



## Evaluating Committee (EVC) Transition Workshop

### Part 2: Evaluating Committee Transition

**Attendance:** All incoming EVC officers, advisory team chairman (ATC) and membership adviser; outgoing EVC officers to attend the 45-minute section halfway through the workshop

**Timing:** Following part 1, individual officer transitions and the Formal Transition Workshop; ideally scheduled within a few days of the Formal Transition Workshop (or after recruitment for deferred recruiting chapters) and can be scheduled as 1, 2 or 3 sessions

**Purpose:** Gain the necessary skills to work together as an EVC and set commitments that will improve the chapter's recruitment efforts

**Time Allotted:** 170 minutes; outgoing officers should join after 80 minutes and participate for 45 minutes and then be dismissed

**Important Facilitator Note:** If possible, the facilitator should be the membership adviser, ATC or another member of the advisory team

#### Materials Required:

- Computer or smart phone with internet access to take [assessment](#) and for notetaking
- Access to the [Strategic Report](#) found in Anchorbase under Recruitment & Panhellenic>Reports>Strategic Reports
- Access to [Recruitment Confidential](#) or [Collegiate Chapter Officers Manual](#)
- Completed SOAR per incoming EVC officer

#### Before the Workshop You Need to:

- Review the Strategic Report (email your Regional Panhellenic and Recruitment Specialist (RPRS)/Collegiate Recruitment Consultant (CRC)/New Chapter Recruitment Consultant (NCRC) if you don't have a copy)
- Ensure every incoming EVC officer completes a [SOAR](#)

To better understand how to read the workshop, familiarize yourself with the following notations:

X/XX	Denotes the time. The first X is the number of minutes this section takes. The second set of numbers is at the conclusion of this section, how many minutes you are into the session.
<i>Italics</i>	Marks curriculum you should tell/ask the participants.
Plain text	Indicates instructions for you as the facilitator.

5/5	<p><b>Purpose of EVC</b></p> <p><i>The Evaluating Committee, or EVC, is the primary administrative group of the chapter during primary/deferred recruitment and continuous open bidding (COB). As members of EVC, the chapter president, vp: membership, director of recruitment records, director of primary recruitment, director of continuous recruitment and retention, membership adviser and advisory team chairman work together to lead the chapter to a successful realization of its' recruitment goals. EVC is responsible for educating the chapter in recruitment matters, for evaluating the chapter's recruitment performance, and making recruitment-related decisions on behalf of the chapter. In summary, EVC assists the chapter in growing the Fraternity by recruiting potential new members (PNMs) who have strong character and add value to Delta Gamma.</i></p> <p><i>A successful recruitment strategy allows our chapter to grow. Why is growth important?</i></p> <p><i>Allow members an opportunity to share. If not listed, be sure the following are mentioned: sharing sisterhood, diversifying the sorority experience, maintaining the chapter facility (if applicable), ensuring dues remain manageable, allowing more collegiate women to get leadership skills, ensuring all officer positions are filled, etc.</i></p> <p><i>Recruitment in many ways is about sharing your sorority experience in a compelling way that draws excitement and eagerness from non-members to join and share in the sorority experience. Recruitment allows members to share membership expectations with the potential new members. The selection of our future members is a task not to be taken lightly, and it requires strict confidentiality. It is paramount that all chapter officers, advisers and members keep the proceedings and details of recruitment <b>confidential</b>. Our sisterhood strengthens each year through the recruitment process where we use values-based evaluations to add new members who not only uphold but expand upon our values listed in Article II. As Delta Gammas, we invite and embrace more open perspectives knowing it will help us all grow into more confident and bold women.</i></p>
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	<p><i>Lastly when we think about growth, what are some <b>resources</b> that can assist you?</i></p> <p>Allow members an opportunity to share. If not listed, be sure the following are mentioned Regional Training Day (RTD), Regional advisers, Collegiate Development Consultants (CDCs) and their reports, Executive Offices, membership advisers, your Fraternity/Sorority Advisor (FSA), former EVCs, the Recruitment Confidential, recruitment section of DG Library, etc.</p>
25/30	<p><b>Group Dynamics</b></p> <p><i>While each officer has their own area of responsibility, much of the work is done in collaboration with others. It is important to recognize that each EVC role is important to the success of your chapter's growth. As an EVC, there will be many strategic decisions to be made. In these next few minutes, we will explore key factors to consider as a group.</i></p> <p><i>EVC is led by the vp: membership with all EVC officers contributing to the success of recruitment and continuous recruitment. For specifics on what your officer role entails, you can find that in the Recruitment Confidential or the CCOM. Even if you have a strong understanding of your role, be sure to review the officer responsibilities as some things may have changed within the last year. You can go ahead and pull either of these resources up to have nearby as we complete the next activity. Pause to allow members to pull up any necessary documents. Officers knowing their individual responsibilities is an incredible asset to EVC. What is even more impactful is when each member of EVC knows the strengths they bring to the team. As an EVC, you will need to work together to manage tasks and knowing the strengths of each member will allow EVC to work together in a more effective way. For example, if you have strengths in creativity, you might consider hosting a brainstorm meeting about how to revamp RPWs or prep week. If you have strengths in inclusivity, you might consider evaluating how chapter members vote in an equitable way for PNMs. If you have strengths in strategic thinking, you might consider outlining the best process to review and invite PNMs to the next round.</i></p> <p><i>Take inventory of the strengths you have and the strengths of your fellow EVC members. Consider finding a strength-based assessment (like <a href="https://www.viacharacter.org/">https://www.viacharacter.org/</a>) to dig into yours. Pay attention to how your strengths can support the group's work. Encourage participants to take a strengths-based assessment (like the one linked above) or allow participants to share any previous strength-based assessment results. If time does not allow, consider recommending EVC adds this to their agenda for their next EVC meeting. As it relates to primary recruitment, keep in mind these main responsibilities, and assess how your strengths might show up in each of these areas:</i></p>

