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Handbook for Chapter Presidents

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Introduction

Purpose of this handbook

The University of Virginia seeks to create an atmosphere in which fraternities and sororities are able to find the challenge, support, and resources needed to survive and prosper. With this idea in mind, the *Handbook for Chapter Presidents* has been created. This handbook, made available through the Office of the Dean of Students/Fraternity and Sorority Life, is a compilation of information gathered from multiple sources. The purpose of this document is to provide a quick and reliable source of reference information for the President and officers of all undergraduate Greek-lettered organizations. The *Handbook for Chapter Presidents* is by no means a definitive document. As with all collections of information, time will invoke the need for revision.

If you have any questions, comments, or concerns about this manual, please direct them to: ask-fsl@virginia.edu.

Greek Councils

Synopsis of each community

Multicultural Greek Council (MGC)

The **Multicultural Greek Council** (MGC) is a governing organization that oversees multicultural fraternities and sororities at the University of Virginia. The purpose of the MGC shall be to further the best interest of the Multicultural Greek-lettered fraternities and sororities through representation in both the University and Charlottesville communities as well as through an active interest in matters of common concern. Currently, the MGC consists of six chapters: two fraternities and four sororities:

- alpha Kappa Delta Phi Sorority, Inc.
- Lambda Upsilon Lambda Fraternity, Inc.
- Lambda Theta Alpha Latin Sorority, Inc.
- Sigma Psi Zeta Sorority, Inc.
- Lambda Phi Epsilon Fraternity, Inc.
- Theta Nu Xi Sorority, Inc.

▶ **The Multicultural Greek Council office is located in Room 176 of Newcomb Hall.**

▶ **Website:** <http://www.student.virginia.edu/~mgc-uva/>

National Pan-Hellenic Council (NPHC)

The University of Virginia Council of the National Pan-Hellenic Council, Inc. (UVA-NPHC) is the umbrella organization of the historically Black Greek-lettered organizations at the University of Virginia. The mission of the UVA-NPHC is to promote the ideals and standards upon which the respective organizations were founded. The UVA-NPHC carries out this mission through joint action and programming of events such as community service projects, forums and step shows within the University and Charlottesville communities. The member organizations of the UVA-NPHC are:

- Alpha Kappa Alpha Sorority, Theta Kappa Chapter
- Kappa Alpha Psi Fraternity, Eta Sigma Chapter
- Omega Psi Phi Fraternity, Lambda Zeta Chapter
- Phi Beta Sigma Fraternity, Zeta Eta Chapter
- Zeta Phi Beta Sorority, Tau Theta Chapter
- Sigma Gamma Rho Sorority, Theta Lambda Chapter

▶ **The UVA-NPHC office is located in Room 173 of Newcomb Hall.**

▶ **Website:** <http://www.student.virginia.edu/~nphc/>

Inter-Sorority Council (ISC)

The **Inter-Sorority Council (ISC)** is the governing body of fifteen National Panhellenic Conference (NPC) affiliated sororities at the University of Virginia. The ISC promotes the sorority community by encouraging leadership, academic achievement, and service. As the largest organization for women on Grounds, the ISC serves as a forum for the discussion of current issues facing college students and, in particular, the sorority community. The fifteen chapters of the ISC are:

Alpha Chi Omega
Alpha Phi
Alpha Delta Pi
Chi Omega
Delta Delta Delta

Delta Zeta
Delta Gamma
Gamma Phi Beta
Kappa Alpha Theta
Kappa Kappa Gamma

Kappa Delta
Pi Beta Phi
Sigma Sigma Sigma
Sigma Kappa
Zeta Tau Alpha

► **The Inter-Sorority Council Office is located in Room 174 of Newcomb Hall.**

► **Website:** <http://www.student.virginia.edu/~isc-uva/>

Inter-Fraternity Council (IFC)

The **Inter-Fraternity Council (IFC)** is the representative body governing the thirty nationally affiliated fraternities at the University of Virginia. Since 1852, fraternities have been an integral part of each student's quest to become a well-rounded individual within the University community. Established in 1934, the Inter-Fraternity Council (IFC) governs thirty social fraternities. The Governing Board, which consists of nine Executive Committee members and seven at-large members, represents the core of the IFC. The Inter-Fraternity Council works with the members of the Presidents' Council in an effort to continue to strengthen the fraternity community at the University through progressive policies, programs and education. The thirty chapters of the IFC are:

Alpha Epsilon Pi
Alpha Phi Alpha
Alpha Tau Omega
Beta Theta Pi*
Chi Phi
Chi Psi (The Lodge)
Delta Kappa Epsilon
Delta Sigma Phi
Delta Upsilon
Kappa Alpha
Kappa Sigma

Phi Delta Theta
Phi Gamma Delta (FIJI)
Phi Kappa Psi
Phi Society
Pi Kappa Alpha
Pi Kappa Phi
Pi Lambda Phi
Sigma Alpha Epsilon
Sigma Alpha Mu
Sigma Chi
Sigma Nu

Sigma Phi
Sigma Phi Epsilon
Sigma Pi
St. Anthony Hall
St. Elmo Hall
Theta Chi
Theta Delta Chi
Zeta Beta Tau
Zeta Psi

* Colony

► **The Inter-Fraternity Council Office is located in Room 172 of Newcomb Hall.**

► **Website:** <http://www.student.virginia.edu/~ifcouncil/>

Partnering with Constituents

Founded in 2001 by an initiative of the Board of Visitors to strengthen and support student self-governance and leadership on the individual chapter and governing council levels, the mission of Fraternity & Sorority Life is to enable our students to shape organizations that promote the principles of scholarship, leadership, diversity, service and honor. As such, our office team serves as the University liaison to alumnae, alumni and chapter headquarters' staff, as well as the neighborhoods, property managers and departments of the City of Charlottesville.

In order for us to successfully advocate for Greek-lettered organizations, we need a collaborative partnership between OFSL, Greek governing councils, and chapters. For this partnership to be effective, we must also understand the following:

- Our fraternity and sorority chapters are pieces of larger values-based national or international organizations.
- Our fraternity and sorority chapters are expected to add value to the University and Charlottesville communities.
- As part of the University and Charlottesville communities, we must recognize the importance of our relationships with various constituents.
- Central to these relationships is a mutual investment by all parties, as well as a commitment to ongoing dialogue and communication.



Our Team:

Michael J. Citro, Assistant Dean of Students (mjc2w@virginia.edu)

Sally L. Kline, Assistant Dean of Students (slk2n@virginia.edu)

F. Aaron Laushway, Associate Dean of Students & Director of Fraternity & Sorority Life (fal4x@virginia.edu)

Michele Monger, Officer Manager (mmr6p@virginia.edu)

Chris Wilcox Elliott, Doctoral Intern (cle9y@virginia.edu)

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434/924-8945 (fax)

ask-fsl@virginia.edu

Quick Contacts

Contact Information for Key Constituents

Office of the Dean of Students – Fraternity & Sorority Life

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Office of the Dean of Students

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Joy Pugh, Coordinator for LGBT RC	434/924-7447	jkp4b@virginia.edu
Bill Ashby, Associate Dean of Students & Director of Newcomb Hall	434/924-8804	wla4f@virginia.edu

Emergency Response

Name	Phone	Email
University of Virginia Police Department	911 (emergency) 434/924-7166	
Charlottesville Police Department	911 (emergency) 434/970-3280	
Albemarle County Police Department	911 (emergency) 434/295-5807	
University of Virginia Hospital	924-2231 (ER) 434/982-1100 (Patient Info)	
Counseling and Psychological Services (CAPS)	243-5150 (daytime) 434/972-7004 (on-call)	

Chapter Specific Information

Name	Phone	Email
Chapter Advisor or Counselor		
On-Grounds (Faculty/Staff Advisor)		
Inter/National Headquarters		
House Corporation Board or Management Company (if applicable)		

Section 2: Chapter Leadership

Responsibilities of the Chapter President

Successful characteristics and traits

It is an honor to be elected chapter president, but the position is not an honorary one. The chapter president must not only possess superior organizational, communication and managerial skills, he/she must assume responsibility and provide consistent, inspired and enthusiastic leadership for members.

Most importantly, the president must possess the ability to lead by example in an attempt to gain the respect and confidence of his or her members. Self-discipline will enable you to hold others accountable for their actions. After all, if you, as a leader, do not pay your bills, come prepared to a meeting, and act responsibly in a social atmosphere, why should your members?

