

Executive Committee Best Practices

Executive Committee Meetings bring brothers together to make the best decisions that will impact the operations of the chapter. Properly run, Executive Committee meetings enhance chapter meetings by bringing forward well prepared and articulated plans of action.

Achieving productive Executive Committee meetings requires that you focus on three distinct areas on a weekly basis:

Preparation

What topics need to be covered?

Execution

What are desired outcomes?

Follow-Through

How will we manage plans?

Preparation:

- Have each officer submit an *Executive Officer Report* to summarize what they would like to cover at the upcoming meeting, as well as an update on their current projects/activities. Have all officers bring their calendars.
- Prepare an agenda that contains:
 - A list of meeting objectives(i.e. desired outcomes)*
 - Roles and responsibilities of the attendees*
 - Reasonable time allocations for each agenda item.*
- Invite all active chapter members and, when appropriate, pledge class officers to the meeting.
- Make sure all logistical details are taken care of (*e.g., decide location, obtain supplies or equipment necessary, develop a set of ground rules, and distribute agenda in advance*).

Execution:

- Conduct the meeting using Roberts Rules of Order.
- Present and get agreement on the agenda.
- Demonstrate leadership.
 - Encourage constructive participation from all attending.*
 - Model and encourage quality communication. Discuss what is crucial for the ongoing development of the chapter.*
 - Handle disruptive behaviors.*
 - Manage diverse information and views.*
- Keep the meeting on schedule by:
 - Focusing on the purpose and desired outcomes (don't let discussions stray)*
 - When deviating from the planned agenda, negotiate a new plan.*
- Record action commitments on an Action Register (*e.g., who will do what, by when*).

Follow-Through:

- Distribute the minutes (*including the Action Register*) on a timely basis.
- Follow up to ensure that the action items are being completed according to the timeline.
- Communicate all results to the active chapter members and pledge class officers.