

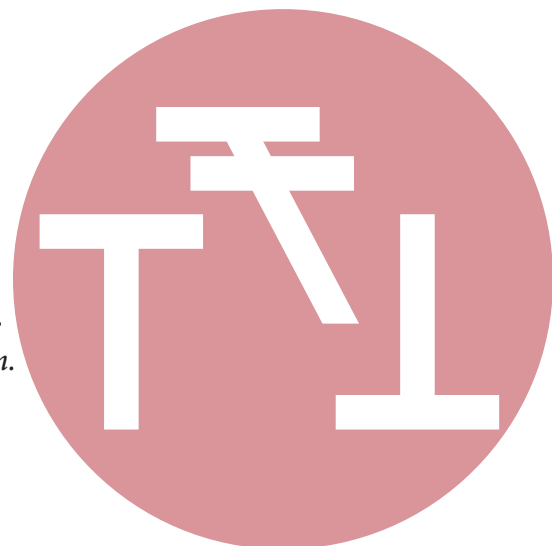
# SENTINEL

## *Officer Resource Manual*

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PHI SIGMA KAPPA

*Timeless. Truth. Tradition.*





## RESPONSIBILITIES

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- Safeguards the chapter portal and acting as sergeant-at-arms during chapter meetings and initiations.
- Alert at all times to see that guests who claim to be members of Phi Sigma Kappa actually ARE what they claim to be.
- Protects the secrets and rituals of Phi Sigma Kappa and makes sure they are never carelessly placed in danger of being revealed to strangers by thoughtless members of the Fraternity.
- Keep the initiation equipment in proper condition at all times, seeing that the robes and cloths are cleaned and neatly pressed, and the all equipment used in the ritual is in working order.
- Checks to see that officer emblems are kept in good condition and that the ribbons are not badly worn. Also sees that the emblems can be easily attached to the ribbons.
- Works closely with the inductor concerning all chapter rituals, making sure that all the needed equipment is in good condition.
- Responsible for maintenance of chapter archives where chapter emblems, initiation equipment, chapter supplies, historical records, etc., shall be safely kept. He shall also see that all plaques, trophies, the chapter charter and all other memorabilia which recognize a chapter's supremacy, are kept in good condition and are properly displayed. He shall see that associate members take proper care of these items and learn to properly value and cherish them.
- Sees that the Fraternity flags are properly displayed on the following occasions: Founder's Day, the induction anniversary of the chapter, alumni and homecoming days and at such times as international officers may be visiting the chapter.

## CHARACTERISTICS OF AN EXCEPTIONAL SENTINEL

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*The rituals and secrets of Phi Sigma Kappa Fraternity are some of the most important aspects of the fraternity. A good sentinel must be ready to properly guard these secrets at all times and ensure that only members of the chapter have access to them. The sentinel must also possess the necessary organizational, communication and managerial skills that the position demands. Furthermore, the sentinel must not only understand the significance and importance of the rituals and secrets, but he also must be able to communicate this to the rest of the chapter so as to ensure the proper respect of them.*

*Organizationally, the sentinel has to be able to properly schedule chapter rituals, communicate the time/place to members, and secure a room for them to occur (if a chapter house is not available).*

The sentinel must lead by example and come prepared at all chapter rituals. He must hold himself to the principles and values of Phi Sigma Kappa so that other chapter members see the proper manner in which to act at these events.

Other traits of an exceptional sentinel include:

**Attention to detail** – The sentinel always must have a full knowledge of how to manage and proceed through a ritual. Making sure to follow all guidelines as stated in the ritual book is of utmost importance to the position.

**Confident** – Be proud of Phi Sigma Kappa and let your pride emanate to others within the chapter, especially during a ritual, as well as others outside.

**Respectful** – The sentinel should show respect the rituals and secrets of Phi Sigma Kappa as well as to those who elected him.

**Enthusiastic** – The sentinel should be enthusiastic about his duties. Enthusiasm is contagious, and if he is excited about chapter rituals, the rest of the chapter will follow.

**Attentive** – Should the sentinel have any questions about how to properly facilitate a ritual or any chapter event, he must be willing to approach the appropriate figures to do so, whether

it be a chapter adviser, regional adviser or somebody at the International Headquarters.

**Evaluative** – Evaluation how chapter rituals are being coordinated and run by the members is key to this position. There are always areas to improve upon, and the sentinel must recognize these as well as make the necessary steps to change them.

