



OMEGA PHI ALPHA

NATIONAL SERVICE SORORITY

Virtual Chapter Operations Guide

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Maintaining Sense of Community

How we do friendship, leadership, and service right now may look different, but our *why* hasn't changed. While we can't be physically together, technology allows us to connect and build community in virtual spaces. You don't have to miss out on your OPA time while you are a virtual college student!

Scheduling time both to connect one-on-one with your sisters and as a full chapter will allow everyone to take a break from the chaos of life and uncertainty during this time. Having a collegiate community is extremely valuable for your mental health.

Chapters depend on connection, engagement, and recruitment to survive so any energy you put into your chapter will help to sustain you during and after this time. Holding up our cardinal principles of friendship, leadership, and service during the COVID-19 pandemic will allow for a seamless transition back into normal campus life.

Virtual Chapter Meetings

Similarly to in person meetings, virtual chapter meetings will provide a way for sisters to connect, discuss, and brainstorm. The first step to hosting successful virtual chapter meetings is to determine which platform you will use to conduct meetings. Consider access to technology and the internet for all of your members when making decisions for virtual meetings and programming. Making it easy and simple to connect will ensure maximum engagement from your sisters.

Scheduling and Meeting Operations

- Schedule virtual chapter meetings at the same date, time, and web location each week just as you would in person meetings.
- Consider adjusting the existing day and time that you've been meeting based on the needs of currently active members. Many are coordinating schedules and internet usage with others in their household!
- Does your chapter already have an electronic meeting platform like Google Meet, Zoom, or WebEx?
- How will you communicate instructions for joining the meeting? Will you send an email with a link and/or an invite directly from the platform?
- Open the meeting 5 minutes early to ensure everyone can log in and the meeting can start on time.
- Take attendance just as you would in person meetings.
- How will you handle excused/unexcused absences virtually?
- Can you record the meeting for those who are unable to attend or lack reliable internet access?
- Designate a person for members to contact if they are having issues connecting to the meeting.

Prepare an agenda

- Who needs to be involved in the planning of each meeting?
- What are your priorities for each meeting?
 - Do you have any urgent chapter business such as voting or ceremonies?
- Create the agenda in a PowerPoint or other digital version to be shared during the meeting.
- Ensure that all officers know their roles apply to virtual meetings - president facilitates the meeting, secretary takes minutes, etc.
- Maintain meeting expectations virtually to eliminate distractions and keep people engaged.

- Ask for input from your membership on how to make virtual meetings fun!

Sample Virtual Agenda

- I. Call to order (President)
- II. Recite the purpose
- III. Presentation of the agenda (President)
- IV. Attendance and Status Check (President)
 - A. How are you?
 - B. Where are you?
 - C. Do you need anything?
- V. Officer Reports
- VI. New Member Class report (when applicable)
- VII. Old Business (President)
- VIII. New Business (President)
- IX. Announcements (Secretary)
- X. Fellowship (Sisterhood Chair)
 - A. Snaps/For the Good of the Chapter
 - B. Sister spotlight
- XI. Adjournment (President)

Planning a Virtual Vote

Does your chapter have important decisions that need to be made to keep the chapter operating? There are many ways to vote virtually such as using the chat feature or polls within the web conferencing platform or surveying apps.

Attendance and quorum can be monitored based on the participant list. The officer that normally manages voting (President) should manage the process virtually as well.

- Members can use the ‘raise hand’ feature to have their vote counted. Once they vote, they can lower their hand.
- Members can privately chat with the officer who is presiding over a vote with their vote.
- The presiding officer can create a poll in the meeting and members can select their vote.

If you would rather use a voting resource independent of the web conferencing platform, you can consider:

- [Survey Monkey](#)
- [Doodle](#)
- [Poll Maker](#)
- [Poll Everywhere](#)
- [Anonymous Doodle](#)

If you are using a third-party voting platform, prepare the link to vote in advance and paste it into the meeting room chat and wait until all members have had a chance to vote live.

Need Help?

Don't hesitate to reach out to your Chapter Success Coordinator (yourchaptername.csc@omegaphialpha.org) if you need help with facilitating online meetings.

Check your university resources as many have set up tutorials and guides for students to allow for a seamless transition to virtual campus life.

Additional Resources

For more information on virtual resources available to you and your chapter from the national organization, visit <https://omegaphialpha.org/chapters/resources/covid-19/>.

Campus administrators in Greek Life or Student Affairs can often help explain campus requirements and assist your chapter in acquiring funding, supporting initiatives for virtual programming and to help navigate policies, procedures, and educational resources.