

# Educational Leadership Consultant & Leadership Coach



## VISIT INFORMATION



*This document is designed to help your chapter prepare for a visit from a member of Alpha Xi Delta's traveling team. Educational Leadership Consultants (ELCs) and Leadership Coaches (LCs) are recent college graduates who continue their Alpha Xi Delta Experience by accepting a full time professional position that entails visiting chapters throughout the United States.*

### WHAT IS AN EDUCATIONAL LEADERSHIP CONSULTANT [ELC]?

An ELC may assist with chapter development, officer transition or recruitment planning. Assignments can vary depending on the current trends of the Fraternity. In addition, ELCs assist with extension presentations, as well as the establishment and installation of new chapters. ELCs can assist a chapter in a variety of Alpha Xi Delta specific areas and serve as a valuable resource to the chapters they visit.

### WHAT IS A LEADERSHIP COACH [LC]?

An LC fosters member development through building life skills by facilitating CliftonStrengths™ programming and implementing the **Inspire** program in our college chapters. LCs host one-on-one meetings with Sisters to discuss plans for the future, leadership opportunities in the chapter and on campus and serve as a mentor. LCs also facilitate chapter-specific programming on a range of topics that are predetermined based on a consultation with chapter leadership.

Leadership Coach	Educational Leadership Consultant
To provide CliftonStrengths™ programming to your chapter	To focus on Alpha Xi Delta policies and procedures
To host 1:1 leadership coaching sessions with members	To assist with officer training
To plan and host a leadership retreat	To assist with recruitment preparation and training
To facilitate leadership programming	To manage projects specific to your chapter
To prepare members of establishing chapters for officer selection and interviews	To help an establishing chapter or new chapter succeed

### WHY IS SOMEONE COMING TO VISIT MY CHAPTER?

There are a number of reasons why an ELC or LC is visiting your chapter. It's important to remember that they are here to help your chapter become the best it can be! The chart shows a few examples why an ELC or LC might be visiting your chapter and just a few of the things that members of the traveling team can assist with while visiting your chapter.

Each Alpha Xi Delta chapter is unique and each visit will reflect the individual needs of your specific chapter. One thing is for certain, she will leave with you with a lot to think about and suggest new ways to approach your Alpha Xi Delta experience.

# - Preparing for an ELC/LC Visit -

## ARRIVAL OF AN ELC AND/OR LC

The ELC or LC will notify you via email prior to her visit and let you know of any details you need to be aware of. Please see the pre-visit checklist for other travel accommodations.

## HOUSING ARRANGEMENTS

It is always best for a member of the traveling team to stay with Sisters. Whether it be in the chapter house, on the chapter's residence hall floor or a member's apartment — the best way to learn about your chapter and its Sisterhood is to stay with you! We know it's not always possible, so other accommodations are certainly accepted, but being close to the action is exceptionally helpful to a productive visit. The chapter's responsibilities for housing a member of the traveling team may vary, so please read your visit email carefully and plan accordingly.

## MEALS

Meal times should be listed in her schedule along with the name and a phone number of the Sister(s) escorting her to the meal. Please try not to schedule meetings during meals. This is a time for the ELC and/or LC to get to know you, your campus and your chapter. Take some time to get to know her as well. You will likely find out you have a lot in common or learn from each other's differences. The chapter's responsibility for meals may vary, so please read your visit email carefully and plan accordingly.

## MEETINGS

You may be asked to schedule appointments with professionals on your campus. Please make sure these meetings are scheduled as specified in your visit email. It's a good idea to communicate the appointment request as quickly as possible to the campus professional with which the meeting has been requested. We know these individuals have busy schedules, so getting on their calendar as soon as possible should be a priority. Once on campus, please escort the ELC and/or LC to her on-campus appointments and make any necessary introductions. When working with members to schedule meetings, please try to keep them within the times listed in the ELC and/or LC's visit email. Don't forget to schedule free time and fun activities! Consider taking the ELC and/or LC on a campus tour, to major campus events, to the movies, to a campus or local sporting event, to a Sister's house to watch TV or to any other activity/place you would like her to enjoy while she is at your chapter. Remember, she is a Sister, too! Invite her along to share in your chapter's Sisterhood. She may decline to join, but you are being a gracious hostess by extending the invite.

## EVALUATIONS

The ELC and LC programs strengthen, develop and unify the entire Fraternity. We welcome your candid comments and suggestions concerning the program. Someone will contact you after your visit with a short survey, and it's important that you take the time to thoughtfully complete it.

