

Alumni Advisory Board Meeting Tips

Efficient Board meetings are a sure way to improve operations. While some meetings may serve a social need, they are primarily designed to disseminate information regarding the Alumni Advisory Board's work and the chapter's operations. To ensure a properly functioning meeting that produces results, the following standards are necessary:

Regularity

The Alumni Advisory Board should meet monthly, quarterly at a minimum. A group cannot be effective with less regular meetings. Conference calls should not be used to take the place of face-to-face meetings, unless they cannot be avoided.

Attendance

This should be required of all Board members. Exceptions should be limited to professional obligations or illness. Plan your meeting calendar well in advance.

Formal Meeting

All meetings should be held at the chapter facility (if applicable) or another appropriate location on campus. Undergraduate officers should be included in all meetings. Having the meeting at the chapter house, or on campus, will help to increase the Board's visibility with the chapter members. Including the chapter officers at your meeting will help to maintain an active, positive, partnership between the Board and the chapter. Meeting at the chapter house will also give the Board an opportunity to regularly inspect the facility.

Rules of Order

While Alumni Advisory Board members need not have a thorough knowledge of parliamentary procedures, a few simple rules of parliamentary procedure should be used to allow the meetings to remain constructive.