

FALL 2020 EXECUTIVE BOARD PLANNING MEETING

*In a normal year, your executive board should convene at least once before the school year begins to plan for the fall. This year, that's extra important as you anticipate changes on campus. Use this sample agenda and the **COVID-19 Planning Questionnaire for Student Organizations** to help you have an effective virtual conversation to set yourself up for success this semester.*



SAMPLE AGENDA

1. Check-in with everyone

- a. Make sure you provide time for you and your fellow leaders to reconnect by talking about your summer activities, and see how people are feeling.
- b. Take time to share your hopes and concerns about the fall semester. This will also help you be considerate of each other throughout the conversation, since so many of us have different perspectives on what we are experiencing and expecting.

2. Review how your organization adapted during the spring semester

- a. We recommend using a SWOT Analysis structure to identify the following:
 - i. Strengths - What did your group do well in the spring?
 - ii. Weakness - What did your group struggle with in the spring?
 - iii. Opportunities - What are some new options related to the current scenario that you discovered and can leverage to be more successful?
 - iv. Threats - What are some roadblocks or barriers you found from your experience in the spring that might be ongoing?

3. Review the COVID-19 Planning Questionnaire for Student Organizations

- a. Talk through responses as a group, or have everyone fill this out ahead of times so you can spend time discussing your responses
- b. Discuss your mission and the values your organization needs to center in considering ways to pursuit your mission during this semester.

4. Plan for adapted operations in the Fall 2020 semester

- a. Leadership: Review your constitution (if applicable) or other documents outlining the responsibilities of your leaders - what is everyone's role in planning for the fall?
- b. Virtual: What events, activities, and other aspects of your operations can be moved to a virtual format? How can you make those opportunities engaging and fulfilling for participants?
- c. In-Person: Which of your events, activities, and other aspects of your operations need to be prioritized to happen in-person, if any? What additional planning do you need to do in terms of reserving space, developing risk mitigation plans, etc. to make this event happen?
- d. Resources and Tools: What equipment, funding, virtual tools, or other resources will you need to conduct your events, activities, and other aspects of your operations this semester?
- e. Recruitment: What is your plan for new member recruitment? How will you provide helpful information and offer opportunities to learn about your organization? When will you have your interest meetings or other new member meetings?
- f. Membership: What requirements and expectations will you have for members?
- g. Goal Setting: What goals do you have for this semester and how will you measure the success of the organization this semester?
- h. Collaboration: What's your plan for collaborating with campus partners, including other student organizations, to offer event and activities that promote community on campus safely?

5. Communicating plans for the Fall 2020 semester

- a. How will you share information with your general membership and give them opportunities to offer input and feedback?
- b. How and when will you communicate your plans to prospective members through platforms like GobblerConnect and social media?
- c. What's your response plan if operations need to change due to new guidance?
- d. What's your response plan if your events, activities, and other aspects of your operations are linked to a positive case on campus?