

Chapter Planning/Programs, Meetings, and Filling Committees

Chapter Planning

There are many parts to a chapter meeting, and each chapter has its own way of meeting. Here are some things to consider when planning for the upcoming year's meeting:



- **Dates:** Prepare a tentative list of dates, check holidays and school calendars. Get input and suggestions from members.
- **Location:** Contact the locations that your meetings will take place. You might be able to use your local Board of Education or County Recreation facilities for free. Consider a “field trip” to a local food bank or art gallery for a change of scenery.
- **Caterer:** Make arrangements for your meals, if your chapter has “eating meetings”. You might want to see if a local culinary or tech school has meal options from their classes, or meet in a local church fellowship hall, utilizing the “food ladies” at the church.
- **Meeting agenda/programs:** Plan future meetings with all those chapter members who are interested in helping. Remember, DKG only requires four (4) meetings that include a business meeting, so be creative with your extra meetings and use them as opportunities for engaging the interests of your members.

Filling Committees

Filling chapter committees is one of the most challenging tasks of the chapter president. The first step in this task is recognizing the strengths and interests of your chapter members.



- Prepare committee development with gathering information about your chapter members. Have each member complete a “Directory Update” and use that information to help find where their interests are.
- Have a conversation with each member about the area in which they would like to work in the upcoming biennium. Some will have a clear idea of what they would like to do; and some will need your help in finding the best fit.
- Take the time to listen to what the members tell you about their time constraints and take it to heart. We all have times in our lives that we are busier than others, and there are “jobs” in DKG that will fit within everyone's comfort zone.
- Not every chapter needs every committee/officer, but there are a few that are crucial: President, Vice President, Treasurer, and Recording Secretary. All the others can be combined or restructured to meet your needs.

Chapter Programs

Interesting program development should be a priority for any effective meeting. There are many resources to access for great program ideas:



- DKG has a 30-page document with hundreds of great program ideas. Just visit www.dkg.org, sign-in, and follow the tab called “Programs/Projects”. Download the PDF to use for chapter programming. Vary the programming over the two years of your biennium. Will you fulfill the 7 Purposes?
- Tap into the talents and interests of your chapter members! Survey your chapter membership to discover any hidden talents (crafting, writing, advocacy) that might be utilized.
- Look closely at the programs and projects that your chapter has been involved in through the past few years. Determine if they are still meaningful and timely. Spruce-up any projects that have become routine and try something new that might be more meaningful to your members and your community.
- A sample “Information Sheet” is included for your use.

Agenda

The Meeting Agenda is one of the most important documents for your chapter; not only does it keep the meeting organized and running smoothly, but it can become an important historical document for your chapter.



- Use the same format for all of your meetings and just change the meeting information each time. The consistency helps members be prepared for their portion of the meeting, which in turn keeps the meeting moving.
- From your Agenda, create a script, with detailed information and dates/times so that you can easily move from one portion of the meeting to another. Share your script with the executive committee or anyone who might have a part in your meeting, so that they will be aware of the flow of the meeting.
- Share your scripted Agenda with your Recording Secretary, or whoever will be taking notes, so they will have all the details they will need to effectively create the official minutes for the meeting.

The 5-Minute Business Meeting

The Delta Kappa Gamma Society encourages each local chapter to hold at least four meetings a year. There are times when decisions for the chapter should be made; however, that does not mean that the whole meeting needs to be filled by a business meeting. What we are suggesting is that you use our “5 Step” process to streamline the business portion of your chapter meetings, which will leave more time for food, fun, fellowship, and some great programs!



The GSO has created a resource to help you facilitate [“The 5-Minute Business Meeting” model](#).



Some Things to Consider ...

- Post the information on your chapter’s website to save on printing costs
- E-mail the information prior to the meetings so members can copy for themselves
- Use technology available in the meeting space to display the information during the meeting



2020 Information Sheet

Member Name: _____

Has any of your contact information changed (address, phone, email)? Yes No

If so, please provide your updated information.

Do you think calling members prior to meetings should continue? Yes No

If so, would you be willing to serve on the calling team? Yes No

Would you be willing to give a devotional at a meeting? Yes No

Would you be willing to supply door prizes for a meeting? Yes No

What are some program ideas you have for future meetings?

On what committee would you be willing to serve?

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Programs | <input type="checkbox"/> Membership | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Chapter Projects | <input type="checkbox"/> Necrology | <input type="checkbox"/> Sunshine |
| <input type="checkbox"/> Christmas Auction | <input type="checkbox"/> Finance | <input type="checkbox"/> Scholarship |



Chapter Information Sheet

2020-2021

Member Name: _____

Has any of your contact information changed (address, phone, email)? Yes No
If so, please provide your updated information.

Would you like to see member pictures in our yearbook directory? Yes No

With what other organizations/volunteer activities are you involved?

Would you be willing to give an inspirational at a meeting? Yes No

Would you be willing to supply door prizes for a meeting? Yes No

Our chapter has the following committees listed in our chapter rules. On which committee(s) would you be willing to serve?

- | | | |
|--|--|---|
| <input type="checkbox"/> EEC/Program | <input type="checkbox"/> Initiation | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Music | <input type="checkbox"/> Necrology | <input type="checkbox"/> Sunshine |
| <input type="checkbox"/> Chapter Project | <input type="checkbox"/> Finance | <input type="checkbox"/> Reservations |
| <input type="checkbox"/> Christmas Auction | <input type="checkbox"/> Nominations | <input type="checkbox"/> Scrapbook |
| <input type="checkbox"/> Membership | <input type="checkbox"/> History | <input type="checkbox"/> Name Tags |
| <input type="checkbox"/> Orientation | <input type="checkbox"/> Chapter Rules | <input type="checkbox"/> Scholarship |

Have you visited our chapter website this year? Yes No

Do you think calling members prior to meetings should continue? Yes No

If so, would you be willing to serve on the calling team? Yes No

What are some program ideas you have for future meetings?