



Committee Chair Duties

Leading a committee is one of the most tangible ways that you can contribute to the success of your Chapter. Being a Committee Chair will be challenging and rewarding, and your leadership will make the work of your committee possible. The Members of your committee will work together to plan and execute events that further the Fraternity's mission. Here are your duties as a Committee Chair:

1 Lead Meetings with Your Committee

Meet weekly with your committee to discuss event ideas, divide up tasks and evaluate completed events. Committee Members should plan to commit up to an hour each week based on what events are coming up, and, as the Chair, you will set the agenda and ensure that Members are prepared to participate in the discussion.

2 Plan Events with Your Committee

Each Chapter decides how many events a committee will plan every semester, and this should be outlined in your Chapter's governing documents. As the Chair, it is your responsibility to ensure that all events are well-planned and that Committee Members are actively engaged in the planning.

3 Promote Your Committee's Events

Include all events on the Chapter Calendar, and announce the events that are coming up within a week or two during your Committee Report at the Chapter Meeting. If you are inviting Alumni or the campus community, you should start advertising a month in advance. Plan your approach to event promotion to include when you will advertise and how.

Recommended Modules for Committee Chairs

The Power Of Innovation - Ideas Into Action

First-Time Officer - No Dumping

Successful Feedback - Giving Constructive Feedback

Successful Feedback - Receiving Feedback



LEADERSHIP IN ACTION



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Execute All Events as a Team

All Members of your Committee should participate in the execution of committee events. Some Members may have more availability to help in the planning stages of an event, but it is important that your Committee Members are present the day of an event to help resolve any last minute issues and ensure a successful event.

5

Reflect with Your Committee

Each event will have strengths and weaknesses. The best way to ensure that you continue to plan and execute successful events is to allow time to reflect, as a committee and as an entire Chapter, on what went well and what can be improved for next time.

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Celebrate Your Committee's Successes

As the Committee Chair, remember to celebrate when your committee has put on a particularly excellent event or made strides toward a shared goal. Let the National Office and your sheltering institution know about successful events put on by your committee by tagging us on social media. Remember that you can get recognition for your Chapter by applying for a National Award via the Phi Sigma Pi website!

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Ensure the Future Success of Your Committee

Throughout your time as the Committee Chair, keep track of important deadlines, best practices and ideas about how to improve to pass along to the next Committee Chair. Organize all of the documents related to your committee, including meeting notes and event evaluations, so that they can be easily referenced in the future. Ask yourself what you wish you had known going into the position, and help get the new Chair started on the right foot.

Additional Resources for Committee Chairs

Check out the Resource Center for these additional resources to help you be most effective in your Committee Chair role:

- Setting Deadlines for Committee Members
- Delegating Effectively
- Mission-Aligned Events
- Assessing Risk When Planning an Event
- Event Evaluation