
Theta Phi Alpha Fraternity

Leadership Consultant Planning Guide for Colonies



Theta Phi Alpha Leadership Consultants are hired every year to provide support to our chapters, colonies, and alumnae associations throughout the United States. These women are chosen from different chapters to travel as official representatives for the Fraternity. An LC can visit your chapter for a variety of reasons such as formal recruitment, officer training, or just a routine visit to offer ideas and suggestions. A consultant can also be based at a campus for a period of time to provide support for a chapter or colony. Regardless of the reason, she is excited to get to know your members and experience daily life on your campus!

Frequently Asked Questions

What is a Leadership Consultant?

Every year, Theta Phi Alpha hires a group of alumnae to travel around the country and visit our chapters and colonies. Having a Leadership Consultant visit is an exciting opportunity to improve your chapter, gain knowledge and new ideas, and meet another sister. Take advantage of this valuable resource! Aside from the experience these women gained from serving their chapter in various leadership positions, LCs are trained during the summer in a variety of important skills.

How long are they on the road?

Leadership Consultants travel for most of the academic year with the exception of short breaks every month as well as Thanksgiving, the holidays, and a spring break. Their schedules are created by the National Office staff and include a fair amount of traveling. Traveling is one of the most exciting parts of the position, and it is not uncommon for an LC to be in New Orleans one week and Boston the next!

How did the Program begin?

Theta Phi Alpha's consultant program began in 1995 with the introduction of two Chapter Development Consultants. The program was created to provide in-depth assistance to our chapters and colonies and ensure consistent and organized assistance. Shortly after, the title was changed to Traveling Educational Consultant and again in 2012 to Leadership Consultant to more accurately reflect the job duties.

How do you become a Leadership Consultant?

Interested candidates submit applications early in the spring semester for consideration. Members of Grand Council and National Office staff interview finalists.

Is my Leadership Consultant a Theta Phi Alpha?

Yes! LCs must be knowledgeable on every aspect of Theta Phi Alpha, including Ritual. Being a member is a requirement.

Are we in trouble?

No. Every chapter receives a routine Leadership Consultant visit at least every two years and getting a visit does not mean you are in trouble.

What do to before your LC arrives?

Call your Colony Coordinator

Your Colony Coordinator can let you know what to expect during an upcoming Leadership Consultant visit and answer any questions you may have. She can help you identify key objectives for the visit that you would like the LC to focus on.

Talk to your Colony Advisor

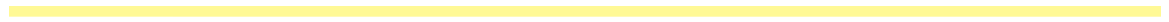
Your Colony Advisor should meet with the LC at least once, so it is important to let her know the dates of the expected visit. This is also a great time to discuss any special requests you may have for the LC during her visit such as a recruitment workshop, officer transition, or colony bylaws review.

Discuss details of your visit with Leadership Consultant

Your Leadership Consultant will contact you three weeks prior to your scheduled visit. The purpose of this conversation is to get information about the colony in order to appropriately plan out her time during her stay with the colony. Use this time to be open and honest with her. She will then take the next week to plan what she believes should happen during her visit and email you how she would like to organize her time. You will then have the responsibility to coordinate her schedule and send it to her and the Leadership Consultant Coordinator for approval.

Organize the Colony

Inform the colony members of the LC visit and what it entails. Every officer on the checklist should sign up for a time slot on the schedule from the LC. Officers should be prepared for meetings and arrive on time with officer files and goals. They should bring pen and paper to take notes and a laptop to access online documents. This is a great time for officers to ask questions or have their concerns addressed by the LC. Distribute the LC's contact information to the entire colony.



Checklist of Items

Before her arrival:

- Email her completed schedule within five (5) days of the visit for her approval
- Provide her with the contact information and vehicle description for the sister(s) responsible for her arrival transportation

Provide these item upon her arrival:

- Schedule for the duration of visit, printed out along with the following:
- Colony Roster (including contact information and list of officers)
- Colony Bylaws
- Ideas for Standards Board Program
- Ideas for Academic Excellence Program
- Campus Map
- Keys, swipe card, security code (if necessary)
- Internet access set up prior to her arrival
- Any mail that has been sent for her

Accommodations:

During your time as a colony, the Fraternity will assist you with arranging for the overnight accommodations or the LC and will pay for such accommodations unless otherwise noted. She needs to be housed in the same room throughout her stay with the chapter.

Examples of appropriate lodging:

- ✓Private Room in a residence hall
 - ✓Private Room in sorority house/suite
 - ✓Private hotel room
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Checklist of Items

The LC should have these planned accommodations during her stay:

- Private room with clean pillows, sheets, and blankets
- Clean towels and wash cloths
- Clean desk
- Quiet area for meetings
- Laundry facilities and detergent
- Sister(s) with a car to assist with errands
- Bottled water and snacks



Sample Schedule

Please remember that the LC will be in communication with you to explain exactly what type of meetings she would like scheduled (individual, group, or colony) and the schedule must be approved one week prior to her scheduled arrival.

Day 1, Tuesday September 4, 2013:

2:00 PM: Flight arrives at Airport, Theta Phi Alpha Airlines Flight 1912 Picking up from Airport: Suzie T. (555)555-0000 in Black Jeep with Theta Phi Alpha bumper sticker

3-5 PM: Time to settle in/unpack. You will be staying in a guest room in the Compass Residence Hall on campus.

