

Committee System

Advantages to having a committee system

- Spreads out the responsibilities of a chapter
- Cultivates new ideas
- Opens up new lines of communication
- Increases the self value of individual chapter members
- Creates an environment where new members are acclimated easily
- Chapter business is carried in a faster and more effective manner

How to establish a committee

Every chapter is different, and will require different needs. It is very important for a chapter to ask themselves, how many committees do they feel that they need? This can be done very easily in a brainstorming session, list all the committees that you feel are important, and write a brief and general description of the purpose of that committee.

Committees should have a chair, which will direct busy within the committee and report back to the Vice President of the chapter.

The Vice President of the chapter is typically responsible for overseeing committee busy as a whole. Chairmen of committees are expected to report to him weekly with updates to allow the Vice President to report back to the chapter.

Lines of Communication

A committee system can allow a chapter to carry out its business in a much faster and more effective, as long as chairmen are communicating well with their committee members and the Vice President of the chapter.

List of commonly seen committees within chapters

1. Executive committee/Executive board (highly encouraged)
2. Standards Board
3. Risk Management/Safety
4. Financial Review
5. New Member Education
6. Recruitment
7. Scholarship
8. By-laws
9. Social
10. Public Relations

11. Philanthropy
12. Fund Raising
13. Activities
14. Technology Committee
15. Ad Hoc
 - a. Common Ad Hoc
 - i. Petition
 - ii. Homecoming
 - iii. Greek Week
 - iv. Retreats

Committee size

Committees are not created equal, despite that importance of each committee to the organization as a whole, there is no need to have a set number of individuals on each committee. A chapter should decide on the number of individuals needed for each committee, depending on the amount of responsibility that the committee is expected to have.

Who is on the committee?

This is one of the most interesting aspects of the committee system, the resource allocation aspects of it. Chapter membership in all chapters is diverse and each member has at least one strength to bring to the group. This is the time where the chapter gets to use that strength by placing individual members into areas where they will be most useful to the entire group as a whole.

Sample Structure for an Executive Council and Committee system

Archon

- Oversees the Executive Council and Judicial Board
- Acts as a liaison between chapter and college, international office

1st Angelos - Internal	2nd Angelos - External	Treasurer	Secretary	Judicial Board / Standards Board
- Vice President of Internal Affairs of the chapter	- Vice President of External Affairs of the chapter	- Responsible for creating a budget for the chapter and maintaining it	- Keeps minutes for every chapter meeting	- resolves issues between chapter members
Responsible for the following committees:	Responsible for the following committees:	- Bills and collects dues	- Maintains calendar of chapter activities	- develops and enforces code of conduct
- New Member Education	- Philanthropy / Service	- maintains financial records for the chapter	- Fills out reports for International Office and College	- interprets chapter by-laws when necessary
- Recruitment	- Social	- In charge of receipts and reimbursing chapter members	- Collects information from other committees to post	
- House Manager / Lodge Keeper	- Public Relations	Responsible for the Following Committees:	- In charge of mailings to parents / alumni	
- Scholarship / Academic	- IFC Chair (or serves as that chair)	- Fundraising	Responsible for the Following Committees:	
- Risk Management		- Financial Review	- Alumni Relations	
			- Technology / Website	