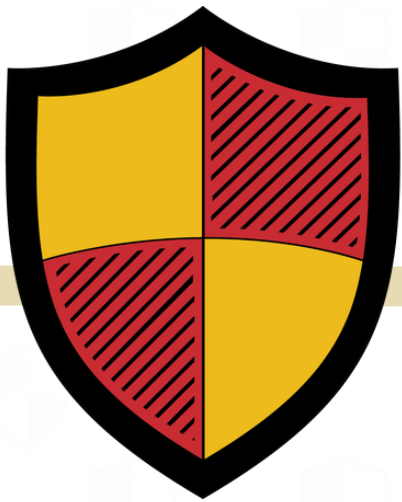




DELTA CHI

**MENTOR
PROGRAM MANAGER**

BRIEF

Updated August 2026

WELCOME AND LEADERSHIP OVERVIEW

Welcome to your role as the Mentor Program Manager (MPM)! The purpose of your role is to serve as the logistics organizer and training facilitator for this peer-to-peer led mentor program. This purpose of the Delta Chi Mentor Program is to further enhance the experience of our undergraduate members as they pursue achieving their personal development plans and grow in their sense of belonging. The program will promote academic achievement, career preparation, and fraternity engagement, emphasizing the important commitment made during every Delta Chi Associate Member Ceremony about Personal Growth through Brotherhood.

KEY RESPONSIBILITIES

- Recruit, select, and train qualified Mentors.
- Facilitate four Mentor training sessions [using the guide and workbook from by IHQ.](#)
- Chair the Mentor Committee, planning and leading regular meetings.
- Coordinate Mentor “group” or “pod” assignments for initiated members.
- Monitor and support ongoing Mentor and Mentee connections and check-in meetings.
- Identify and share professional development tools for Mentors, working with relevant officers, chairs, and campus/community resources as needed.
- Provide recognition for Mentors as they transition off the Mentor Committee.
- Ensure Mentors uphold Delta Chi’s Risk Management Policy

MENTOR TRAINING OVERVIEW

Once you have selected qualified members to serve on the Mentor Committee, they need to participate in four training sessions before they can officially be considered as Mentors. These four sessions, each about one hour in length, may be held over the course of several weeks or in one day, depending on the availability of new Mentors.

SESSION STRUCTURE

- **Session One:** [Introduction to Mentoring and Core Skills](#)
 - Clarify program objectives and mentor committee member roles and responsibilities.
 - Define the stages of mentoring.
 - Identify the different mentor types and their typical preference.
- **Session Two:** [Enhancing Academic and Career Support](#)
 - Practice strategies for academic support.
 - Encourage practical connections between the Fraternity and future careers plans
- **Session Three:** [Enhancing Fraternity Support and Values](#)
 - Define the different available networks and systems for personal and fraternity support.
 - Explicitly connect fraternity values to core mentoring skills.
 - Highlight how the mentoring program is a reflection of mutual support and growth.
- **Session Four:** [Navigating Challenges and Difficult Conversations](#)
 - Identify wellness resources on campus and within the community.
 - Demonstrate practical application of active listening techniques.
 - Practice conflict resolution skills.
 - Prepare to deliver constructive feedback.

Following the four training sessions, new Mentors should attend their first Mentor Committee meeting as an Orientation. The purpose of this initiation meeting is to establish clear expectations and prepare for successful mentorship experiences

SAMPLE MENTOR COMMITTEE DEVELOPMENT TIMELINE

Below is a sample timeline to implement the mentor training program within a chapter based on the suggested timeframes for this program, based on a semester schedule of fifteen weeks.

TIMEFRAME	ACTVITIY
Weeks 1 & 2	Mentor Program Manager should open applications for new mentors and advertise to eligible members
Week 3	Applications are reviewed by MPM and current committee members and selections made.
Week 4	Notifications sent to selected mentors with information on how to confirm, notifications sent to non-selected candidates with gratitude for interest
Week 5	Mentor Training - Session One Current committee members meet and hold check-in meetings
Week 6	Mentor Training - Session Two Current committee members meet and hold check-in meetings
Week 7	Mentor Training - Session Three Current committee members meet and hold check-in meetings
Week 8	Mentor Training - Session Four Current committee members meet and hold check-in meetings
Week 9	New Mentors Begin to Attend Mentor Committee Meetings to understand operations for Mentor Committee Orientation Meeting
Week 10	Mentor Team Assignment Review or Re-Assignment as Needed (see below for suggestions on possible groupings)
Week 11	Check In Meetings / Mentor Committee Meetings
Week 12	Check In Meetings / Mentor Committee Meetings
Week 13	Check In Meetings / Mentor Committee Meetings
Week 14	Check In Meetings / Mentor Committee Meetings Recognition/Celebration Event for Graduating Mentors
Week 15	Final Exams

MENTOR PROGRAM STRUCTURE

As the MPM, you serve as the Chair of the Mentor Committee, and act as the support person and Mentor for the other committee members.

Members of the Mentor Committee, after being selected and participating in the required training sessions to become a Mentor, will act as a support system for groups/pods of initiated chapter members.

All members of the chapter who are not serving on the Mentor Committee are assigned to a mentor group/pod for guidance and support. Newer members or those in times of high stress may need a more frequent check-in meeting than more established members. Associate Members will be assigned to a group/pod after their Initiation.

SAMPLE STRUCTURE:

Example: A chapter has 6 members on the Mentor Committee (1 Mentor Program Manager and 5 Mentors), and 20 additional members split between second, third, and fourth year and 15 new initiates (first years):

Mentor Program Manager				
Mentor 1	Mentor 2	Mentor 3	Mentor 4	Mentor 5
2 nd year	2 nd year	2 nd year	2 nd year	2 nd year
2 nd year	2 nd year	2 nd year	2 nd year	2 nd year
3 rd year	3 rd year	3 rd year	3 rd year	3 rd year
4 th year	4 th year	3 rd year	4 th year	4 th year
New Initiate	New Initiate	New Initiate	New Initiate	New Initiate
New Initiate	New Initiate	New Initiate	New Initiate	New Initiate
New Initiate	New Initiate	New Initiate	New Initiate	New Initiate

SUGGESTIONS ON HOW TO FORM MENTOR “GROUPS” OR “PODS”

- Academic major/concentration and/or college
- Geographic home location or current living situation (ex. Those who live in the same area of campus)
- Values preferences based on AM program values sort activity or personality assessment
- Shared interests/activities (ex. Sports teams, hobbies, etc.)
- Last name or birthday month
- Random number/name generator

As members are added to the chapter and as Mentors graduate, these “group” or “pod” assignments will naturally shift over time. This reinforces a group network model of support.

CHECK-IN MEETING OVERVIEW

Mentors and mentees should have regular meetings to facilitate meaningful dialogue, support progress on personal growth plans, proactively manage challenges, and strengthen the mentor/mentee relationship.

RECOMMENDED CHECK-IN FREQUENCY:

- **Initial Month of Membership:** Weekly for 30-45 minutes (to establish rapport and consistency)
- **After First Month of Membership:** Bi-weekly or as needed (maintain engagement, monitor goal progress)
- **Remaining time of Membership:** At least monthly once mentorship is established, with flexibility based on mentee's needs (ex. High stress times like final exams, applications/interviews, etc.).

All meetings should follow a similar format and interactions should be recorded on a mentor/mentee meeting tracker or similar form to be submitted to the Mentor Program Manager or discussed during Mentor Committee meetings.

CHECK-IN MEETING STRUCTURE/OUTLINE:

- **General Check-In:** Ask about how everything is going for one another, and share anything new/exciting.
- **Personal Growth Plan Review and Progress Updates:** Review and revisit the goals and items set within the mentee's personal growth plan, discussing successes, challenges, and any revisions that may be needed. Mentors should share observations and feedback, as well as making and relevant connections to campus, fraternity, or community resources for plan achievement.
- **Structured Reflection:** Each meeting should end with brief reflection questions to help mentees connect their experiences to personal growth:
 - "What have you learned recently through your fraternity experience that helps with your academic or professional goals?"
 - "How is your involvement in Delta Chi enhancing your college experience overall?"
 - Seek any feedback for the mentor from the mentee regarding the relationships and if needs are being met or if meetings / communication needs should be adjusted.
- **Setup Next Meeting:** Agree on the time, date, and location of the next meeting and clearly outline next steps to be achieved prior to that session.

Mentors should submit documentation to the MPM after each meeting using a structure submission and form to verify that check-in meetings are occurring at the recommended frequency and rate.

ACCOUNTABILITY AND TROUBLESHOOTING

Great mentoring requires follow-through. Here's how to address common issues:

MENTOR NOT ENGAGED?

- Have a one-on-one to clarify expectations.
- Offer a reset or re-train on a specific topic as needed.
- If necessary, you may need to review mentor group assignments if they need to take a break from the committee and return later.

MENTEE NOT RESPONDING?

- Ask the mentor to check in through multiple channels.
- Encourage patience—mentorship grows over time.
- Consult the “F” or Health & Wellness Chair if there are signs of distress.

COMMITTEE INACTIVE?

- Refocus on shared goals at the next meeting.
- Focus the next committee meeting on a professional development opportunity.
- Remind members of the value of mentoring for their own development.

MENTOR RECOGNITION STRATEGIES

Serving as a Mentor is truly exemplifying what it means to be an “MVP” brother within the chapter. Consider your Mentor Committee to be your chapter's version of the Order of the White Carnation. With that in mind, it's important to build a culture that recognizes mentorship, both as mentors graduate and when they go above and beyond.

Examples include:

- Highlight “Mentor of the Month” at chapter meetings or on social media.
- Create small awards: certificates, stickers, or engraved items.
- Nominate standout mentors for campus awards.
- Celebrate mentoring wins at Brotherhood events.
- Host a Mentor celebration event for those who are graduating to thank them for their service, and have them share their plans for future Delta Chi involvement.

YOUR LEGACY

As the Mentor Program Manager, you invest in the leadership, wellness, and success of your fellow members, often behind the scenes. You are not just building better mentors, you are helping build a brotherhood based on personal growth. The habits, conversations, and connections you create will outlast your term and echo through every generation that follows.