	<ul style="list-style-type: none"> <li>• <i>Communicating changes/updates to the chapter</i></li> <li>• <i>Matching members and PNMs for events</i></li> <li>• <i>Evaluating all aspects of feedback (PNM profile, previous votes, chapter/alumnae information, recommendation forms, etc.)</i></li> <li>• <i>Creating a fair process to invite back PNMs</i></li> <li>• <i>Ensuring chapter members feel heard, validated, respected, and appreciated</i></li> <li>• <i>Handling difficult conversations</i></li> <li>• <i>Providing constructive feedback to a chapter member or chapter members</i></li> </ul> <p>Allow participants to share any thoughts or observations about how their strengths might show up in the examples above. Some prompting questions to get them started are below:</p> <p><i>How do your strengths show up in the examples above?</i>  <i>How do the strengths of this group show up in the examples above?</i>  <i>What strengths from others do you believe might most benefit you to collaborate on?</i></p>
20/75	<p><b>Decision Making</b></p> <p><i>Just like we can expect conflict to appear, you can expect the need to make decisions as a group to appear, too. When making decisions as a group, it's important to weigh all factors. As an EVC, you are entrusted to extend membership invitations to PNMs who meet the Fraternity's criteria, embody the values of Article II, and represent your chapter members' interests. This is a pivotal role not only for your chapter, but for the larger Fraternity. Your chapter and EVC helps determine the future of Delta Gamma Fraternity. Because of this, it's important to keep in mind how you evaluate and select PNMs.</i></p> <p><b>Objective vs. Subjective</b></p> <p><i>During recruitment, there can be a lot of information regarding PNMs available. There is the PNM profile created through recruitment registration, recommendation forms, social media, votes, member experiences with the PNM and member stories from other people who know the PNM. It's important to be able to recognize the kind of information you are receiving.</i></p> <p><b>Objective:</b> <i>Objective information can be defined as information that is verifiable or factual. It is not influenced by opinions, attitudes or prejudice.</i></p> <p><b>Subjective:</b> <i>Subjective information can be defined as information influenced by personal feelings or bias.</i></p>

Review the examples and discuss whether these comments are subjective or objective:

1. *PNM Hannah is really nice. She is best friends with my sister and is really great. She has been such a great friend to my sister. She is one of a kind and would make a great fit for our chapter.*
2. *PNM Hannah cares about her schoolwork. She has a 4.0 GPA and is at the library several times a week. She has led our group's school project with attention and care.*
3. *PNM Hannah is so great. She has a really cool vibe about her that just fits in right with our chapter. She is really laid back and chill. She likes to travel and has a really cool Instagram aesthetic.*
4. *PNM Hannah would be a great fit for our chapter. PNM Hannah shared her number one value was friendship and spoke so highly of her friends from home. She is interested in living in the house and wants to grow by being in a sorority.*

Allow EVC to identify subjective and objective information from the examples above.

