

Chapter Committees and How They Work

Committees allow for a more efficiently operated chapter and can help officers delegate responsibility. They also provide an opportunity for each frater to get involved in the workings of his fraternity, helping to develop chapter pride. Here are a few basic guidelines:

- Establish committee only if there is a definite need. Do not set up a committee for the sake of having a committee.
- Give each committee responsibility.
- The Epiprytanis is the supervisor for the committee system. He should periodically meet with committee chairmen and review goals.
- Set an overall policy on committees:
 - Develop a written description of purpose and responsibilities of each committee before establishment.
 - Appoint a chairman and allow people to volunteer. Keep committee size to five or less.
 - At the first meeting, establish the committee's written goals and responsibilities with a copy sent to the Epiprytanis and the Grammateus.
 - Require weekly or monthly reports to the Executive Committee and weekly reports to the chapter.
 - Prepare a year-end written report and evaluation.

Committees to Establish

- Rush
- Candidate Education
- Alumni Relations
- Special events
- Social
- Athletics
- Public Relations
- Communications
- House
- Scholarship
- Fund Raising and Money-Making
- and any others that may apply to your own chapter

Committee Chairman's Notebook

This notebook is to help develop a successful committee and to maintain consistency from year to year. It should contain

1. Title page (places for signatures of chairmen)
2. Chairman's job description
3. Fraternity academic calendar

4. Chapter By-Laws
5. Special university or IFC regulations
6. Listing of all officers, chairmen and advisors
7. Information sheet on committee members (class schedules, work schedules, phone numbers)
8. Chapter phone directory
9. List of relevant campus administrators
10. List of OGC staff and duties
11. Tau Kappa Epsilon Fraternity Services Manual
12. Fraternity manuals that apply to the chairman's duties
13. Past chairman's year end report
14. Past chairman's program report
15. Blank program evaluation forms
16. Weekly progress report forms
17. Budget estimation forms
18. Blank pages for notes

COMMITTEE INTEREST SURVEY

NAME: _____

PHONE: _____

POSITION IN WHICH INTERESTED: _____

PREVIOUS POSITIONS HELD: _____

WHAT EXPERIENCE DO YOU FEEL QUALIFIES YOU FOR THE POSITION IN
WHICH YOU ARE INTERESTED: _____

GOALS YOU FEEL ARE IMPORTANT FOR YOUR COMMITTEE TO ACCOMPLISH:

BRIEFLY, EXPLAIN HOW YOU PLAN TO ACCOMPLISH THE GOALS YOU LISTED:

WOULD YOU ACCEPT A POSITION OTHER THAN THE ONE YOU INDICATED?

WHICH ONE?

TAU KAPPA EPSILON

COMMITTEE ACTION REPORT

NAME OF COMMITTEE

DATE OF THIS MEETING

MEMBER'S NAME

P/NP

TIME OF MEETING: _____

LOCATION OF MEETING _____

DATE OF NEXT MEETING: _____

TIME OF NEXT MEETING: _____

LOCATION OF NEXT MEETING: _____

SHORT SUMMARY OF WHAT WAS DISCUSSED:

SUBMITTED BY:
