

***Greek President
Information Packet
Fall 2010***

ΣΣΣ ΦΚΨ ΠΔΧ ΣΓΦ ΜΣΥ

ΧΦ ΦΣΣ ΦΒΣ ΧΥΣ ΣΔΤ

ΚΣ ΑΦΔ

*Greek Life Office
X3591
State University of New York College at Oneonta*

Congrats! Being the President of a chapter is one of the most important positions in a Greek chapter. You are responsible for the day to day operations of your chapter; you are also the main point of contact for the Greek Life Office and the College. Because of your position you may be asked to attend meetings and attend special events on behalf of your chapter. If you are in national organization you also must maintain open communication with your national officers. This President's information packet was created to provide a reliable resource for Greek presidents and other executive board members. If you have questions, comments or concerns about this information please email Angie Eichler at eichleac@oneonta.edu.

Keep in mind that as the President you always need to be:

- Punctual
- Organized
- Involved
- Knowledgeable
- Observant
- Engaging
- Efficient
- Enthusiastic

GOALS

- *As the President your main goal is to ensure that your chapter operates in an efficient manner. You are responsible to keep your organization on track and to make sure that the other officers are fulfilling their duties and obligations.*

Related Goals

- **Maintain high scholastic standing for all Members, at least a 2.50 GPA**
- **Encourage positive interaction between your chapter and other Greek chapters on campus**
 - **Participate in all Greek meetings and events**
 - **Meet regularly with your Chapter Advisor to establish a good working relationship**
- **Coordinate your chapter's calendar so your members know when events and programs are going to be held**
- **Make sure that all of your required paperwork is turned in by the due dates so your chapter isn't fined.**

General Responsibilities

- The president should turn in sign in sheets (supplied by the Greek Life Office) within 24 hours of a program or event.
- The president is responsible for keeping their organization informed of all upcoming events such as receptions, banquets, leadership programs, IGC mandated community service projects, Order of Omega, FIPG, etc.
- The president attends the twice monthly presidents meetings.
- The president meets twice per month with Angie Eichler.
- The president is responsible for checking his/her organization's mailbox, located in Angie Eichler's office and passing down the information to the rest of the organization. Please check your mailbox regularly because they fill up fast!!
- The president is responsible for submitting an article or an article ideas for the Greek Gazette, a newsletter for faculty, staff, alumni and family members that is published electronically twice per semester.

General Information

ROOM RESERVATIONS

- To reserve a room in the go to the Hunt Union website under general information (reservations)
 - To reserve a room in Morris Hall, call x2134
 - To reserve College Camp contact OAS at x3352
 - To reserve a classroom building contact the College Registrar at x3216 (*your Advisor must be in attendance*)
- (Please make your reservations at least one week in advance, spaces on campus fill up fast so make your reservations early!!)

FUNDRAISING

- In order to do fundraising (on or off campus) you must fill out a fundraising form. These forms are available on line at the Hunt Union website under general information (forms and subscriptions)

SERVICES PROVIDED FOR GREEKS

- Please refer to the Code of Rights and Responsibilities for Greek Social Letter Organizations
- Groups can make 50 copies per week in the Office of Campus Life
- Groups can send mail out from the Office of Campus Life
- Groups can send/receive faxes in the Office of Campus Life. The fax # is 607-436-2415
- If you need anything else that is not listed here please let me know. I will do my best to get your chapter what you need.

IGC Eboard Contact Information Fall 2010

President: Rafet Abdeljabbar (ΧΦ) abder86@suny.oneonta.edu

Vice President: Christina Manion(ΦΣΣ) manicm21@suny.oneonta.edu

Treasurer: Nicole Tapia (ΠΔΧ) tapin44@suny.oneonta.edu

Secretary: Marissa Katz (ΣΓΦ) katzmh91@suny.oneonta.edu

Fraternity Recruitment: Zachary Silver(ΦΚΨ) ztsilver@gmail.com

Sorority Recruitment: AnneMarie Cucci (ΣΓΦ) cucca50@suny.oneonta.edu

New Member Chair: Aaron Schulman (ΧΦ) schuam46@suny.oneonta.edu

Community Service Chair: Alexa Man(ΣΣΣ) mannam51@suny.oneonta.edu

Scholarship: Jaclyn Fettinger (ΣΣΣ) fettjt09@suny.oneonta.edu

Inter-Greek Council Meetings are held every Monday at 8:30pm in the Hunt Union Catskill Room (check Greek calendar for dates)

