

Virtual Operations and Logistics Guide

Popular Meeting Tools Based on Collegiate Feedback:*

Zoom, Google Meet, Slack, WebEx, Microsoft Teams, GoToMeeting (or Webinar)

**Delta Sigma Pi will not dictate which online meeting service to use, but the service must comply with these guidelines. Zoom "Pro" meets these requirements.*

Requirements for Virtual Meeting Logistics:

- All Fraternity rules regarding what should and shouldn't be placed in writing are still in force (no exceptions). If information needs to be communicated to a member, it should be done verbally.
- All attendees must be invited
 - They must get an invitation that requires a password
 - Each meeting should have its own invitation and unique password
 - The password should be generated by the meeting system (no sharing of confidential fraternity information)
- A moderator should be used to manage the online meeting or Ritual Ceremony. Multiple moderators can be used for larger meetings.
- There must be a "waiting room" or equivalent and people must be admitted to the meeting one by one
 - They must be admitted by an admin who knows everyone who is invited
 - For identity verification purposes, they must join from a device that displays their name or phone number
 - They must join with video if possible
 - No one is admitted while Ritual is being conducted
 - For chapter business meetings, non-members can only be admitted after Opening Ritual and need to be dismissed before Closing Ritual

Additional Requirements for Ritual Meetings:

- Members should "show-up" like they would to a professional meeting.
- Pledges/neophytes need to be placed in a separate "break out" room prior to the beginning of the Pledging Ceremony and Initiation (no exception).
- At the beginning of the meeting, the moderator(s) should remind all attendees of their obligation to keep items confidential:
 - Do not record or take pictures or screenshots
 - Be in a "private" place

- Use headphones or equivalent so non-members can't hear
- Be aware of what you are saying verbally if non-members may overhear.

Suggestions for Virtual Meeting Logistics:

Preparation for the Meeting

Virtual meetings require significantly more preparation than in-person meetings. Virtual operations often have awkward silences, people talking at the same time, speakers not knowing when they are supposed to speak, etc. The executive committee should take time to prepare for each meeting.

Suggestions/Ideas from other Fraternity Chapters and National Volunteers

- **Designate** members of the executive committee to fill the positions/responsibilities below as well as additional tasks as the chapter sees fit.
 - **Technological Host:** The brother who will be in control of the webinar tool. This person will start the meeting and handle the invitations/waiting room of attendees allowing them to enter the meeting. They must know each attendee and stay present for the entirety of the meeting.
 - **Verbal Host:** The brother (normally the Chancellor) that will be facilitating the meeting, providing transitions between speakers and activities.
 - **Screen Sharer:** If content is to be displayed during the meeting, this person will share their screen and have the content on command creating continuity and structure to the meeting.
 - **Attendance:** roll call and participation list**
- Allow **five to ten minutes** for attendees to log in and for the technological host to allow attendees into the meeting.
- **Test the tools** that will be used. If there is an activity, the host should do a run through with the presenters or a sample crowd to find any possible complications.
- **Start the meeting prior to the defined start time.** This preparation time allows the host to settle and gather the tools and web tabs that will be needed during the meeting. Inviting speakers and activity heads allows last minute questions and clarifications.
- If there are any **special attendees** present, ask them prior to the meetings if they wish to present at the meeting. Please recognize the attendee and explain to the chapter why they are attending the meeting.
- Tell participants to **only use the chat function to communicate with the moderator** of the meeting. Side conversations should not take place via the online meeting service.
- **Create an agenda** to keep organization and communicate the roles, responsibilities, and expectations of each participant. The agenda could be a slideshow that will be displayed/screenshared throughout the meeting by the host, a bullet list, or a schedule with time slots. It should be available to members prior to the meeting to help attract

attendance and collect any concerns, thoughts or questions from brothers and presenters.

Post Meeting

- A **summary** and or the minutes of the last meeting should be available to all brothers. Those that could not attend will be able to benefit or gain the knowledge of the meeting.
- The agenda for the next meeting and the summary of the last meeting could be included in either a President's email or a Chapter Summary email (usually sent by the VPCO).

Chapter Meeting

Chapter meetings should be utilized as a place of refuge and brotherhood. Try to find ways to make chapter meetings fun and to brighten each brother's day. Attention span and engagement are often found as problems in a virtual setting, interactive activities that require responses that can be verbal or through the hand raise feature are helpful.

Suggestions/Ideas from other Fraternity Chapters and National Volunteers

- If you have a larger chapter, utilize functions such as the **break out room** feature on Zoom. This function will allow the host to divide the brothers into multiple rooms with smaller numbers of people. This will let everyone have a chance to talk more fluidly and have multiple conversations during chapter.
- Create a **collaborative** slide deck for the executive committee to construct and follow for chapter meetings. This enables the officers or participating brothers to know when they will be speaking as well as visuals to engage the audience. This slide deck is screen shared by the screen sharer for all attendees to see.
- If there is a question & answer section scheduled, **prepare** some questions prior to the presentation and assign a brother to ask these questions. Since these questions were asked, people may be more comfortable asking any questions they may have.
- Have designated times for **communication and bonding** at the beginning or the end of the meeting.
- Incorporate **engaging and fun** ideas:
 - Start the meeting with brothers in breakout rooms, allowing small group conversation while waiting for all attendees to arrive.
 - Start the meeting with a fun activity to have incentive for brothers to join the room quicker.
 - During roll call or break out sessions ask interesting and fun questions like, "What is your favorite Disney movie? What was your first job? Describe your dream house."
 - Have raffles for attending virtual events; the winner can get a prize gift card

- Show movie clips / music videos / etc. during transition points in meetings to keep engagement and energy up.
- Hold a themed meeting each week. People can dress in the theme and or change their background to fit the theme.

