

Using Committees Effectively

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Benefits Committees Provide:

- ▲ Represents, involves and serves members of the chapter
- ▲ Serves as a development tool and opportunity for emerging leaders
- ▲ Processes information and provides guidance to the Executive Committee to make decisions
- ▲ Increases and enhances communication throughout the chapter
- ▲ Completes tasks and reaches goals effectively as a group

Role of Committee Chair:

- ▲ Schedule and attend committee meetings
- ▲ Sets clear and measurable goals, expectations, and deadlines
- ▲ Be a self-starter and take the initiative to begin a project
- ▲ Recognize group dynamics and be open-minded about new ideas
- ▲ Guide the committee to set expectations and accomplish goals
- ▲ Communicate committee efforts to the chapter at each meeting
- ▲ The committee chair serves as a counselor, motivator, leader, and presiding officer.
- ▲ Facilitate and participate in committee meetings
- ▲ Empower committee members
- ▲ Understand committee's purpose and its relation to the Fraternity and chapter objectives
- ▲ Exercise leadership: acquire attention, inspire others, and control without dominating

Role of Committee Member:

- ▲ Understand committee's purpose and its relation to Fraternity and chapter objectives
- ▲ Set personal goals for committee service that embraces the committee's objectives
- ▲ Report to committee chair and chapter as necessary
- ▲ Work with other committee members to carry out assigned tasks
- ▲ Attend committee meetings

Communicate To Each Chapter Member:

- ▲ Each committee member's responsibilities
- ▲ Proper committee member to contact for information and to offer advice and comments

Suggested Standing Committees:

(Suggested committee size based on average chapter membership of 35 to 45.)

- ▲ **Fundraising** (4-6 people): To plan and coordinate fundraising activities for the chapter, communicate the activities to the chapter, and advertise the activities as necessary. Survey the chapter as to what activities they are interested in and find out if they know of any profitable fundraising projects. Coordinate dates of events with Executive Committee/VPCO for calendar, work with Awards and Recognition Committee to prepare information for national awards. Fundraising activities should be planned at least one semester/quarter in advance.

- ▲ **Faculty Relations** (2-3 people): Serve to promote and educate all faculty members, with additional emphasis on Deltasigs, about the Fraternity. Plan and coordinate events that give chapter and faculty members an opportunity to interact. Help with the selection of prospective faculty initiates. Keep faculty members aware of chapter events and news through newsletters, personal invitations, and regular mailings. Work with the Awards and Recognition Committee for the national Chapter Advisor of the Year award.
- ▲ **Social Activities Committee** (3-4 people): To plan and coordinate social events for the chapter (complying with the Risk Management, Insurance and Conduct Policy) and provide refreshments at professional speakers, or recruiting functions as appropriate. Ensure that the chapter is represented at campus activities such as intramurals. Communicate such events to the chapter; coordinate dates of events with Executive Committee/ VPCO for calendar.
- ▲ **Special Events Committee** (2-6 people): To plan and coordinate special events such as Founders' Day celebration, chapter birthday, a special anniversary celebration (5, 10, 25, 50, 75, etc.), and annual university activities. Coordinate dates of events with Executive Committee/VPCO for calendar and works with the VPAR.
- ▲ **Website/Publicity/Electronic communications** (2-4 people): Serve to promote and raise awareness of all newsworthy chapter activities in the School of Business, university and community. Methods of media can include: bulletin boards, news releases or advertisements (university or community newspaper, university or community radio station, etc.), congratulatory personal classifieds (or ads), information tables, table tents, flyers, websites and informational mailings and emails. Manage and update chapter website; manage use of membership list serves, and any chapter social media efforts (Facebook, Twitter, Instagram, etc.)
- ▲ **Motivation/Brotherhood** (2-4 people): To prepare and administer a structure for periodically recognizing brothers in the chapter that can be used as a motivational program. Coordinate formal awards presentations with the Executive Committee. Encourage Brotherhood among chapter members by increasing communications about chapter activities and developing solutions to poor attendance or unsuccessful activities. Create incentives to participate, ask for specific ideas and talents on special projects, and emphasize sections from Ritual to encourage more loyalty. Work with VPPA, VPSA, and Social committee.

Note: The chapter should already have an Executive Committee and Ritual team in place. The President may appoint additional committees or individuals to help officers of Executive Committee as needed.