

## Virtual Chapter Operations

Sigma Delta Tau encourages all of our chapters to consider finding opportunities for chapter engagement while campus operations are being suspended and opportunities to be together in person are difficult or impossible. As such, we have put together information to help our chapters find ways of being together without being in the same room/location.

### Member Engagement

- More ideas for member engagement are outlined on our [site](#), check them out for more details. Quick access to a few key ideas are listed below.
  - Enhance your social media engagement with members and with the public campus members. Utilize your public and member only sites and pick a fun thing each day that an officer posts - polls, gifs, quizzes, fun get to know you posts, random question, articles to read, shoutouts, tiktok battles.
  - Nominate a “sister of the week” and then that sister takes over the insta story
  - Schedule watch parties and chat live with each other while watching the same show on your favorite streaming site
  - Keep track of where your members are staying and connect members who are in the same location for small meetups in person when and if safe to do so

### General Board, Executive Board, Chapter and other Meetings

- Suggestions for key meetings are listed below. Tips for making the most of your virtual meetings can be found from [this blog](#).
  - Executive Board: suggest weekly meetings - use a conference call or an online meeting portal (free online resources are listed under *online technology and resources*)
    - Reassess goals. Think about what can be done remotely and independently (ex: bylaws revision, point system update, workshops)
  - General Board Meetings: as needed, suggest bi-weekly
  - Chapter Advisor Meetings: suggest weekly
  - Campus Professional (FSA, GA, etc): as needed, suggest monthly
  - Chapter Meetings: suggest weekly, via online portal, webinar, or newsletter

### New Member Processes

- As mentioned in our [previous communication](#), we understand chapters may not have completed their new member programs before their campus went online.
  - Virtual ideas for each of the Pearls and big/little reveal can be found [HERE](#).

- Initiation
  - If not already complete, wait until you have gotten permission by your institution to operate in person. The ceremony is an important part of the process and should be held as soon as you are cleared to operate in person on campus.
  - Regardless of the ceremony, new members should be considered full sisters eligible to participate in online programs with all members, this includes elections or other voting opportunities if they are eligible to become a full member.
  - Initiation should not be held virtually. Postpone until fall if necessary.

### **Officer Elections**

- If your chapter's officer terms run on an academic year (rather than a calendar year) and the chapter was unable to hold elections, we encourage virtual elections. This process should start sooner than usual due to the virtual pieces that may need to take place.
  - Distribute EBoard application via Google Form or Word document
  - Utilize slating committee to review applications and score each
  - Option to host virtual interviews
  - Utilize slating committee to present a slate to the chapter
  - Provide Google form for chapter to vote to pass the slate
    - If slate is not passed, consider allowing members to run 'off the floor' with a letter of intent rather than a speech

### **Award Packets**

- Award packets will still be due on their original due date of April 26, 2020. This is a completely online process.
- When submitting packets, include plans that may have been canceled due to the calendar changes rather than the reflection of the program or event.
- Awards will be considered with exceptions due to the university changes.

### **National HQ Support**

- Chapter Presidents should all expect to be contacted by a Leadership Consultant (LC)
  - LCs will review modified virtual semester plans
  - LCs will provide ideas for virtual programming
  - LCs will offer specific virtual officer training

### Online Technology and Resources

- Keep up communication between members by utilizing existing or creating Facebook Groups, Slack, GroupMe, or Instagram
- Host video or phone calls with Google Hangouts, Zoom, Skype, GoToMeeting, WebEx, Instagram Live (close friends list) or FreeConferenceCall.com
  - Several of these platforms are completely free or have a basic level plan that is free
  - Check with your Fraternity/Sorority Life Office to see if they have any suggestions or can help get you set up.
- Create a Member newsletter to keep people updated - video messages, link articles, voiceover PPT workshops as resources - programs like Mailchimp and Smoore make newsletters easy and visually attractive
- Kahoot is a great resource for creating workshops and trainings online
- Check out [this blog](#) for resources about non-profits moving online, it lists many of the sites mentioned above and how to best use them for your organization