- ▶ **A chapter president represents the ideals and values of the organization. Leadership by example is a must. This not only sets the precedent, but raises the standards of the organization.**

Traits of Exceptional Leaders:

1. **Proactive vs. Reactive**—A proactive leader is always thinking three steps ahead, working to master their own environment with the goal of avoiding problems before they arise.
2. **Flexible/adaptable**—How do you handle yourself in unexpected or uncomfortable situations? An effective leader will adapt to new surroundings and situations, doing their best to adjust.
3. **A good communicator**—As a leader, you must listen...a lot! You must be willing to work to understand the needs and desires of your membership. A good leader asks many questions, considers all options and leads the chapter in the right direction.
4. **Respectful**—The president should show respect to those who elected him or her. Showing others respect will ultimately bring him or her respect.
5. **Confident**—Be proud of your fraternity/sorority and let your pride emanate to others within and outside the chapter.
6. **Enthusiastic**—Excitement is contagious. When a leader is motivated and excited about the chapter, the chapter will follow their lead.
7. **Open-minded**—Work to consider all options when making decisions. A strong leader will evaluate the input from all interested parties and work for the betterment of the whole.
8. **Resourceful**—As a chapter leader you must utilize the resources available to you and the chapter. The General Fraternity/Sorority, your local alumni, your parents, the Greek advisor, the campus community and the community at large are resources at your disposal.
9. **Rewarding**—An exceptional leader will recognize the efforts of chapter officers and members and positively reinforce those actions. We all enjoy being recognized for our actions!
10. **Well-Educated**—Knowledge is power. Work to be the president who is well educated on the organization as a whole, campus and community policies and procedures. Further, your knowledge of issues and information within the chapter will only increase your success in leading the chapter.
11. **Open to Change**—A leader will take into account all points of view and will be willing to change a policy, program or chapter tradition that is out-dated or no longer beneficial to the chapter.
12. **Interested in Feedback**—How do your members feel about your presidency? How can you serve the members of the chapter better? These are important questions that a leader needs to constantly ask the chapter.

13. **Evaluative**—Evaluation of chapter events and programs is essential for a chapter to improve and progress. An exceptional president will constantly evaluate and change programs and policies that are not working.
14. **Organized**—Are you prepared for meetings and chapter events and confident that your officers are prepared and organized as well?
15. **Consistent**—As president, you need the confidence and respect of the chapter members. Confidence and respect cannot be earned without your leadership being consistent. Members must have confidence that their opinions and thoughts will be heard and taken into consideration.
16. **Delegation** —An exceptional leader realizes that they cannot accomplish everything on their own. They will know the talents and interests of their members and delegate tasks accordingly.
17. **Initiative**—The president should work to be the motivator and initiator of chapter operations. He or she must be a key element in the planning and implementing of chapter programs, policies and events.

**From Beta Theta Pi "President's Manual" section I*

A Week in the Life of a President

What does it entail?

A brief example of duties that may arise on a weekly basis in this leadership role:

- Preside over the chapter meeting. Follow the prescribed order of business. A chapter meeting should last no more than one-and-one-half hours.
- Review the chapter's goals with the Regional Director, volunteers, and the executive committee, and chart progress on the Chapter Plan.
- Chair the executive committee meeting:
 - Follow up on officer action items from the previous week.
 - Review the chapter calendar for the week.
 - Serve as a sounding board for new ideas.
 - Coordinate and schedule chapter events.
 - Set chapter priorities.
- Speak with the:
 - Office of Fraternity and Sorority Life
 - Chapter Advisor or Counselor
 - Alumni and Volunteer Corporation President
 - Regional Director
- Follow up on action requested of you and action you requested.
- Monitor the chapter's risk exposure. Ensure all policies and procedures are followed.
- Ensure the chapter is represented at its specific Greek Council meeting.
- Ensure all forms and necessary materials are submitted in a timely manner.
- An important step in the effective operation of an organization is communication. Make sure the chapter is represented at all appropriate meetings in the community.

**Adapted from Sigma Phi Epsilon "President's Manual"*

Definition of Leadership

What does it mean to be a leader?

Reference the following quote from the Higher Education Research Institute:

“A leader is not necessarily someone who holds some formal position of leadership or who is perceived as a leader by others. Rather, a leader is one who is able to affect positive change for the betterment of others, the community, and society. All people, in other words, are potential leaders. Moreover, the process of leadership cannot be described simply in terms of the behavior of an individual; rather leadership involves collaborative relationships that lead to collective action

grounded in shared values of people who work together to affect positive change.”

