



ALPHA SIGMA PHI

alphasig.org

PRUDENTIAL BOARD MEETING AGENDA TEMPLATE

The Prudential Board Meeting Agenda Template provides a sample agenda for a Prudential Board Meeting. The Prudential Board should meet weekly during the academic year at a standard time and in a standard place. The meeting should not occur immediately before or after the regular chapter meeting as that could potentially limit discussion and debate.

The Prudential Board Meeting can be an open meeting or a closed meeting, depending on the preference of the Prudential Board and/or the topics being discussed. There should, however, be a portion of each meeting that is open to any member wishing to address the Prudential Board. This would typically happen at the beginning of the meeting.

The members of the Prudential Board are: President (Chair), VP of Retention (Vice Chair), VP of Finance, VP of Growth, VP of Communications, VP of Membership Enrichment, VP of Service and Philanthropy, VP of Standards, VP of Ritual and Traditions and VP of Alumni and Family Relations.

MEMBER OPEN FORUM

- This is the portion of the meeting where any member could address the Prudential Board.

FINANCIAL REPORT (VP OF FINANCE)

- The VP of Finance will review the most recent financial statements and provide updates on dues collection, outstanding bills, delinquent accounts, budget versus actual expenditures, etc. This includes review of the chapter/provisional chapter statements on MyAlphaSig and Greekbill.

RECRUITMENT REPORT (VP OF GROWTH)

- The VP of Growth will provide an update on the work of the Recruitment teams including Names List management, upcoming events, bid status (accepted and outstanding), future plans, etc.

OTHER OFFICER REPORTS

- This is the portion of the meeting where the other officers on the Prudential Board would give high-level updates, if necessary.

REVIEW OF CHAPTER GOALS (PRESIDENT)

- The President will lead a review of progress made on the goals set at the last chapter/provisional chapter retreat as well as progress made on the annual report, if necessary.

CHAPTER ISSUES

- This is the portion of the meeting where a discussion will occur of any issues impacting the chapter provisional chapter. This is where Standards Board appeals would be heard, if necessary.

CHAPTER MEETING PREPARATION

- This is the portion of the meeting where an agenda is built for the next chapter meeting and a discussion occurs about any pending new business or old business.