Event Meeting (Professional, Community Service, Social)

Holding virtual events is much different than in-person events, more creativity and preparation are necessary to make sure the event is successful and valuable. If you have a larger chapter, utilize functions such as the **break out room** feature on Zoom. This function will allow the host to divide the brothers into multiple rooms with smaller numbers of people which allows smaller, more in-depth conversation. The host is able to rotate, randomize, and set a timer on the break out rooms.

To better help chapters in achieving greater **CMP credit** remember if brothers from one chapter attend/participate in another chapter's event, all chapters involved will receive CMP credit for that event. This tactic promotes collaboration, networking, and brotherhood.

Example virtual professional events:

- online conferences, networking nights in breakout rooms, alumni hosted topic discussion, diversity and inclusion consultant speaker, visit DSPeakers Facebook group, contact your college's faculty, university Career Services

Example virtual community service events:

- Social media fundraising, petitions/donations, park/neighborhood clean-up, donation drives (items are dropped off, sanitized, then donated), Cards for hospitals, mail in pop tabs, letters/care packages for soldiers overseas

Example virtual social/brotherhood events:

- Zoom happy hour, Breakout Room Rotation Party, Netflix Party, Jackbox/Houseparty Games, Mental Health check-ins (small group conversations), Alumni gathering

For **more examples** of events, please reach out to your District Director, Regional Vice President, Alumni, and other collegiate chapters in your region and province; you can also visit <https://www.deltasigmapi.org/resources>.

Executive Committee

Executive Committee Meetings are full of discussion, decision making, and new ideas. Discussion meetings over a virtual platform may be longer than in-person for multiple reasons. In order for each aspect of the meeting to be discussed at a timely manner it is suggested to create an agenda and or collaborative slide deck for every member of the committee to edit. Each member can input their update and or discussion topic as well as read and prepare their thoughts on the other discussion topics in the document.

Members of the executive committee may find it difficult to focus and share their ideas over a virtual platform. If you find that a member is more reserved in their participation, it is suggested to have a one on one meeting to gather their input and identify their needs to effectively communicate.

Scheduling of Meetings

The best way to make sure the majority of brothers can attend meetings is to **poll your chapter** using an application (such as When2Meet, Doodle, Google Forms, MemberPlanet, and Microsoft Forms are other tools), for brothers to be able to put possible availabilities. Since people are having virtual education, they may have schedule changes for work and other activities from their schedule while on campus. Brothers may also be residing in different time zones creating difficulties for them to attend events. Once the decision of a time is made that time should be kept all semester.

Opportunity for Collaboration

This time of virtual meetings creates opportunity for our brothers to connect across chapters and generations. Please invite your local and regional alumni to get them involved and network. For virtual professional, community service, and social events please invite brothers from other collegiate and alumnae chapters.

Collaboration can be around one single event, a series of events, or on an ad-hoc basis. Building relationships with other chapters, both alumni and collegiate, can be beneficial to all involved. Collaboration can be passive like attending an event hosted by another chapter or it can be active like competing to fundraise the most for a cause.

Sample Virtual Chapter Meeting			
Time	Section of Meeting	Who/Presenter	Action Item
6:30 pm	Preparation	Host, Executive Committee, Presenters	Start the meeting with a small group to discuss the agenda.
6:55 pm	Start of the Meeting	Brothers Only	Host allows all brothers into the meeting.
7:05 pm	Opening Ritual	Brothers Only	Opening Ritual will be presented.
7:10 pm	Business as usual	All Attendees, Host, VPCO	Host will allow all attendees into the meeting now. VPCO will take attendance of brothers according to the bylaws.
7:10 pm	Chapter Update	President	Communicate to the rest of the chapter any updates from the Central Office, national volunteer leaders, and or new implementations the executive committee is working on; get chapter feedback.
7:15 pm	Officer Slides	Executive Committee	Communicate any upcoming events, new ideas/ implementations, gather feedback.
7:25 pm	Pledge Class Update	VPPE, SVP	Any update regarding the pledge class and their operations.
7:30	Community Service	VPCS	Making and decorating holiday cards for the local hospital, senior home or the Ronald McDonald House Charities.
7:40 pm	Brother Shares/ Activity/ Discussion	Any Brother	Any presentations or quick notices that brothers wish to share. i.e. mental health awareness presentation
7:50 pm	Meme Contest	Chancellor, Brothers Only	Display memes created by brothers anonymously, have attendees vote on the best meme. Winner gets a small prize.
7:55 pm	Closing Ritual	Brothers Only	Host must remove any non-brothers. Closing ritual is performed.
8:00 pm	End of Meeting	Brothers Only, Host	The host can move any remaining brothers into breakout rooms for small group conversation. Or simply stay in the main room.