



Chairing a Committee

You've been elected to chair a committee for your Chapter, and it's important that you are prepared to take on this important role. With the leadership of a strong Chair, a well-run Committee can help the Chapter meet its goals while engaging the entire Chapter in planning and executing excellent events.

The Role of a Committee Chair

- Understand committee's purpose and its relation to Fraternity and Chapter objectives
- Schedule, facilitate and participate in regular Committee Meetings
- Manage expenditures for committee events and maintain budget for reporting purposes
- Participate as a Member of the Executive Council, collaborating with other Committee Chairs to share resources and maximize the impact of events
- Delegate tasks to Committee Members and provide support to help them in the completion of assigned tasks by defined deadlines
- Set clear and measurable goals for the committee as a whole and individual Members
- Create opportunities for all Committee Members to contribute their ideas and utilize their skills and talents to further the goals of the committee
- Represent the committee during Chapter Meetings, promoting the work of the committee and communicating about accomplishments
- Identify Committee Members with strong leadership skills who would be ideal for future leadership positions within the Committee and the Chapter as a whole
- Engage Initiates and new Members in the work of the committee to offer opportunities for new leaders to emerge and facilitate succession planning
- Provide leadership in evaluating events and making improvements for the future
- Utilize on-campus and local partnerships to benefit the work of the Chapter

Why Delegate?

As a Committee Chair one of the skills that will help to make you and your Committee successful is your ability to delegate. While it is your job to lead the Committee, it will not be possible for you to achieve all the goals of your Committee without a capable and engaged team. Here are some of the ways that everyone can benefit from a leader who knows how to delegate:

- Allows Chair to learn how to oversee the work of others and develop trust in the Committee
- Gives Members an opportunity to use what they know to benefit the Committee
- Fosters collaboration among Committee Members to achieve goals efficiently and effectively