GREEK CODE REQUIREMENTS

Checklist for Greek Expectations-2010-2011

Recognition Material Required	Date Due	Check/Completion Date
Officer Directory and Membership List Minimum Expectation #4 GET CHAPTER ADVISOR'S SIGNATURE BEFORE IT IS HANDED IN TO GREEK ADVISOR	September 15 February 15	
Greek Life Registration Cards on file in the Office of Campus Life. Contain contact, grade release, and confirmation on notification of the College Hazing Policy	September 3 January 28	
New Member Program Minimum Expectation #6 GET CHAPTER ADVISOR'S SIGNATURE BEFORE IT IS HANDED IN TO GREEK ADVISOR	August 31 January 25	
One Workshop-Choice of Academic Success Stress Reduction Study Skills Academic Integrity Minimum Expectation #11	<i>One academic workshop per semester</i> <i>(Jaclyn Fettinger, IGC Scholarship Chair will coordinate these)</i>	
One on-campus community service project Minimum Expectation #12		
One off-campus community service project Minimum Expectation #12		
Four Leadership Workshops Minimum Expectation #13	<i>GPA workshops count as these programs</i>	
Two leadership retreats hosted by the Office of Campus Life Minimum Expectation #13	August 24 January 18	
Constitution Copy on file in the Office of Campus Life GET CHAPTER ADVISOR'S SIGNATURE BEFORE IT IS HANDED IN TO GREEK ADVISOR Minimum Expectation #14	September 15	
Bi-Annual Report addressing these minimum expectations	December 3 April 8	

Greek Life Contact Information Fall 2010

Chapter	President	Vice President
ΣΔΤ	Aja Heinlein	Nicole Gizzarelli
ΣΣΣ	Kayla DiMuro	Nicole Bencivengo
ΦΣΣ	Laura Crowley	Kelly Woodard
ΜΣΥ	Morgan Cseh	
ΠΔΧ	Lauren Amedeo	Nicole Tapia
ΣΓΦ	Victoria Valentin	Christina Price
ΧΦ	Evan Grodzitsky	Justin Greene
ΦΚΨ	David Lucas	Greg Barra
ΦΒΣ	Andre Mack	Whicliff Bihayi
ΧΥΣ	Cynthia Marino	
ΑΦΔ	Alex Lubicich	Ray Krisa
ΚΣ	Joshua Steward	Zac Muller

CONTACT INFORMATION

Office of Campus Life
 Hunt College Union-SUNY
 Oneonta, NY 13820
 607-436-3591 (p) 607-436-2415 (f) 607-436-2052 (IGC office)

PUBLICATIONS PRINTED BY GREEK LIFE OFFICE

- Welcome to Greek Life for new students and family members (handed out at open houses)
- Go Greek! (put in every freshman residence hall room)
- Going Greek! (Guide for potential new members)
- New Member Handbook
- Greek Life Calendar (online publication)
- College at Oneonta Hazing Information Booklet
- Greek Gazette Newsletter for faculty, staff, alumni and families (published twice per semester)

Chapter Advisor Info for Presidents

As the President of your chapter, you are required to do a lot of work with people outside of the chapter, like the campus Greek Advisor and your Chapter Advisor. The information below will help you have a productive and positive relationship with your Advisors.

Some benefits of a Chapter Advisor include:

- ☆ They can offer advice to graduating seniors on career opportunities.
- ☆ They will give encouragement to students to participate in campus events and organizations.
 - ☆ They will provide an additional mature advisory resource.
- ☆ They may be able to positively impact the chapter academic performance by reviewing the scholarship plan, meeting with the scholarship chair, new members and/or the chapter, and by providing a system of accountability.
- ☆ The chapter may develop a relationship with faculty members outside of the classroom which may result in career advice, academic assistance, and assistance in personal development and continuity.
- ☆ The advisor may become an advocate for the "Greek Experience" to other faculty, university administration, and/or parents.

Here are ways to build a positive relationship with your chapter:

- ☆ Keeping the advisor informed of what is happening in the organization, both positive and negative.
- ☆ Taking the advisor's schedule into consideration when arranging meetings and events.
 - ☆ Agreeing to support the rules and regulations of the College.
 - ☆ Making the advisor feel like a welcome member of the group.
- ☆ Extending appropriate courtesies to the advisor and his or her guests.
 - ☆ Being honest and open with the advisor.
- ☆ Informing the advisor of problems and issues in the Greek community.