*In sorority recruitment, subjective information will appear. While eliminating personal influences or biases might be difficult, EVC can do their part in ensuring that all information about a PNM is weighed appropriately and effectively. Consider focusing on implicit bias trainings during prep week and/or completing an implicit bias training as an EVC. [Very Well Mind](#) names these steps to combat any bias that might come:*

- **Focus on seeing people as individuals.** Rather than focusing on stereotypes to define people, spend time considering them on a more personal, individual level.
- **Work on consciously changing your stereotypes.** If you do recognize that your response to a person might be rooted in biases or stereotypes, make an effort to consciously adjust your response.
- **Take time to pause and reflect.** In order to reduce reflexive reactions, take time to reflect on potential biases and replace them with positive examples of the stereotyped group.
- **Adjust your perspective.** Try seeing things from another person's point of view. How would you respond if you were in the same position? What factors might contribute to how a person acts in a particular setting or situation?
- **Increase your exposure.** Spend more time with people of different racial backgrounds. Learn about their culture by attending community events or exhibits.
- **Practice mindfulness.** Try meditation, yoga or focused breathing to increase mindfulness and become more aware of your thoughts and actions.

	<p>Which of the above is the easiest to incorporate into our decision making? Which is the most difficult? How can we remember these steps as an EVC when we need to make decisions? Allow members the chance to reflect and share.</p>
5/80	<p><b>Putting it Together</b></p> <p>Now that you understand your role as a member of EVC, are prepared to navigate conflict, and aware of different types of information you might glean as an EVC, it's time to discuss how to <b>work together to make decisions</b>. As discussed earlier, we each bring unique strengths to the team. When it comes to making decisions together, it can be difficult to come to a consensus. Consider the following strategies when it comes to making decisions as an EVC.</p> <p><b>Brainstorm:</b> Allow for space for everyone to share their thoughts, concerns, and ideas. This strategy works best if there is some time to allotted for everyone to share without any time constraints (i.e. not while you're building your invite list).</p> <p><b>Setting Clear Metrics:</b> Together, determine the key factors that will be most important for EVC. For example, if improving the chapter's GPA is most important the PNM notes regarding academic pursuits might be the most important aspect of considering which PNMs to invite back. Consider having each member of EVC contribute something they want to be sure is represented.</p> <p><b>Voting:</b> If EVC is stuck, consider voting. This helps move everything along effectively and fairly. It also ensures everyone in EVC has an equal voice. Consider a vote between two options—should this PNM go on your flex list? Take a quick vote to see what everyone thinks.</p> <p><b>Compare Against Other Decisions:</b> Ensure decision making is being objective and fair. Remember any strategies you use and apply it equally among all decisions. For example, if you decide a PNM shouldn't be invited back because she was given a tag that indicates the PNM isn't interested, EVC should ensure that decision is upheld throughout every PNM they review.</p> <p><b>Divide and Conquer:</b> Give each member of EVC an aspect of voting they oversee. For example, give the director of recruitment records the responsibility for sorting lists by votes. Give another member of EVC the role of reviewing and sorting by tags. Another member could oversee which PNMs have a high number of votes or a low number of votes. Be sure expectations are clear and there is time to gather together to give updates.</p> <p>It is likely that while making decisions, you will rotate through a variety of these strategies. It's important to familiarize yourself with different options as each EVC is unique and the needs of your group will vary.</p>

	<p><i>What are some other strategies that might help everyone feel like they are a contributing member of EVC when making difficult decisions?</i></p> <p>Allow members the chance to share any other ideas they have. If none, ask members for examples of when they might need to employ these strategies as an EVC.</p>
5/85	<p><b>Break</b></p> <p>Outgoing officers should join following the break for the next 45 minutes. If incoming officers did not complete the SOAR assessment, they should do so during the break.</p>
45/130	<p><b>SOAR (Strengths, Opportunities, Aspirations, and Results) Analysis</b></p> <p>At this point, both incoming and outgoing officers should be in attendance. Ensure all have a completed <a href="#">SOAR</a>.</p> <p><i>We're going to spend the next several minutes sharing observations from each of our analysis.</i></p> <p><i>Who will share some thoughts on Strengths?</i> Allow 2-3 members to share.</p> <p><i>What about Opportunities?</i> Allow 2-3 members to share.</p> <p><i>What were some Aspirations?</i> Allow 2-3 members to share.</p> <p><i>How about Results?</i> Allow 2-3 members to share.</p> <p>Thank participants for sharing. <i>Now, let's review our Release Figure Methodology (RFM) results. From the Strategic Report, we can review these results in comparison to the previous year's results. Additionally, we can gain insightful information from the feedback in the recruitment assessment results about how members, new members, and recruitment counselors perceived recruitment.</i></p> <p>Take time to review any highlights from the report. You can find the report in Anchorbase under Recruitment &amp; Panhellenic &gt; Reports &gt; Strategic Reports.</p> <p><i>What are some similarities between the RFM results and observations from the SOAR analysis?</i> Allow 2-3 members to share.</p> <p><i>What are some differences between the RFM results and observations from the SOAR analysis?</i> Allow 2-3 members to share.</p> <p><i>To wrap up, what questions do the incoming EVC officers have that the outgoing officers can answer?</i></p> <p>If incoming officers don't have any questions, consider asking the following:</p> <p style="padding-left: 40px;"><i>What should the number one priority be of EVC?</i></p> <p style="padding-left: 40px;"><i>What should EVC spend more time preparing the chapter for?</i></p>



