



# DELTA KAPPA EPSILON

Gentlemen, Scholars & Jolly Good Fellows

## Hosting a Virtual Executive Board Meeting

Despite the disturbance caused by COVID-19, it is important that our local chapter operations continue in the best capacity possible. At a minimum, we encourage our chapters to continue their regular executive board meetings. Some key points and considerations during these meetings are:

- There is a wide variety of platforms available for virtual conferencing, such as Zoom, Google Hangouts, and Go To Meetings. For more information, please check out our Virtual Meeting resource at [www.dke.org/covid](http://www.dke.org/covid) under the Local Operations section.
- As with normal executive board meetings, select a regular date that these meetings will be held. Although the initial meeting may need to be conducted as soon as possible, additional meetings should be predictable in order to allow members to prioritize tasks under the allotted amount of time.
- An agenda should be disseminated to attendees before the meeting. The level of detail in this agenda is up to you, but the more detail added the more rigid the meeting becomes, which could be advantageous during initial meetings on a new platform amongst members who would socialize. DKE HQ recommends using Google Docs so that members can edit the same document remotely.
- Stick to a time frame outline in the agenda as much as possible. Whereas during in person meetings social norms and manners are more strictly adhered based on proximity to others, virtual meetings make it easier for attention to wander or tasks to be focused on. By sticking to a time frame, members will better maintain focus.
- We recommend that you take this time to tackle immediate issues, anticipate possible issues, and then get a jump start on planning for Fall 2020. Possible important discussion topics are:
  - Do we have any upcoming events with a venue. How can we best alter, postpone, or cancel these events based on issued guidance from federal, local, and university officials? Do any of these contracts financially impact the chapter in any way?
  - How has this event affected our budget? Challenge the treasurer to submit an adjusted budget including increases/decreases in cost. Examples include increased fees on house cleaning/maintenance or decreased costs of hosting events.
  - How has this affected our New Member Education? Consult DKE's resource outlining expectations/best practices on the website under Local Operations.

- Have we completed our administrative tasks, including reporting members or collecting International and local dues?
- How has our recruitment process been impacted? How can we utilize our current names list and social media to remain in consistent contact with our potential new members and move them through the recruitment process?
- What is our brotherhood plan until normal operations resume? Consult the resource on DKE's website for ideas.
- How can we come out of this disruption in operations ready for the Fall? Consider starting with comparing the altered budget with the chapters list of goals, including focus on recruitment, philanthropy, and brotherhood events.