

# PHI ETA SIGMA

## EXECUTIVE BOARD ORIENTATION

### NEW EXECUTIVE COMMITTEE MEMBERS

- Three students every convention (every two years)
- One-two new officers each convention (serve four year terms)
- One-two at large faculty advisers each convention (serve four year terms)

### REVIEW OF RESOURCES

Reviewing resources would be helpful in getting up to speed with the Executive Committee. These include but are not limited to:

- Electronic and social media
- Constitution and Laws of Phi Eta Sigma National Honor Society, Inc.
- A Brief Glimpse
- 75<sup>th</sup> Anniversary
- Forums
- Association of College Honor Societies
- Review of past board minutes and seek clarification as necessary
  - If assigned to complete an assignment or follow through on an outcome then be certain to finalize it prior to meeting; and if you have a handout for meeting discussion then request it be sent in advance with the agenda and advance materials

### EXPECTATIONS AND HELPFUL HINTS

Expectations and helpful hints have been documented in the following pages to assist new board members, and remind returning board members, how to prepare to be an active and informative member of the Phi Eta Sigma National Executive Committee. They include but are not limited to the following:

- Make travel plans at a minimum, two weeks in advance, and share information with the national office staff. Follow the travel policy as failure to do so will result in no reimbursement.
- May decide you want a mentor from the current Executive Committee to assist you in the understanding of procedures, processes and the general education of being an engaged member of the board.
  - If you choose this option, then address the individual you believe could be your mentor directly and discuss this option.
  - Some may choose to discuss the possibility with several members and then choose afterwards (interview style).
- Dress is usually business casual, unless otherwise indicated.
- Review agenda in advance
  - Bring necessary resources with you to the meeting based upon agenda
  - Organize and prepare, i.e. have list of questions for clarification
  - Review previous meeting minutes and outcomes
- Bring necessary supplies to meetings
  - Laptop

- Paper
  - Highlighters, pens, etc.
- Cell phone usage
  - Silence cell phone
  - Should be attentive and therefore not texting, personal usage, etc.
- Arrive on time or even early
- Seating is wherever is comfortable for you as there are no assigned seats on any given day.
- Shake hands firmly and use their name
  - If introducing for the first time, use full name
- Avoid gossip
- Thank host, even if expected
- Communication is key
  - Actively participate in discussions
  - Communication is in a variety of ways - whether it is email, video chat, or phone call – to communicate effectively and successfully with other executive members in a timely fashion as well as appropriate manner is key
  - Ask questions
- Know your abilities
  - Know when and if you need to reach out and who to reach out to (mentor may assist in this area)
    - Whether this involves impact of completing an assignment or not
    - Whether it involves attending or not attending a conference call, meeting, etc.
  - Follow up after if you were not in attendance on a call or meeting
- Understand your work environment
  - Be personable yet professional
- Assignment follow through
  - If given an assignment, follow through
  - Similar to academics – plot out assignment as necessary in order to meet deadlines
  - If teamwork oriented, communicate with the necessary individuals to map out strategies and communication
- Meals
  - Two schools of thought for seating:
    - Sit together, or
    - Sit spread out to converse and get to know all members
  - No alcohol or purchase on own
  - Order what you can eat
    - There for business not for left overs
  - Appetizer – take note of host ordering
  - Be ready to place an order
  - Do not order most expensive