



Chairing the Executive Council

As the Vice President of the Chapter, one of your duties is to chair the Executive Council, a group made up of all the Chapter's Committee Chairs. It's important that you know how to succeed in this aspect of your position because the success of committees and their respective Chairs depends on your leadership. Here are the primary responsibilities associated with your role as the Chair of the Executive Council:

Schedule and Facilitate Meetings

The Executive Council should meet as a group at least once every two weeks so that Committee Chairs can share the work of their committees and upcoming events. Regular meetings will foster inter-committee collaboration to make all events more successful and benefit the Chapter.

Oversee Committee Budgets

While Committee Chairs are responsible for creating a budget and accounting for expenditures, as the Chair of Executive Council, you should provide budget oversight on an ongoing basis. By keeping an eye on the spending of individual committees, you will have greater insight into the overall financial picture of the Chapter and may be able to facilitate budget adjustments that benefit all Members and the Chapter as a whole.

Communicate with the Exec Board

As the Chair of Executive Council, you will have the most information regarding the work of individual committees and the Committee Chairs. You may be asked to provide insight into which committees are most effective and deserving of additional funding when it comes time to budget. Since many Chapter leaders start off in Committee Chair roles, you may be able to make recommendations regarding those Committee Chairs who show the most promise for positions with greater responsibility.

Fostering Inter-Committee Collaboration

Collaboration between committees is a great way to ensure that you have a full calendar with varied programming while avoiding scheduling conflicts. Here are some ways that committees can work together:

- Be intentional about inviting Alumni Members to attend Chapter events and incorporate them in activities at events whenever possible
- Include Scholarship, Leadership and Fellowship events as part of Recruitment
- Incorporate an educational component into every service event, for example, having a professor come talk about mental health and homelessness before the Chapter volunteers at a shelter
- Have Public Relations work with all committees to plan advertising and highlight events on social media
- Invite Risk Management to attend planning meetings to ensure that strong risk management practices are followed at events.