LEADERSHIP
=
Shared Values
+
Relationships
+
Action
↓
Positive Change

An effective leader must:

- *Be willing to take risks in reaching toward opportunities and in reaching out to people*
- *Be able to inspire and guide a group toward a shared vision*
- *Be able to empower others to participate, fostering collaboration*
- *Be a role model*
- *Be encouraging by noticing and celebrating accomplishment*

Goal Setting

Looking to the future

Assess the state of the chapter

Ask yourself:

- ✓ What do we do well?
- ✓ What are we proud of?
- ✓ What do we not do well?
- ✓ What haven't we tried yet?
- ✓ What is something we have not done differently in 2 or more years?
- ✓ Who are our audiences, and how do they perceive us?

Gather members to identify goals

It is important to have everyone's input. You will receive more perspectives and everyone will feel some ownership in the projects that come out of this. Goal setting does not have to happen in a 30-minute session, nor does it have to happen all at once.

Section 3: Chapter Management

Motivating Your Membership for Success

Taking a team approach

As leaders work to further the mission of their Greek-lettered organization, they are faced with the challenge of involving each individual member in a meaningful way. Apathy is commonly defined as a lack of emotion, feeling, or interest. The following four steps provide an alternative to the assumption that members are not involved because they do not care. By examining these steps, you should be able to stop apathy before it starts.

1. Set goals as an organization:

Goals can be a motivating force for an organization if they are decided upon as a group. Clear goals will provide your chapter with something to work toward, and they can unify the membership. As chapter president, you must realize that you are serving the needs of your members. You must solicit input from everyone before decisions are made. A group goal setting session will improve communication and help people to feel more invested in the chapter's activities. It is difficult for one person to single-handedly motivate another; however, by fostering a team approach to leadership, you will provide your members with the feeling that they are valuable. The expression "people support what they help create" is important to remember as you strive to work with the chapter.

2. Organize members' involvement, and tap into their strengths:

Once your chapter's goals are in place, encourage members to take specific actions to meet those goals. Personally asking members to become involved will cause them to feel more valued. The key to their acceptance of your offer is an appreciation of their talents and interests as individuals. Members will become more likely to participate if the opportunity fits with their experience and/or skills.

3. Create better meetings to increase attendance:

Meetings that involve the entire membership can do a great deal to promote unity; however, a poorly run meeting can have the opposite effect. Weekly meetings should reinforce the importance of being a member of the organization and make everyone feel valued.

Running an effective meeting is not always easy, especially when individuals come with very different opinions and perspectives. Leaders must find a way to allow all opinions to be heard while still focusing on the issue at hand in a reasonable period of time. The presiding officer must solicit comments from members representing different opinions, allowing everyone in attendance to feel that their thoughts are being heard. Members will continue to attend meetings if their input is listened to and valued.

Lack of information is often a reason for people not wanting to attend meetings. Progress toward established goals should be reported at each meeting as well as current issues and upcoming events. If members feel out of touch with the organization, they will feel uncomfortable being involved. A printed agenda for the meeting can help facilitate a smoother discussion.

Informed members will want to come to meetings. Leaders often simply say that members are apathetic instead of seeing apathy as a symptom of a larger issue. In this case, the issue is a

lack of information, not a lack of concern for the membership.

Finally, meetings should always end on a positive note. Even when challenges arise and opinions clash, it is important to find a way to bring good closure so people will want to attend in the future. This is an opportunity to unify the group with a session where everyone is allowed a chance to express themselves.

4. Design a plan for recognition:

Recognizing members who have participated in a meaningful way is crucial for motivating them to remain involved. Sometimes the best way to recognize contributions is saying 'thank you' in person. Once again, apathy in this case is a symptom of feeling unappreciated.

Personally thanking a brother or sister for their contributions gives an opportunity for dialogue. The person will feel good that someone acknowledged the accomplishment and provided the chance to talk about it in more detail. Leaders should regularly offer personal praise; it takes only a small amount of time to make members feel like valuable contributors to the organization.

Significant accomplishments should also be recognized in front of the entire group. Not only does this make the individual feel good, but it also provides an example for other members of the group to get involved. A presentation at a chapter awards banquet or some other chapter event is a great chance to give a plaque or other gift.

Once you, as a leader, truly get to know the members of your chapter, you will better know what motivates them. The most important thing to remember is that the little bit of time it takes to say thank you, in private or public, can be key to keeping people inspired and involved.

