



Theta Delta Chi International Fraternity

Improvement Plan Guidelines

What is an Improvement Plan?

It is a chronological year-long plan to guide your Charge. It will be developed by the Charge and Central Fraternity Office staff during the summer. Each plan will contain three broad areas of improvement (i.e. Recruitment, Operations, Service & Philanthropy, etc.) with three specific goals in each.

At least one member from the Charge will have to attend monthly Zoom meetings with CFO staff to discuss progress on the plan.

Purpose of the Improvement Plan

An improvement plan is designed to help a Charge with continual advancement. The plan will focus on three areas selected by the Charge officers and membership. It is intended to shift our Charges from surviving to thriving.

It is a way to...

- put our Ritual into action, moving from values-based to values-added.
- plan ahead, helping to ensure attainment of your goals.
- reduce anxiety about what's the next thing to do.
- help the Charge to set clear goals and benchmarks to achieve throughout the year.
- to help officers identify key strategies and approaches to achieve the goals they set with the support of other stakeholders.
- establish clear communications between all stakeholders.
- build and grow the relationships between the administration, the Central Fraternity Office (CFO), the alumni, and the Charge.
- focus on the good we are doing as a Charge and a Fraternity.
- bringing diverse perspectives and ideas, driving better results.

Developing the Plan

Each Charge will work with the CFO through the following process:

- The President and the officers, with feedback from the Brotherhood, will fill out a form identifying three broad areas for improvement with three **SMART Goals** in each.
- The President, the Corresponding Secretary, or another delegate will work with CFO staff during the Summer to fully articulate a chronological plan.

Setting Your SMART Goals



SMART is an acronym that stands for **Specific, Measurable, Achievable, Reasonable and Time-Oriented**. Each element of the SMART framework works together to create a goal that is carefully planned, clear and trackable.

S = Specific

Be as clear and specific as possible with what is to be achieved. The narrower the goal, the more the steps necessary to achieve it will become.

Example for a Charge of 30 members: "We want to recruit 15 new members."

M = Measurable

What evidence will prove progress is being made toward the goal? For example, if the goal is to recruit 15 new members, consider measuring progress by the number of names and contacts you collect. Setting milestones along the way will provide the opportunity to re-evaluate and course-correct as needed. When the milestones are achieved, remember to reward yourself in small but meaningful ways.

Example for a Charge of 30 members: "We will collect 60 names and contact information in order to recruit 15 new members."

A = Achievable

Is the goal achievable? Setting goals that are reasonably accomplished within a certain timeframe will help keep everyone motivated and focused. Using the above example of recruiting 15 new members, determine who will be working on making these contacts.

Example for a Charge of 30 members: "Each brother in the Charge will provide contact information for at least two potential new members to reach 60 names in order to recruit 15 new members"

R = Realistic

When setting goals with the Charge, consider whether or not they are possible. Each of the goals need to be challenging, yet attainable. By setting a goal that is way out of reach, a group will be disincentivized to working towards it. On the flipside, if it's too easy, the members may celebrate and develop a sense that the little effort they are putting forth is enough.

Example for a Charge of 30 members: "In order for the Charge to continue to fill the house and maintain adequate membership, each brother will provide contact information for at least two potential new members to reach 60 names in order to recruit 15 new member candidates."

T = Time-based

What is the time-frame for the goal? An end-date can help provide motivation and help you prioritize.



Example for a Charge of 30 members: “By the start of fall recruitment, September 15th, each brother will provide contact information for at least two potential new members to reach 60 names in order to recruit 15 new members in order for the Charge to continue to fill the house and maintain adequate membership.”

Once the SMART goals have been established, the Charge, Leadership or Committee Chair needs to develop a set of actionable steps to help guide the implementation of the goal. These action steps need to include the What, By When, Person Responsible and Resources Need to make each step happen to be put in the Charge’s Improvement Plan.

Monitoring the Plan

Having a plan is a requirement to meet the Standard Expectation (Score of 3) on the Report of Visitation. While following through on the plan and attending progress meetings, are needed to be Victory Cup Worthy (Score of 4). The President, the Corresponding Secretary, or another delegate will meet with CFO staff on a regular basis, based upon need and desire, with an interval no longer than once per month, and could be as much as bi-weekly.

Zoom meetings will focus on a review of the prior commitments, what is going well, what needs improvement, and what actions need to be made.

After each meeting, a summary of the plan and the progress will be shared with the administration, alumni, Charge Officers, and will be hosted by CFO staff and on mytdx.org. As a result, Charge alumni and administrators may talk about your plan during the meetings with Charge officers as a result. This will lead to more powerful relationships.

During the Report of Visitation, the Charge Consultant will evaluate your progress and use it as a way to score the ROV in regards to your plan. This can serve as the monthly meeting requirement.

Resources

[Improvement Plan Sample FY24](#)