

SIGMA PI ALUMNI CLUB/ASSOCIATION SAMPLE ORGANIZATIONAL MEETING AGENDA

Omega-Omega Alumni Association Organizational Meeting
February 19, 2020 | 5 PM | Boardroom of Francis Lisman's Office

Goal of Meeting Statement:

The goal of this meeting is to establish a functioning and directed alumni association board of directors. This association's overarching goal is to provide a connection point for our chapter (or area) alumni, both from a social and professional networking standpoint.

We will spend time talking about what the purpose of an alumni association is for our chapter/area, as well as discuss and lay out the path through the chartering process. Finally, we will identify what areas of focus that the Omega-Omega Alumni Association can rally around to build affinity for the organization.

Location:

Room 226
1897 Orchid Way
Vincennes, IN 47591

Agenda:

- Introductions
- Volunteer Overview – Alumni Clubs/Associations, Alumni Advisory Boards, Housing Corps
- Chapter/Colony Update
- Discussion: Omega-Omega Alumni Association
 - Mission/Purpose of group
 - Association Development Guidelines – see handout (note handouts as necessary)
 1. Structure & officers
 2. Areas of focus
 - Supporting the chapter
 - Dues structure/Annual fund
 - Communication structure
 - Chartering Checklist – see handout
 1. Delegate responsibilities
 2. Identify timeframe to have items completed by
- Time/Location of next meeting
- Adjourned

Mission/Purpose of Group:

Areas of Focus:



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Roles and Responsibilities:

President: Oversees all aspects of association and serves as chairman of the board

Vice President: Assists president and oversees four functional directors below. Can also be utilized as chair-elect

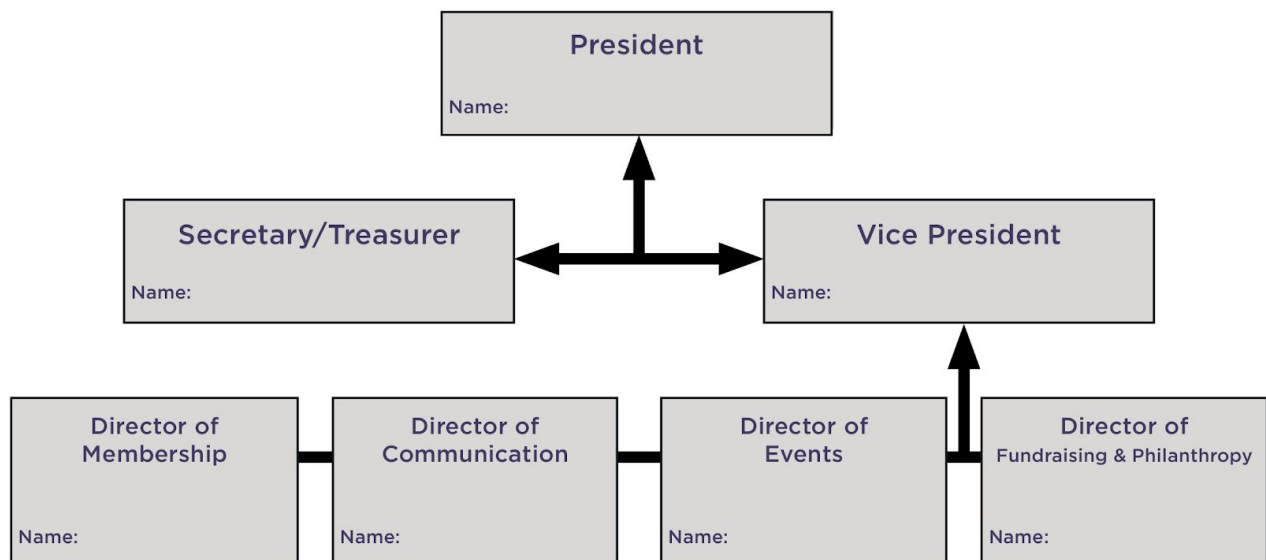
Secretary/Treasurer: Manages finances and maintains the association's budget. Also publishes minutes from board of director meetings

Director of Membership: Manages association's database and membership recruitment activities

Director of Communication: Oversees communications plan of association (newsletters, email, social media, website, Emerald, etc.) and organizes communication between the association and any chapters

Director of Events: Plans and executes association's events

Director of Fundraising & Philanthropy: Coordinates all fundraising and philanthropic opportunities and aids in the creation and maintaining any Educational Fund created



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