5:30-7:30 PM: Meet & Greet with the colony, pizza will be ordered for dinner followed by Colony Q&A Session

7:30-8:30 PM: Meeting with Patty President in Meeting Room on Campus (All officer meetings will be held in UC 234 this week)

8:30PM: Rest of the night is personal time. Rachel R. is on call and lives in your building in room 424 if you need anything or want to hang out (555)555-0000.

Day 2, Wednesday September 5, 2013:

9:00 AM: Breakfast with sisters in Dining Hall, escorted by Erin C. (555)555-0000. There are granola bars and juice in your room if you want to skip breakfast. Please let Erin know.

10:30-11:30 AM: Meeting with Tracey Treasurer in Meeting Room on Campus UC234

12PM: Lunch with Sisters at Sub Shop and quick campus tour. Escorted by Mindy R (555)555-0000.

1-1:30 PM: Meeting with Felicia Fundraising in Meeting Room (555)555-0000

1:45-2:45 PM: Meeting with Vicky Vice President in Meeting Room (555)555-0000

3:00-3:30 PM: Meeting with Sandy Sisterhood in Meeting Room (555)555-0000

3:30-4:30 PM: Personal time

4:30-5:30 PM: Sandy Standards Board in Meeting Room on Campus (555)555-0000

5:30-6:30 PM: Personal time to drop off belongings in room and change. Escorted by Sandy Standards Board

6:30 PM-7:30 PM: Dinner with Sisters, home cooked meal at Taylor G.'s Apartment, Escorted by Linda P. (555)555-0000

8PM-Rest of the Night: Movie Night with Sisters at Taylor G.'s Apartment (optional). Linda P. will escort you home after.

Day 3, Thursday September 6, 2013:

9:00 AM: Breakfast with sisters at Starbucks, escorted by Melissa C. (555)555-0000. There are granola bars and juice in your room if you would like to skip breakfast. Let Melissa know.

10:00-11:00 AM: Personal Time

11:00 AM-12 PM: Meeting with Ashley Meyer, Fraternity/Sorority Advisor in Student Union. Escorted by Patty President. She will be waiting in the lobby for you to finish.

12 PM: Lunch with Sisters at Salad Creations. Escorted by Hailey A. (555)555-0000

1:30-2:30 PM: Meeting with Patty President to prep for Chapter Meeting and discuss progress of visit in Meeting Room (555)555-0000

2:30-4:00 PM: Meeting with Ingrid Installation Chair in Meeting Room (555)555-0000

4:00-5:30 PM: Meeting and Dinner with Carly Addison, Colony Advisor off campus. Carly will escort you to our meeting room on campus after. (555)555-0000

6:00-8:00 PM: Colony Meeting followed by Ritual workshop with the entire colony

8:00 PM: Vicky Vice President will escort you back to your room. Some of our sisters go to the gym every night. Contact Dolly S. if you would like to join them! (555)555-0000

The rest of the schedule should be similar to the days above.



Important Things to Remember

- Treat her as a guest, and with dignity and respect. Have one person coordinate all schedules and meetings, and be responsible for her initial arrival until she leaves. At a minimum, one sister should serve as an escort for the LC to see that she knows where to be for her meetings.
 - There should be room for two large pieces of luggage in the vehicles escorting her to and from the colony.
 - Remember to schedule at least 15 minutes in between meetings and two hours of personal time each day. Try your best to ensure she does not work more than 8 hours a day.
 - Meetings should not be scheduled during meals. Officer meetings should be held in private meeting areas. Meal times are a great way for her to get to know non-officers, seniors, and emerging leaders that might not have an opportunity to meet with her.
 - Personal time is much appreciated to catch up on paperwork and phone calls. Let sisters know that she does not need to be accompanied during this time unless she requests otherwise.
 - Plan to hold a Ritual or Ritual rehearsal that includes equipment while your LC is visiting. This may take place before or after a Colony Meeting. The LC must look through all Ritual Equipment during her visit. Plan the Ritual Chairman Meeting in a private location.
 - If the visit is scheduled at a time near officer transition, it is best to arrange for both the incoming and outgoing officer to attend the meeting concerning that office.
 - Include her in any colony events happening during the visit (retreats, sisterhoods, and Greek Life events). Show her a good time by planning some fun activities (shopping, sporting events, sightseeing). She will appreciate this!
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What to do after the visit

Evaluation Form

You can find the Leadership Consultant Evaluation Form online. At minimum every Executive Board officer should fill out an evaluation. Any member and/or advisor are also welcomed to complete an evaluation. Forms should be submitted to National Office within two weeks of the last day of your LC visit.

Reports

You can expect a written assessment and action plan from the LC shortly after her visit. This report will outline the LC's evaluation of the colony and provide suggestions for individual officers. The report should serve as a roadmap for colony improvement and can be shared with all members.

Thank you for using the Leadership Consultant Planning Guide! We hope that you have a productive and useful visit. Please contact Michelle LaPlatney, National Vice President-Extension at NVP-E@thetaphialpha.org