In any organization, the followers will participate within the group if they understand what the goals are, made part of the goals, and are given credit for the participation. It is part of your responsibility to be the motivator in the chapter and show the chapter members the importance of their participation. Also, take heed to the advice:

► Privately criticize and publicly praise

**Adapted from "Motivating Your Membership for Success." Campus Commentary: Nov 1995.*

**From Beta Theta Pi "President's Manual" appendix G*

Communicating Expectations, Policies, and Protocol

Avoiding problems before they begin

Establishing and communicating policies and protocol is key. Make a statement available to all members of the chapter regarding unacceptable conduct (e.g., sexual assault, alcohol and drug abuse). As trends of conduct develop, they also need to be addressed to reinforce clearly the value system of the chapter unacceptable conduct cannot be condoned by silence.

Examples of polices and protocols that communicate expectations:

1. Bylaws
2. Website
3. Member orientation
4. Chapter minutes
5. Officer transition notebooks
6. Emergency plan with emergency contact information for all members and posting of emergency contact information in a visible and accessible location.

Maintaining a history of documentation helps the chapter, as well as the University, differentiate between individual and group conduct. Incidents that are isolated or a result of one person's conduct should be addressed by the chapter as such. This could relieve the chapter of bearing the responsibility at a higher level. Be proactive and handle the situation accordingly.

► **Remember that it's best to avoid problems – but it is better not to make a bad situation worse by failing to act or to make poor choices once a problem occurs.**

Is this Our Responsibility?

Does the organization bear some responsibility, or is this purely individual in nature?

Use the questions below to help start your conversation:

1. Were any officers (past or present), or current advisor(s) present? Were persons delegated, formally or informally, to a position of authority present? If so, what action did they take?
2. If not in attendance, did any current officers have knowledge of the event/action?
3. What resources were used? Were organizational/group funds used or pooled from members or were other material resources of the organization/group used for the activity/event?
4. What was the purpose of the activity/event (i.e. initiation, admission to or as a condition of continued membership)?
5. Was the activity/event formally or informally sanctioned?
6. Did the event take place in space owned, operated, rented or commonly used by the organization/group?
7. Was there advertising for the activity/event? If so, where was it displayed (i.e. physically or via media)? Who arranged for its placement?
8. Was the activity/event announced at an organizational/group meeting (either formally or informally)? Was the activity/event information posted in a place where members would see or have access to it?
9. If there were non-members present, how did they learn of the activity/event?
10. What percentage of attendees were members of the organization/group?
11. Of those non-members in attendance, what was the nature of their affiliation (i.e. alumni, invited guests, etc.)?
12. What are your organization/group policies regarding the incident?
13. Does the action you took follow these policies?
14. What does your organization/group history of the current incident indicate?
15. Did the incident occur on campus or off campus? Indicate location.
16. If a guest was injured at the event, would their parents think it was your organization's event? Would a jury think it was?

Delegation Strategies

A good leader knows how to delegate authority. As president, you must ask for the help of others for the chapter to move ahead. The three steps of effective delegation are:

1. Request that a member/officer perform a task with a specified date of accomplishment.
2. Check on the progress of the member/ officer.
3. Follow through to ensure that the task has been completed.
4. Officer support and resources to those you have delegated to.

Oftentimes, leaders do a great job of step one; however steps two and three are not given the attention they need. Work to incorporate steps 1 though 3 when delegating authority within the chapter.

Here are some delegation do's and don't's:

- **DON'T** delegate when:
 - It is an extremely important matter with serious consequences, an emergency, or a matter of exception to a policy.
 - You wouldn't be willing to do it yourself.
 - A member may not possess the skill necessary to successfully complete the task.
- **DO** delegate when:
 - There is a lot of work to be accomplished.
 - You feel someone else has a particular skill or qualification that would suit a task.
 - Someone expresses an interest in a task or committee.
 - You think a particular member might benefit from the responsibility (i.e. an emerging leader.)

A basic delegation strategy:

1. Explain why s/he was selected to lead.
2. Explain his/her responsibilities and role.
3. Explain what is expected of his/her and his/her task group.
4. Discuss the task.
5. Supply resources – people, materials, examples.
6. Set mutual target dates for completion.
7. Express your confidence and support of his/her and/or the group.
8. Follow-up and be available for assistance as needed.