**Interested in Feedback** – Ask other chapter members what they thought of how a ritual was operated and performed and use this feedback when thinking of how to improve its operation.

**Consistent** – Make sure to create an environment of respect for the rituals and secrets so as either to start or continue a tradition of admiration of them, especially for the individual who will take over these duties after you have fulfilled this position.

**Delegator** – An exceptional sentinel will understand how to use each member during a chapter ritual and will assign roles to the proper individuals.

## COMMUNICATION

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It is up to you to inform the chapter, your chapter adviser, your regional adviser and, when appropriate, an International Headquarters staff member of the time and place of a chapter ritual.

Furthermore, it is your job to assign duties/roles to chapter members during ritual as well as to make sure that these designated individuals are not only familiar, but also have a full knowledge of their role in a specific ritual prior to the occasion.

Keeping all ritual attire and equipment in good condition, and if not, to contact the necessary individuals so that the chapter can receive the proper replacements.

Finally, explaining to the new associate members the importance of the proper care of fraternity plaques, trophies, chapter charter and all other memorabilia so they can understand/continue the tradition of valuing them.

## DELEGATION

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A good leader knows how to delegate authority. As sentinel, you must ask for help of others for the chapter to move ahead. The three steps to effective delegating are:

1. Request that a member/officer perform a task with a specific date of completion
2. Check on the process of the member/officer
3. Follow through to ensure the task has been completed

Oftentimes, leaders do a great job of step one; however steps two and three are not given the attention they need. Work to incorporate steps 1 through 3 when delegating authority within the chapter.

As sentinel, you will be delegating roles to specific members/officers depending on what ritual may be up-coming. Be sure to assign these roles on a timely basis in order to give that person sufficient time to prepare. Also, make sure to follow up with each person you have assigned a role too so that the event will go as planned.

## OFFICER TRANSITION

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When the chapter president has scheduled an officer transition meeting/retreat, you must prepare all materials that you think are necessary for the incoming officer. Think about what you have learned during your tenure in the position and impart this knowledge onto the next sentinel. Also, consider some aspects of the position that you did not know or wish you did when you first started the position, and be sure to pass on this advice. Properly preparing for the officer transition meeting will ensure that all of the progress you made in your time in the position will serve as a foundation for the incoming sentinel.

As an outgoing officer, work to improve the abilities of the new sentinel, and with your help, there should be less time that the new officer takes to “learn” the role of the sentinel. Should your successor have any questions regarding how to maintain ritual equipment, run a specific ritual, contact any chapter adviser/regional adviser or International Headquarter staff member or protect the secrets of Phi Sigma Kappa, you should do your best to instruct him properly or direct him to a figure that can in the case that you are unable to.

## OFFICER/CHAPTER GOALS

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Much like officer transition, take some time to create goals to strive for while in your position; much like officer transition, this should not be a laborious task that takes more than a few hours.

Remember, your goals need to be:

- Achievable/Attainable
- Believable
- Definable
- Controllable
- Explicit/Specific
- Measurable

Further, your goals should contain an action plan answering: who, what, when, where, how. Basically – goals are guides for action. Officers with written goals will be more focused, and it will be easier to track whether or not an individual is performing well in his position.

Examples of goals can be smoother running of rituals, improving attendance, getting new equipment, etc.

## EXECUTIVE MEETINGS

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The executive committee meeting is one of the most important aspects of chapter operations. The executive committee functions to hold preliminary discussions on important business, plan future activities and programs and communicate effectively to the chapter so everyone is aware of policies, plans and activities.

At these meetings, be prepared to discuss and go over any goals or action plans that you may have come up with in order to discuss them with the rest of the executive board. Also, if any rituals are coming up before the next meeting or if you want to coordinate dates of these events with the rest of the executive board, be sure to discuss them at this meeting.

## CORRESPONDENCE

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*Communicating vital information about ritual time and place is essential to the job of the sentinel. Furthermore, you should pay close attention to ensure that deadlines are being met (i.e. the last day to initiate any associates according to your campus Greek office.)*

### ***Correspondence with the International Headquarters***

Assess the ritual equipment you have at this time. If you feel that you need improve any equipment or the ritual manual, contact International Headquarters.

### ***Correspondence with Chapter/Regional Adviser***

Maintain contact with your chapter and regional advisers. Make sure to let them know about any rituals you think they would be interested in attending and if you have any questions, you should use them as contacts.