

**Lambda Chi Alpha
Committee Systems**

Tri-Team System

Team Name	Management Team (Purple)	Involvement Team (Green)	Education Team (Gold)
Members	High Alpha (chairman) High Gamma High Tau High Iota House Manager Goal Board Chairman Standards Chairman Members-at-large (few)	High Beta (chairman) High Delta High Epsilon High Rho Food Drive Chairman Members-at-large (many)	High Kappa (chairman) High Phi High Sigma Big Brother Coordinator Members-at-large (med.)
Description and Duties	<ul style="list-style-type: none"> • financial management • risk management • chapter management • reporting/record keeping • General Fraternity relations • <i>Standards For Chapter Excellence</i> 	<ul style="list-style-type: none"> • recruitment events • community service • public relations • campus involvement • social programming • alumni programming 	<ul style="list-style-type: none"> • academics • fraternity education • ritual • big/little brother program
Possible event-based teams	<ul style="list-style-type: none"> • bylaws review/update • award application • investments 	<ul style="list-style-type: none"> • Food Drive • Formal • Founders Day • Homecoming 	<ul style="list-style-type: none"> • Big brother selection • ZAX planning

Implementing the Tri-Team System

1. Post team names, membership, and descriptions on a separate bulletin board hereafter called the goal board. Each team should have a defined area of the board.
2. Designate a meeting time for the mandatory first committee meeting (90 minutes).
3. At this meeting, the descriptions of the teams should be reviewed with all committee members. A team secretary should be appointed.
4. Each member of the team should be given a title and job description. These designations should be recorded and posted on the goal board. Jobs need to be responsibility related, not task related
5. Each team should set three or four SMART goals for the semester. The goals need to be specific, measurable, attainable, relevant, and timely. The goals and their date of completion should be posted on the goal board. *Standards For Chapter Excellence* may be helpful in determining goals.
6. The teams should determine a consistent time to meet. In some chapters, team meetings may work best monthly or biweekly during regularly scheduled chapter business meetings. Teams need to be ready to meet more during busy times (i.e. recruitment, North American Food Drive, ritual).

After the original meeting, which should occur after elections and at the beginning of semesters, the teams should follow a set agenda for each of its meetings.

**Lambda Chi Alpha
Committee Systems**

Officer-Team System

Team	Membership (including possible titles)	Duties and Possible Event-Based Teams
Alpha Team	High Alpha, Standards Chair, IFC representative, Goal Board/Binder Chair (small committee)	Bylaws review, award application, chapter management, legislation, <i>Standards For Chapter Excellence</i> implementation
Beta Internal Team	High Beta Internal, Involvement Chairman (large committee)	Individual involvement, committee system, campus involvement
Beta External Team	High Beta External, Major Philanthropy Chairman, Public Relations Chairman (large committee)	Community service, public relations, Parent's newsletter, on-going philanthropy, sorority relations
Gamma Team	High Gamma, Webmaster (small committee)	Records and reports, internal newsletters, Web Page maintenance
Tau Team	High Tau, Fundraising chair (small committee)	Financial management, raising money via fundraising, collection of dues and fines
Iota Team	High Iota, Risk Management Education Chairman (medium committee)	Enforcing and educating membership on the risk management policies of Lambda Chi Alpha and the school
Kappa Team	High Kappa, Big Brother Coordinator (medium committee)	Associate membership orientation, big brother program, fraternity education
Delta Team	High Delta (large committee)	Recruitment, advertisement for recruitment, organizing recruitment events
Phi Team	High Phi (medium committee)	Associate membership ceremony, big brother ceremony, ritual, ZAX sessions
Sigma Team	High Sigma (small committee)	Chapter academics, scholarships and career information, cultural awareness
Epsilon Team	High Epsilon (large committee)	Social events, mixers, parties, brotherhood events
Rho Team	High Rho (medium committee)	Alumni events, alumni Newsletters, alumni content on the Web Page
House Manager Team	House Manager (small committee)	Management and maintenance of the chapter house
NAFD Team	NAFD Chairman, Corporate Sponsorship Chairman (small committee)	Undertaking North American Food Drive, obtaining sponsorship for the Food Drive, creating Food Drive advertising and media

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Sample Committee Meeting Agenda
Committee Name: _____
Date: _____ / _____ / _____

Members in attendance (title):

Review of previous meeting's minutes:

Goal Review:

<p>Progress Report on Goal #1: _____</p> <p>Specific Action to be completed (by who/when):</p>
<p>Progress Report on Goal #2: _____</p> <p>Specific Action to be completed (by who/when):</p>
<p>Progress Report on Goal #3: _____</p> <p>Specific Action to be completed (by who/when):</p>
<p>Discussion (use back of page for extra): Goals completed? New Goals to be set? Legislation to submit to chapter?</p>

**Lambda Chi Alpha
Team Goals**

Name: _____

Date: _____

Create three SMART short-term goals that are to be completed by the end of the current term.**

Explanation of Goal – S.M.A.R.T.

Goal #1: Due Date:	
Goal #2: Due Date:	
Goal #3: Due Date:	

****Remember the SMART Goal System when creating your goals:**

Specific—goals must have a desired outcome, one that makes you feel as if you have accomplished something

Measurable—goals must have a finite end so that you can check them off

Attainable—one must work to succeed with a goal; don't set it too high, but challenge yourself to be different

Relevant—set goals based on priorities

Timely—set a reasonable completion date