**Adapted from Beta Theta Pi "President's Manual" section I*

**Adapted from Alpha Chi Omega "Chapter Leadership Guide" section 3*

Utilizing a Committee System

Sharing responsibility

Chapter Committees and How They Work

Committees allow for a more efficiently operated chapter and can help officers delegate responsibility. They also provide an opportunity for each member to get involved in the workings of the organization, helping to develop chapter pride. Here are a few basic guidelines:

1. Establish committee only if there is a definite need. Do not set up a committee for the sake of having a committee.
2. Give each committee responsibility and consider appointing developing leaders to chair the committees.
3. Officers should supervise committees and periodically meet with committee chairmen and review goals.
4. Set an overall policy on committees:
 - a. Develop a written description of purpose and responsibilities of each committee before establishment.
 - b. Appoint a chairman and allow people to volunteer. Keep committee size to five or less.
 - c. Require weekly or monthly reports to the executive committee and weekly reports to the chapter.
 - d. Prepare a year-end written report and evaluation.

Keys to Effective Committees

Committees are the backbone of the organization. They provide the careful study and analysis that allow the bigger group to make correct decisions. Effective committees don't just happen -- they are a combination of a good purpose, a good leader, and good committee members.

Purpose

Ask yourself, what is the committee's role? Does it have a record of achievement? The establishment of clear, realistic goals will make your priorities known. This also gives members a clear sense of what they will be expected to contribute to the committee.

Leadership

Carefully plan your agendas and meeting timetables to prevent last-minute changes. Give your members time to prepare for the meeting by distributing agendas in advance. Try not to dominate committee discussions. As a leader, you should help the committee maintain a focus while allowing members to express themselves even if their views are contrary to your own. Never permit name calling or hostile discussions.

You can regain control of rambling discussions by calling on a different member for their opinion on the agenda item or by suggesting that they postpone their ideas until later. Briefly summarizing the committee's ideas on a topic can also bring closure to an agenda item discussion.

Membership

Size: An optimal size for a committee is five to seven members. Members should be receptive to new ideas and other people's opinions. Work is accomplished in a committee when members understand their task and are able to focus on it creatively.

Location: Seating arrangements for committees are important. Round or square tables that offer members a view of one another, encourage open discussion, and trust. Try to hold

meetings in a central consistent location, and make sure all members are notified of the time and place well in advance of the meeting.

Deadlines: When you assign tasks, set deadlines. Ask members to submit their information or completed task before the next meeting so you have a chance to prepare your feedback and follow-up suggestions. Close committee meetings by summarizing major points and assignment deadlines. Minutes are a good way to inform members of deadlines and responsibilities, and these should be distributed within ten days of the meeting. You may want to make additional follow-up phone calls one week prior to the deadline to see if unanswered questions are preventing the completion of the task. Adhering to established deadlines will help members take you more seriously.

Recognition: Remember that recognition can go a long way in encouraging member loyalty and commitment. Acknowledge the committee's work through notes to both the workers and to the general organization. Appreciation will attract more people to your committees in the future.

Sharing Information: Remember to report regularly to the general organization. Repeating a summary of your committee's work will help to decrease controversy about your decisions and to increase support for committee activities. If you need help with an activity, you should warn the bigger group as soon as possible.

**Adapted from Tau Kappa Epsilon "Committee Resources"*
<http://www.tke.org/resources/committees/index.htm>

Calendar Planning

Balancing priorities

Utilize the following suggestions to ensure a balanced chapter calendar. It is best to outline events by semester. Through early planning, your chapter can help members plan their time effectively and ensure that members are not over programmed.

Work with chapter officers and advisors to note the following dates: first day of class, mid-terms, exam week, vacations or breaks, holidays, and any other university-sponsored event dates. An easy reference for these important dates can be found in the introduction of this manual.

Add the following chapter events in four tiers:

1. Recruitment activities and initiation activities (i.e.: all mandatory events)
2. Chapter meetings, officer meetings, standards board meetings, mandatory NPHC/IFC/ISC/MGC events, founders' day celebration, chapter elections, officer training activities, and chapter retreats
3. Philanthropy activities, scholarship activities, FOA's, and committee meetings
4. Member appreciation activities, alumni/alumnae events, cultural events, sisterhood/brotherhood activities, chapter dinners, and members' birthdays

All other events, like social and University activities, fill in the remaining space.

With chapter officers and advisors, ask these questions:

1. Is the number of "mandatory" events reasonable?

2. Are any particular groups in the chapter expected to do a good deal more than others (i.e., new members or newly initiated members have most time demands?). If so, how can time commitments be more even among members?
3. Can events be combined? Can you work with another fraternity or sorority to plan a workshop or service project? How can officers combine efforts to accomplish similar goals?
4. Is there room in the calendar for events that come up during the semester?
5. Do you have a balanced calendar? Balanced between scholarship, social, sisterhood/brotherhood, service, etc.? What areas need more attention?
6. Is the timing realistic? Is there too much scheduled during one time of the semester or year?
7. Do you have a variety of events (social, scholarship, leadership, and service) on the calendar?

