



The Chapter Visit

Whether a virtual or onsite visit, you can expect the time that the National Office spends with your Chapter to be focused on providing opportunities for Member education and Chapter development. Here is what you can expect from your Chapter Visit.

1 Purpose of the Visit

- Evaluate areas of strength and areas for improvement
- Share resources to support Chapter growth and development
- Answer questions and spark discussion

2 Possible Visit Activities

- Meeting with Exec Board and Council
- Office Hours for one-on-one meetings or small group meetings in functional areas
- Question & Answer Session
- All Chapter Presentations
- Meetings with University Staff

3 How to Prepare for your Visit

- Stay in communication with the National Office
- Have questions to ask and ideas or plans ready to discuss
- Book rooms that allow the proper space for these activities

4 What to Expect After your Visit

- Follow-Up
- Post-Visit Survey

Virtual Visit Tips

- Book a room with capability to present/project from a computer with a mic
- Try to face computer camera on Members for National Staff you are meeting with
- Have audience within the camera boundaries so the National Staff can acknowledge any Member with questions
- Have a Member by the computer to mute mic if needed--sometimes this is necessary depending on the mic frequencies
- All Virtual Visits will be held over Google Meetings--a link to this meeting will be provided in the Google Calendar invitation sent by the National Staff



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Virtual Visit Room Set-Up

Although there is a screen between the Chapter and the National Staff visiting, with the proper room set-up this visit can seem as natural as if the staff was there onsite. Depending on your campus, these room set-ups could all look different; your meeting could be in a classroom, a union/organization room or even a room in the library. The most important take away when setting up all of these rooms is to make sure the Chapter can see (and hear) the National Staff, as well as their presentation. Being able to have the camera face the Chapter should always be considered, as well, but that would depend on your schools technology in these rooms.

