



As you probably know, Millennials have a reputation of preferring to text than talk on the phone or in person. Mortar Board values and promotes connections and teamwork. Beyond MB, these interpersonal skills are critical in the “real world” with your first supervisors and grad school professors. This is why we encourage regular meetings.

ADVANTAGES OF REGULAR MEETINGS

Get acquainted with one another
Catch up and find out what everyone is doing
Showcase one or two members every meeting
Be proud of Mortar Board
Understand what my MB responsibilities are
Meet a speaker, advisors, other esteemed members of the campus administration and faculty
Have fun!

DISADVANTAGES OF MEETINGS

Hard to find a time
Hard to find location
Takes time
Everyone’s busy running their own organizations
Advisor won’t come
Requires planning, which takes time
I don’t know how to run a meeting
No history of meeting as a chapter

Mortar Board is unlike any other organization. It is an honor society. Its members are the leaders of all the major organizations on campus. They come together to share work on a program (or several programs) or project that will benefit the entire campus. To do that, you have to meet regularly in person.

To benefit the entire campus, you are here as the leader of your chapter to make sure that Mortar Board is MEANINGFUL on campus. All of your members need to SHARE their knowledge and DISCOVER the gaps that need to be filled. In the process, they become close, and their love for Mortar Board, your campus, and each other grows.

STEPS FOR RUNNING A GOOD CHAPTER MEETING

Officer & Advisor Handbook

– Check out tricks and tips

Plan ahead

– Plan the agenda of all meetings well in advance. You can even plan the entire year with your executive committee’s and advisor’s help

Find a good location

– Big enough that you can break out in committees. Everyone hears and sees

– Dean of students or advisor may know of a great space

Start with an icebreaker

– Have an icebreaker or energizer at the start of every meeting. Play a name game. Get members up and moving around. Make your meetings different than any other meeting your members will have that day

Start and end on time

– Be respectful of members’ time and start on time, and be productive

Create a surprise

– Even the simplest, easiest surprise makes for a fun meeting and shows members they are valued: Candy for every member who speaks during the energizer, a surprise award for “member of the week,” a visit from your campus’ vice president for student affairs or dean of students, pizza.....

Surprises can take many forms

Showcase your members

– Feature a member every meeting. Announce the awards and honors that chapter members have received. Let members ask them three questions. Remember, Mortar Board is filled with outstanding leaders and scholars. Let everyone know they are valued.

Use your Exec Committee

– Exec Committee is valuable. Have them huddle after each meeting to recap what went on and spot weaknesses. Rely on your executive leaders to propel the chapter forward.

– Delegate and follow up, delegate and follow up, delegate and follow up.

Follow an agenda

- Send the agenda in advance, or have it printed out at the meeting. An agenda is a meeting plan. Feel free to change it up from meeting to meeting.
- Give me some examples of different parts of a meeting:
 1. Welcome and energizer
 2. Roll call (or at least make sure the secretary keeps attendance)
 3. Report accomplishments since the previous meeting
 4. Finance report from treasurer
 5. Report of committees working at this time. Let each chair speak and work with the chapter to get commitments for attendance, participation, coverage. OR Break into committee meetings briefly to let each committee huddle up and power through some planning for 5 minutes. Be sure to give the committee chairs a heads up if you plan to do this.
 6. Guest presenter or inspirational speaker (a collegiate member, a Mortar Board alumna, college president, community leader, singing group, student body president)
 7. Calendar review—what’s ahead
 8. Advisor Highlight—have your advisor or advisors speak on what is going on on campus from their perspective and how Mortar Board can or has made an impact.
 9. Member Spotlight or Showcase—feature a member for 3 minutes.
 10. History moment—Your historian speaks about your chapter’s founding or passes around old yearbooks with photos of Mortar Board back “in the day.” A little highlight at every meeting can go a long way to helping build pride in your chapter’s place on campus.
 11. Goal review: Review the goals that the chapter set during its fall retreat. How are you achieving and progressing
 12. What does it mean to be a Mortar Board? It is never too early to get started talking about membership in Mortar Board. Membership chair should help the members develop a clear understanding of what it means to be a Mortar Board and who should follow in your class’ footsteps. A little chat every meeting.
 13. Next meeting announcement: time and location. Thanks to all for coming and being such good members!

Wrap up

- Take last comments or suggestions.

SAMPLE AGENDA

Call to Order

Roll Call

Officer Reports

President

“Who Am I?” (member spotlight)

[Update]

Vice President

Treasurer

Secretary

Membership

Service

[Event]

[Event]

Advisor Comments

Anyone who has exciting and fabulous news to share ...