



PHI DELTA THETA
Become the greatest version of yourself

VIRTUAL CHAPTER MEETING GUIDE

The Code of the Phi Delta Theta Fraternity stipulates that chapters must meet at least once every two weeks (Title VII, Section 78). This does not mean that meetings must be in-person, thus it will be expected that each chapter meets this standard this year. Many chapters have been hosting regular virtual meetings throughout the COVID-19 pandemic, and below is a list of some of the best practices they have observed throughout that process.

Prepare

- With in-person chapter meetings, it is important to prepare for the gathering, and even more so if it is done virtually.
- Spend considerable time outlining the meeting's schedule and gathering the needed resources. Will there be a presentation or video to show? If so, have the slides ready to go before opening the meeting room to the members. Are the members knowledgeable of the topics that will be discussed? Do the executive officers have their reports ready to give? You can even do a mock run through with a handful of members to ensure that the meeting runs smoothly.

Post an agenda in advance of the call

- A highly effective practice is to create an agenda for the meeting and distribute it to all of the members that will be in attendance. Outline any new business or discussion items that will be brought up. This will allow the members to develop their thoughts and think through any questions before arriving to the virtual meeting.
- This agenda should be locked down at an executive committee meeting held prior to the chapter meeting and provided to the members at least twenty-four hours in advance.

Maximize the video platform's features

- Whether you are hosting the virtual meeting on Zoom, GoToMeeting, Skype, or one of the many other platforms, there are a handful of features that you can utilize to make the meeting run smoother.
- Polls are a great way to get instant feedback on a topic without having to struggle through muting and unmuting microphones.
- Hosting a background contest could add a fun aspect to the chapter meeting.
- Encourage members to use the hand raise feature to make it known that they wish to voice their feedback.

Hold Small Group Breakouts

- If you are using a software that offers the ability to create breakout rooms, this is a great feature to break up the potential monotony of a virtual chapter meeting. With the simple click of a button you can send your members into small groups for things like brotherhood check-ins, committee or sub-committee meetings, or even games.
- These groups are a way to connect brothers who might not be in the same area during this time.

Bring in Guest Speakers

- Virtual meetings are the perfect time to host guest speakers such as alumni, community members, or faculty/staff from your institution. Examples could include:
 - » The university/college Title IX Coordinator
 - » Deans/professors from various academic programs
 - » Local nonprofit executives or philanthropic partners
 - » First responders
 - » Successful alumni
-

Invite Phikeias to join

- It's no secret that this fall's Phikeia experience will be different at many schools. The absence of many in-person interactions and typical structure may introduce some challenges when it comes to getting the Phikeias ingrained within the chapter.
- Using your weekly meeting times as a way to encourage their participation and for them to develop an understanding of how the chapter operates and functions is a highly recommended best practice.

For more tips on how you can maximize your time during a virtual chapter meeting, contact your designated GHQ representative.