## MAIL

Mail that arrives after her departure from your chapter should be mailed to:

Alpha Xi Delta Fraternity Headquarters

ATTN: Alpha Xi Delta ELC/LC

8702 Founders Road

Indianapolis, IN 46268

# Pre-Visit Checklist

## GENERAL ITEMS

- \_\_\_\_\_ Review the visit email and determine the chapter's responsibilities for hosting. If the visit requires you to provide meals and lodging, check the chapter budget and plan accordingly. If you have concerns, contact the ELC/LC to have a conversation about the items of concern.
- \_\_\_\_\_ Announce the consultant visit to the chapter and have women sign up for meetings.

## TRAVEL ACCOMMODATIONS

### Begin planning the ELC's /LC's transportation:

- \_\_\_\_\_ Work with the chapter members who will pick up the consultant from the airport or previous chapter she was visiting.
- \_\_\_\_\_ Find a person who can take the ELC/LC to the airport or her next destination after her visit is complete.

### Prior to the ELC or LC visit:

- \_\_\_\_\_ Send the ELC/ LC the names and phone numbers of the women who will be picking her up from the airport or chapter house.
- \_\_\_\_\_ Ensure the Sister transporting the ELC/LC has a car with a large trunk to accommodate her luggage.

## MEETING SCHEDULE ACCOMMODATIONS

- \_\_\_\_\_ Complete the visit schedule, including all required meetings with officers and advisors.
- \_\_\_\_\_ Schedule a chapter presentation in accordance with the information provided in the visit email, if applicable.
- \_\_\_\_\_ Work with the ELC/LC prior to her arrival to plan the presentation based on your chapter's needs.
- \_\_\_\_\_ Schedule a house tour, if applicable, at the beginning of the visit.
- \_\_\_\_\_ Introduce the ELC/LC to the Facility Management Director, house director and chef, if applicable.
- \_\_\_\_\_ Schedule a campus tour early in the visit and take her to the campus bookstore.
- \_\_\_\_\_ Schedule all requested meetings with on-campus professionals in the time frame requested in your visit email.
- \_\_\_\_\_ Ensure time is scheduled for meals (*breakfast, lunch and dinner*). Please provide your ELC/LC with the name and phone number of the Sister(s) who will be accompanying her to each meal. *Please pay attention to any dietary restrictions she may have!*
- \_\_\_\_\_ Are there any activities or special events the chapter or campus is hosting that you might want her to attend? If time allows, put them on her schedule!

## HOUSING/MEAL ACCOMMODATIONS

### Refer to your visit email regarding what the chapter is responsible for when a member of the traveling team is visiting.

### If required, please plan for the following:

- \_\_\_\_\_ Arrange for her travel and lodging accommodations in the chapter facility, in a Sister's apartment, or at a hotel.
- \_\_\_\_\_ Reserve the guest room, or book a hotel room or prepare a private room, if available, in the chapter house. Ensure there are clean sheets, linens, pillows and towels in her room.
- \_\_\_\_\_ Share where laundry facilities are available.

### Please do your best to have the following items available before or upon the ELC/LC's arrival (*digitally, or in hard copy format*).

- \_\_\_\_\_ Wifi Password (If available) \_\_\_\_\_ Gym Pass (If available) \_\_\_\_\_ Chapter calendar, \_\_\_\_\_ Most recent composite, \_\_\_\_\_ Contact list, \_\_\_\_\_ Meeting schedule, \_\_\_\_\_ Chapter bylaws, \_\_\_\_\_ recruitment rules,
- \_\_\_\_\_ Copy of your most recent Chapter President's Report and \_\_\_\_\_ Any mail that has arrived and is addressed to her.

## BE RESPECTFUL

When an ELC and/or LC visits your chapter, she wants to be as helpful as she possibly can. Your complete cooperation with her in the organization and details for her visit, and the courtesies which you show her, will make for a pleasant relationship and a valuable experience for your chapter.

**Please be respectful of all Fraternity staff and volunteers (and any Sisters) who visit your chapter.** Chapter members should arrive to meals and meetings **on time**. Please call the ELC/LC if you are running late. There should be no absences, except in the case of an absolute emergency. Chapter members who have meetings with the ELC/LC should bring all notebooks and manuals along with a pen and paper to take notes.

## REMEMBER

Please make her feel at home! Give the ELC/LC a real opportunity to help you by being honest and open about where you have struggles and where you find success. Remember to introduce yourself to the visiting ELC/LC! She wants to meet you, get to know you and help you be the best you that you can be!

Remember, ELCs and LCs travel for an extended period of time before returning home. Your home is essentially their home, too! Please be a good Sister and treat your ELC/LC with kindness and make her feel welcome.