Community Service & Philanthropy

A few ideas for community outreach

Fraternities and sororities at Virginia complete an incredible amount of community service each year and also contribute large sums of money to philanthropic causes. While both community service and philanthropic giving have a huge impact, it is important to note that there is a difference between community service and philanthropy:

Community Service involves action taken with and for community members; it involves working side by side with members of the community who are in need of assistance.

Philanthropy is often times connected with a large, charitable cause and involves the raising of funds to support a given cause. More often than not, community service is documented by the number of service hours an individual or organization completes; philanthropy is documented by the amount of money raised.

Community Service

Looking for community service opportunities? Check out Madison House Volunteer opportunities in a variety of areas: <http://www.student.virginia.edu/~madison/index.html>

Here are some good places to start as well...

Medical Organizations

March of Dimes, Diabetes Association, Muscular Dystrophy, Multiple Sclerosis, Make-A-Wish Foundation, Children's Burn Awareness, Red Cross, American Cancer Society, American Heart Association, Epilepsy Foundation, Leukemia Society, Alzheimer's Foundation
Ronald McDonald House, United Way, UVA Hospital, AIDS Groups, Nursing Homes, Senior, Citizens/Retirement homes, Martha Jefferson Hospital, Kluge Children's Rehabilitation Center

Shelters and Crisis Centers

Homeless Shelters, Battered Women's Shelters, VFW Homes, Food Kitchens

Service Organizations

Inter-Greek Habitat House, Service groups – Madison House, Rotary International, Salvation Army, Goodwill Industries

Social Agencies

Every community has social agencies in contact with needy people. The county Health and Human Services agency is a good place to search for an outlet for a philanthropic project. State and city governments usually have similar agencies.

Schools

Day Care Facilities, Elementary Schools, Mid-Schools, High Schools

Local Organizations

Big Siblings, Cub Scouts, Boy Scouts, Churches

- *Additionally, the **FOA Resource Guide** can always provide other ideas for your organization and not intended to just fulfill Fraternity/Sorority requirements. Refer to these opportunities on page 24 of this manual.*
- *Your Fraternity and Sorority may have a national organization in which it sponsors; these are easy ways to know who your chapter should support*

Philanthropy

Before beginning any philanthropic efforts, it's important to check with your inter/national organization to see if there is an existing partnership in place. If so, your inter/national organization can help you connect with a local branch of the philanthropy. If there is no partnership in place, it's important that your chapter decide on a cause that they are passionate about.

In planning a philanthropic event, here are some tips to keep in mind:

- Be sure that you have done all possible advertising for your event
- Contact all the people who are helping with the event to make sure they will be there on time and are aware of what they are doing
- Try and think of ways to make your event more exciting
- Try and find other organizations on campus who might partner with you for an event (other fraternities/sororities, etc.)
- Look for things that people could bring home from the event, such as t-shirts
- Use personal stories to give people a connection to your philanthropy
- Be sure and get everyone involved, find a task for every member of your chapter
- Don't be afraid to re-use ideas that have worked in the past
- Get Feedback

**Adapted from Alpha Epsilon Pi "Philanthropy Manual" section VIII*

► **Remember: make sure your event complies with your organization's Standards of Conduct, Risk Management Policy, Member Expectations, University Regulations, etc.**

Running an Effective Meeting

EFFECTIVE MEETINGS:

Meetings are generally necessary to transact business, solve problems, change policy, review progress, organize thinking, involve members, and as a means of communication. It is important that organization and order is present in the chapter meetings to keep attendance high. When the Brothers start sensing that nothing is being accomplished in the meetings, they will stop attending. However, a well run, organized, orderly meeting, that lasts a short period of time will keep the Brothers interested in attending.