	What can EVC start on now to better prepare themselves for this role?
5/135	<b>Break</b> Outgoing officers can be dismissed at this point
25/160	<b>Delta Gamma's Positional Statement on Inclusivity</b> We have covered a lot of information! The hope is that this information can give you the confidence and knowledge to courageously lead your chapter in recruiting and retaining the best women for Delta Gamma. Now, it is time to set some goals of your own! Goals will be broken up into three categories: Inclusivity, Primary Recruitment, and COB.  First, let's reflection on our understanding of Delta Gamma's Positional Statement on Inclusivity. Delta Gamma's Positional Statement on Inclusivity states: <b>Delta Gamma Fraternity is committed to cultivating an inclusive and equitable environment and experience for our members, potential new members and communities. In our membership selection processes and in the life-long membership experience, Delta Gamma Fraternity and its members do not discriminate on the basis of race, ethnicity, religious affiliation, color, creed, national origin, sexual orientation, marital status, physical disability or other protected identities. Membership is open to all individuals who identify as women and who have a sincere desire to uphold our shared values, as outlined in Article II. We resolve to eliminate inequities and address behaviors that do not align with our values.</b>  What does it look like to cultivate an inclusive and equitable environment?  Allow members to answer.  The statement mentions a sincere desire to uphold our shared values. How does the idea of inclusivity show up in our values?  Allow members to answer.  Finally, what does the phrase, "We resolve to eliminate inequities." mean to you?  Allow members to answer.  Given our discussion, what might be a goal of EVC as it specifically relates to the statement on inclusivity? Below are some questions to get EVC started. Ensure someone will take some notes of any goals. <ul style="list-style-type: none"> <li>• What are some ways our chapter has not been inclusive in the past? If it is helpful, reflect on the identities listed in the Positional Statement on Inclusivity (race, ethnicity, religious</li> </ul>



	<p><i>affiliation, color, creed, national origin, sexual orientation, marital status, physical disability, or other protected identities.)</i></p> <ul style="list-style-type: none"> <li>• <i>What are some areas our chapter excels in being inclusive?</i></li> <li>• <i>Do we have any current practices that do not align with DG's Positional Statement on Inclusivity? (Think about recruiting from certain area codes, giving preferential treatment to people from a specific high school, etc.) What can we do to address these practices?</i></li> <li>• <i>How can we ensure each chapter member is aware of the Positional Statement on Inclusivity? How can we bring chapter members into these conversations to create positive change?</i></li> </ul> <p><i>Thank you for sharing your thoughts around inclusivity in recruitment!</i></p>
10/170	<p><b>Final Commitments</b></p> <p><i>Finally, we are going to spend some time setting goals for primary and continuous recruitment. Based off our discussion, what commitments will each of us make during our term on EVC? Ask someone to take notes. Allow members to share their ideas and thoughts. Coach members to be specific in their commitments. Encourage setting maybe 2-3 goals in total. Initiate conversations regarding how EVC will reach those commitments. Thank participants for contributing.</i></p>
2/172	<p><b>Wrap Up</b></p> <p><i>Thank you all for your time and attention. You all are in this role because you are equipped to lead your chapter. Remember that there are many resources to empower you throughout your time on EVC. Reference back to these materials and your goals often as you grow your chapter this year.</i></p>



## Recruitment SOAR (Strengths, Opportunities, Aspirations, and Results) Analysis

Strengths	Opportunities	Aspirations	Results
<ul style="list-style-type: none"> <li>What makes us proud?</li> <li>What makes us unique?</li> <li>What is our greatest achievement?</li> </ul>	<ul style="list-style-type: none"> <li>What are the top 3 opportunities to focus on?</li> <li>How do we differentiate ourselves?</li> <li>What new skills are needed?</li> </ul>	<ul style="list-style-type: none"> <li>What do we care deeply about?</li> <li>Who are we/ who should we become/ where should we go?</li> <li>What strategic initiative would support our aspirations?</li> </ul>	<ul style="list-style-type: none"> <li>How do we know we are succeeding?</li> <li>What are some meaningful measures we can use?</li> <li>What resources are needed to implement our goals?</li> </ul>