 2020-2021 year. These levels are similar to high school sports teams where large chapters will be compared to other large chapters with similar resources and member numbers. This allows us to weigh our grading scale for certain parts of COY scoring to be based on chapter size (when appropriate). During 2020-2021 we had developed a new set of 8 collegiate chapter awards, 4 of which we will introduce during the 2021 Convention and the remainder we introduced this year 2022. For this awards, chapters submit applications,

finalists are chosen, and then the finalists submit video submissions (3 min max) for a final winner to be chosen which will be announced at Convention. All awards were selected prior to Convention (Chapter of the Year, Chapter of the Level, and all Collegiate Chapter Awards).

- *LinKS*: I have published 1 issue of LinKS during 2021-2022. Unsure if LinKS is the best way to get information out to collegiate members these days. Open for suggestions!

Action items for Grand Council

- None at this time since they have approved plan for 9 regions for the upcoming biennium and approved RS applicants. All RS have accepted their positions and Constant Contact was created for communication to the national organization with new Regions/Region Supervisors.