

ExCom Operations Overview

05

**Twin Cities Section
Officer & Volunteer
Training 2015
Andrew McCain**

ExCom Format

- Executive Committee of the Section
- We meet monthly, every month
- Conduct the business of the section
- Purpose is reporting, not solving
- Chapters exist of and for themselves, as a section our job is to help you accomplish your job better and to provide additional programming to the group at large

ExCom Makeup

- 5 Elected Officers [Vote]
 - Chair, Vice, Sec, Treas, Past Chair
- Chapter Representatives [Vote]
 - Each chapter should send one representative every month
 - More than one person present is acceptable, but each voting group gets only one vote [all can contribute and debate]

ExCom Makeup 2

- One Student Representative [Votes]
 - One vote collectively for all student branches
 - Again, more than one in attendance is acceptable and encouraged
- Committee Representatives
- Role Based Volunteers
- Guest Attendees

ExCom Meetings

- Currently on 1st Tuesday, 5:00-7pm
- Meeting starts w/networking at 4:45
- Business will be underway at Posted 5:00pm Call to Order
- WebEx connectivity for Remote Audio & Slides

ExCom Meetings 2

- Agenda is emailed out to the ExCom roster at least one week prior to the meeting.
- Roster is the list of
 - ExCom officers
 - Excom committee chairs
 - all elected chapter officers
 - Role Based Volunteers

Meeting Procedures

- Proper Parliamentary Procedures
 - Except debate allowed prior to motion
- Stick to the Agenda
- Time limits will be enforced
- Expect debate not involving the entire group to be stopped and sent offline

Common Courtesies

- Arrive On Time
- Pay Attention, Be ready to speak
- Cell Phones off or taken out of room
- One person speaking
 - No side conversations
- No children or other distractions please

Alternatives, In Case Life Prevents Appearing in Person

- Everyone is STRONGLY encouraged to submit agenda items to secretary ahead of the meeting
- Send your vice or another representative
- Email your report in to the secretary even if you plan to attend
 - Helps with accurate minutes
- Participate via telecom