- ☆ Designating class liaisons from new member classes.
- ☆ Inviting the advisor to activities, including social events.
- ☆ Keeping the advisor informed of all organizational activities, meetings, issues and agendas.
- ☆ Meeting regularly with the advisor to discuss organizational challenges.
- ☆ Informing the advisor of any potential problems the chapter may be facing.

When working with your Advisor, there are many ways to keep a positive, healthy relationship going, even throughout officer transitions. Some ways to do this are:

- ☆ Invite them to lunch or dinner if possible.
- ☆ Invite them to a scholarship banquet.
- ☆ Invite them to a Faculty Appreciation tea/coffee.
- ☆ Invite them to present a study skills seminar to the chapter and/or new member class.
- ☆ Invite them to Parents' Day activities. Give the advisor an opportunity to speak to the parents about the education their children are gaining.
- ☆ Have Big/Little Siblings visit the advisor together. The purpose would be to obtain assistance for the new member to get to know the advisor better.
- ☆ Provide the advisor with tickets to campus events that the chapter takes part in.
 - ☆ Invite the advisor to attend and participate in community events.
 - ☆ Send them information on recruitment dates and times.
 - ☆ Send them copies of newsletters.
 - ☆ Babysit for your advisor's children.
 - ☆ Send birthday and holiday cards.
 - ☆ Nominate the advisor for awards and recognitions.

Sometimes, as President, you may find yourself stuck in the position where your current Advisor is leaving and you need to find a new one. Some things to consider when picking a new advisor are:

- ☆ Does the person express a desire to help students?
- ☆ Are they willing to commit sufficient amounts of time to the chapter?
- ☆ Are they enthusiastic about the possibility of working with the chapter?
 - ☆ Do they have the ability to motivate others?
 - ☆ Do they have a sense of humor?
 - ☆ Are they willing to listen to students?
- ☆ Do they have an interest in the student's personal growth and development beyond the classroom?
 - ☆ Do they have the ability to work with others?

All prospective Faculty Advisors should receive an explanation of the organization's history, purpose, program, needs and expectations. This gives potential Advisors the opportunity to study the organization and decide if they truly are interested in fulfilling the responsibilities and demands of the position.

Recruiting a Chapter Advisor

Students should approach the potential Chapter Advisor and invite him or her to lunch or to a chapter dinner or other event with chapter members.

Alumni can assist with the recruitment of the chapter Advisor, especially if they are members of the staff or faculty members themselves.

It is helpful to have a position description for the chapter Advisor, which describes the parameters of his/her role.

Many universities publish a Speaker's Bureau brochure that includes topics about which faculty and staff are willing to speak for a nominal fee or for free. Such a listing may generate suggestions for potential Faculty Advisors.

Faculty members may have outside hobbies or membership in organizations similar to university clubs. If a professor belongs to a civic organization and is knowledgeable in the areas of officer training or strategic planning, allow that person to share those resources in an advisory role.

Information about your Chapter Advisor

Name:

Department:

Phone:

Email:

Chapter President Leadership Information

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*

Motivating members toward success

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*

Delegation strategies: Empowering your group

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 four 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.

Often, 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 through 4 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 1*

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

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 chairperson 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 talk to the bigger group as soon as possible.

Adapted from Tau Kappa Epsilon "Committee Resources"

Calendar Planning

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 online at www.oneonta.edu

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 IGC events, founders' day celebration, chapter elections, officer training activities, and chapter retreats
3. Philanthropy activities, scholarship activities 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 College 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 and Philanthropy

Fraternities and sororities at Oneonta 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 the CSRC in Alumni Hall.

Running 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 members 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 members interested in attending.

Recommendations for running an effective meeting:

- Plan and post an agenda of topics to be considered at the meeting.
- Allow issues to be discussed among the Executive board before the chapter meeting. The e-board 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

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 (FIG): <http://www.fig.org>
Robert's Rules of Order: <http://www.robertsrules.com>
Oneonta Inter-Greek Council greek.oneonta.edu

*Presidents-Good luck on a
successful year.*

*The Greek Life Office and the
Inter-Greek Council is always here
to help you if you have any
questions or concerns.
Have a great semester!!*