

**Virtual Programming in 2020-2021**  
**How to host a virtual General Board, Executive Board, or Chapter Meeting**

**General rules of thumb:**

- Keep it short and concise!
- Utilize features such as breakout rooms and chat feature
- Implement fun optional activities at the end to connect with everyone
- Consider shifting to bi-weekly meetings so you can spend more time bonding and less time reporting

**ENTIRELY VIRTUAL**

<b>Reports</b>	-Keep reports from members to a minimum -Short and concise -Collect reports in advance of all meetings so that the president can review -Use a tool like a Google Document, so that all leaders can be in one working space
<b>Attendance</b>	-Take attendance by using a Google Poll or other Q&A, that way you avoid calling names or trying to write down everyone who came on the call
<b>Starting</b>	-Set the meetings for the semester far in advance -Use the same link each week if possible to create consistency and easy accessibility -Start at a prompt time. Wait until everyone has 'entered the meeting room' but be conscious and respectful of extra minutes - do not start more than 5 minutes late! -Utilize the chat feature! Share out details or surveys in writing there. Also good for questions.
<b>Sharing Out</b>	-Keep it simple! Don't over articulate details that can be read in the minutes afterwards -'Pin' the report sharer so they can be seen by everyone front and center while sharing out
<b>Ending</b>	-End at a prompt time so we're not draining members with an ongoing meeting -Dismiss the meeting for women to leave, but then keep the meeting 'open' for conversations, questions, or even bonding games. -Utilize the break out rooms to bond and chat. There aren't many times you can get all of your sisters 'together' - so utilize the space!
<b>Technology</b>	-Pick a technology with video capabilities -Use something like Zoom Meeting instead of Zoom Webinar so that all faces can be seen -Although you may need to try a few platforms, test it out with your smaller boards. Once you pick your favorite platform depending on your chapter size, stick to that platform.

## SOCIAL DISTANCING & A LIMITED CAPACITY

<b>Reports</b>	<ul style="list-style-type: none"> <li>-Keep reports from members to a minimum</li> <li>-Short and concise</li> <li>-Collect reports in advance of all meetings so that the president can review</li> <li>-Use a tool like a Google Document, so that all leaders can be in one ongoing working space</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>-Take attendance by using a Google Poll or other Q&amp;A, or send a secret question in the minutes</li> <li>-Rotate grade shifts to attend (Seniors in person week 1, Juniors week 2...)</li> </ul>
<b>Starting</b>	<ul style="list-style-type: none"> <li>-Set the meetings for the semester far in advance</li> <li>-Use the same link each week if possible to create consistency and easy accessibility</li> <li>-Start at a prompt time. Make sure your virtual women are set up in front of the speaker so those who are virtual and in person can hear and see the speaker</li> <li>-Utilize the emailed minutes to connect everybody!</li> </ul>
<b>Sharing Out</b>	<ul style="list-style-type: none"> <li>-Keep it simple! Don't over articulate details that can be read in the minutes afterwards</li> <li>-Consider designating one person to share all reports</li> </ul>
<b>Ending</b>	<ul style="list-style-type: none"> <li>-End at a prompt time so we're not draining members with an ongoing meeting</li> <li>-Dismiss the meeting for women to leave, but then keep the meeting 'open' for conversations, questions, or even bonding games.</li> <li>-Utilize the break out rooms to bond and chat. There aren't many times you can get all of your sisters 'together' - so utilize the space!</li> </ul>
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**TRADITIONAL W/ COVID-19 SAFETY GUIDELINES**

<b>Reports</b>	<ul style="list-style-type: none"> <li>-Keep reports from members to a minimum</li> <li>-Short and concise</li> <li>-Collect reports in advance of all meetings so that the president can review</li> <li>-Use a tool like a Google Document, so that all leaders can be in one ongoing working space</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>-Take attendance by using a Google Poll or other Q&amp;A, or send a secret question in the minutes</li> <li>-Rotate grade shifts to attend (Seniors in person week 1, Juniors week 2...)</li> <li>-Avoid any handshakes or contact upon entering the meeting</li> <li>-Do not bring any food to be shared at these meetings</li> <li>-Provide hand sanitizer during meeting</li> <li>-If someone is not feeling well, DO NOT ENFORCE their attendance!</li> </ul>
<b>Starting</b>	<ul style="list-style-type: none"> <li>-Set the meetings for the semester far in advance, consider bi-weekly meetings</li> <li>-Start at a prompt time.</li> <li>-Utilize the emailed minutes to connect everybody! No need to share out what's in the minutes.</li> </ul>
<b>Sharing Out</b>	<ul style="list-style-type: none"> <li>-Keep it simple! Don't over articulate details that can be read in the minutes afterwards</li> <li>-Wear masks and distance yourselves!</li> <li>-Utilize the most of your space by sitting roommates with each other etc.</li> <li>-Do not be concerned with any particular order 'alpha order' or 'NM class order' etc.</li> </ul>
<b>Ending</b>	<ul style="list-style-type: none"> <li>-End at a prompt time so we're not draining members with an ongoing meeting</li> <li>-Dismiss the meeting for women to leave, but then keep the meeting 'open' for conversations, questions, or even bonding games.</li> <li>-Upon dismissal, consider exiting with a trickle out method (similar to recruitment) to avoid crowding the door</li> </ul>