

PRUDENTIAL BOARD RETREAT AGENDA TEMPLATE

The Prudential Board should hold at least one retreat per academic term. Many successful chapters hold a Prudential Board retreat within one month of being installed; at the conclusion of the spring term/early summer; and at the beginning of the fall term. A sample agenda for a Prudential Board retreat has been provided.

It is recommended that the Prudential Board retreat occur in an area that will be free from distractions, such as reserving a room in the Student Union or holding the retreat off-campus at the home of the Grand Chapter Advisor or a Chapter Council member. Holding the retreat in a member's apartment/ house or the chapter facility tends to invite distractions. The Prudential Board should invite the GCA to at least part of the retreat and may want to ask the GCA to help facilitate the retreat.

RETREAT #1 AGENDA (APPROXIMATELY 4-6 HOURS)

■ Why I Ran? (approximately 10 minutes)

- Each member of the Prudential Board should spend 1-2 minutes sharing with the other Prudential Board members their reason for running for their new position and what he wants to accomplish. It is important for every member of the Prudential Board to understand the motivations and desires of every other member of the Board.
- For follow-up Prudential Board retreats, this portion can be eliminated.

■ Expectations (approximately 30 minutes)

- Expectations for the Prudential Board should be established. Examples could include meeting attendance, meeting preparation, confidentiality, role modeling, event attendance, etc.
- This portion can be changed to reflect a review of expectations and to ensure that all members of the Prudential Board and the Board as a whole are meeting the established expectations. Additional expectations may also be set.

■ Developing End Statements (approximately 90 minutes)

- What are End Statements?
- End Statements are not goals. Goals lead to an end.
- End Statements designate the results, those who will benefit, and the worth of the ends.
- Ends should be attainable but challenging. An example of an End would be: The Sigma Delta Chapter will create a culture of year-round recruitment.
- An example of goals to achieve that End could include:
 - Chapter will hold at least one recruitment event a month during the academic year.
 - Chapter will review the Names list every chapter meeting during the report of the Recruitment Director.
 - Chapter will have at least three new member classes an academic year.
 - Recruitment teams will meet at least bi-weekly during the academic year.
 - The Prudential Board should develop 3-5 End Statements, in priority order. End Statement #1 would be the top priority of the five End Statements. Once developed, the End Statements should be prominently posted in the chapter house, reviewed at all Prudential Board and Chapter meetings, etc.

- *This portion could be changed into reviewing progress on End Statements and determining what End Statements should be eliminated, changed or if there are End Statements to be added. There should never be more than five End Statements. BREAK (approximately 5-10 minutes)*

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- **Calendar Review (approximately 45-60 minutes)**

- The chapter calendar should be reviewed and/or a draft created for the upcoming term. All chapter events (social, chapter meetings, recruitment, brotherhood, service, etc.) should be included on the calendar, along with deadlines (dues). Weeks that appear to be over-programmed should be discussed along with gaps where there are no activities. Adjustments and/or additional plans should be made accordingly.

- **Financial Review (approximately 45-60 minutes)**

- The current state of the chapter's finances should be reviewed and this should be led by the Treasurer. Key points of the discussion should include: checking account balance; savings account balance; accounts receivable (money owed to the chapter by brothers and new members such as outstanding dues or merchandise sales); accounts payable (money the chapter owes to area businesses or the Fraternity Headquarters); the budget for the upcoming term; and recent financial statements.

BREAK (approximately 5-10 minutes)

- **Constitution and By-Law Review (45-60 minutes)**

- The constitution and by-laws for the chapter should be reviewed with the Secretary making notes of items that are not consistent with policy or practice and/or items that need updated. Any non-grammar changes to the constitution and by-laws would need to be officially approved by the entire chapter.
- Unless circumstances warrant, the constitution and by-laws do not need to be reviewed after the initial Prudential Board Retreat. Instead of reviewing the constitution and by-laws, the following could be discussed:

- Summer Plans, if necessary (30-40 minutes)**

- How are we going to communicate with members over the summer? Do we have a summer recruitment plan/program? Are we going to do any brotherhoods over the summer?

- Prudential Board Successors and Officer Transition Planning (30-45 minutes)**

- Time should be spent discussing which members of the chapter are strong candidates for a position on the Prudential Board. Who is going to talk to the potential candidates? Who is going to mentor and groom those candidates? What does transition planning look like? Is there a date for an Officer Transition Retreat?