RECOMMENDATIONS FOR RUNNING AN EFFECTIVE MEETING:

- Plan and post an agenda of topics to be considered at the meeting. This means holding an Executive Committee (EC) meeting at least a day prior to the chapter meeting. Allow issues to be discussed among the Executive Committee before the chapter meeting. The EC should be in accord with their decisions and display that unity to the chapter.
- Make sure the meeting room is clean, comfortable, and large enough to accommodate everyone.
- Minutes should be taken at every meeting, and the minutes of the previous meeting should be read at the next meeting.
- Know parliamentary procedures.
- Start the meeting on time.
- Schedule meetings at an appropriate and consistent time/day. Meetings should not be too early or too late.
- Make sure only one member is speaking at a time.
- Do not spend too much time on any one topic. If necessary, refer to a committee or recommend a motion.
- Make sure you speak to the entire group and not just an individual.
- Have a plan of action and policy for discipline when dealing with disruptive members.
- Allow everyone a chance to participate.
- Never lose your temper.
- Know the Constitution and Bylaws. Always have a copy accessible.
- Have some type of "Good of the Order" where everyone has a chance to speak at the end of the meeting.
- Always end the meeting on a positive note.
- Listen to what everyone is saying.

FOLLOWING A MEETING:

- Write up and distribute minutes within 3 or 4 days. Quick action reinforces importance of meeting and reduces errors of memory.
- Discuss any problems during the meeting with other officers; come up with ways improvements can be made.
- Follow-up on delegation decisions. See that all members understand and carry-out their responsibilities.
- Give recognition and appreciation to excellent and timely progress.
- Put unfinished business on the agenda for the next meeting.
- Conduct a periodic evaluation of the meetings. Note any areas that can be analyzed and improved for more productive meetings. See a sample meeting evaluation.

► From "Running Effective Meetings – Tips and Tricks" www.meetingwizard.org 2006

Section 4:

FAQ's & Additional Resources

What is the FOA?

FOA stands for Fraternal Organization Agreement (FOA) and essentially outlines the University expectations for fraternities and sororities. This contract is renewed each academic year and requires the signature of the chapter president as well as an administrator from the Office of the Dean of Students – Fraternity & Sorority Life.

As part of the FOA process, chapters are expected to complete 6 educational programs. Detailed information on the FOA process can be accessed on the Office of Fraternity and Sorority Life website. Chapter presidents are strongly encouraged to contact the Office of the Dean of Students – Fraternity and Sorority Life to discuss the FOA process in detail.

Where is the Office of the Dean of Students – Fraternity & Sorority Life located?

The Office of Fraternity & Sorority Life (OFSL) is located in the Lower Level of Madison House (170 Rugby Road). Information about the office can also be accessed at: <http://www.virginia.edu/ofsl>.

What is the Greek News?

The *Greek News* is your source on upcoming events, philanthropic opportunities, etc. brought to you by other Greek Organizations and the University at Large. Be sure to keep a lookout for the bimonthly e-mails in your inbox. Archived editions of the *Greek News* can be accessed at: www.virginia.edu/ofsl/greeknews.htm

Where can I find maps to the fraternity and sorority houses?

IFC Fraternity Locations: http://www.student.virginia.edu/%7Eifcouncil/map_frats.pdf

ISC Sorority Locations: <http://www.virginia.edu/ofsl/sorority%20map1.gif>

Where can I access the University's Hazing Policy?

This policy is accessible at: www.virginia.edu/ofsl/hazing.html. Please note that hazing is absolutely prohibited by Virginia State Law and University regulations.

Additional Resources:

University of Virginia Specific Resources

- Office of the Dean of Students – Fraternity & Sorority Life: <http://www.virginia.edu/ofsl>
- Office of the Dean of Students: <http://www.virginia.edu/deanofstudents>
- FOA Programming Resource Guide: <http://www.virginia.edu/ofsl/resource.html>
- FOA Forms & Supplemental Materials: <http://www.virginia.edu/ofsl/policies.html>
- Officer Transition Guide: <http://www.virginia.edu/ofsl/policies.html>
- Center for Alcohol and Substance Education: <http://www.virginia.edu/case>

National Fraternity & Sorority Links

- North-American Interfraternity Conference: <http://www.nicindy.org/>
- National Panhellenic Council: <http://www.npcwomen.org>
- National Pan-Hellenic Council, Inc: <http://www.nphchq.org>
- National Association of Latino Fraternal Organizations, Inc: <http://www.nalfo.org>
- National Multicultural Greek Council: <http://www.nationalmgc.org/home.html>
- Association of Fraternity Advisors: <http://www.fraternityadvisors.org>

Fraternity & Sorority Resources:

- Undergraduate Interfraternity Institute: <http://www.nicindy.org/programs/UIFI/>
- LeaderShape: <http://www.leadershape.org/home.asp>
- StopHazing.org: <http://www.stophazing.org>
- Fraternal Information & Programming Group (FIPG): <http://www.fipg.org>
- Robert's Rules of Order: <http://www.robertsrules.com/>