



Member Development Committee

Requirements

What needs to happen, what do we want to happen, what questions do we need to answer, and what obstacles to overcome?

Needs	Wants
-	-
Questions	Obstacles
-	-

Vision

What do you envision your function to look like? How will others experience it? Even if we don't achieve this goal this year, you'll set up your successor to build on your success.

Long term vision

Short term vision

Objectives & Key Results

How will you make steps to achieve the vision into 3-5 objectives? How will you measure the success of each objective in 2-3 metrics?

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Strategies & Initiatives

How will you deliver on the objectives and key results? Clearly tie strategies to the objectives.

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Team Roster

The reporting structure, roles and responsibilities. Chairs are responsible for managing and leading the team to succeed in our function. Lt. Chairs keep team organized and/or deliver a function.

Role Name	Role	Name	Email	Phone
	Chair			
	Co-Chair			
	Lt Chair			
	Member			
	Member			
	Member			
	Advisor			

Resources

List any tools reference documents, files, templates, background documents or useful links.

Tools

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Important Links:

- [Chapter Operations Best Practices](#) from Nationals
- Governance Best Practices from Nationals



Timeline

Important Dates

What do we need to work around when planning? What are cemented dates?

Quarter Week / Date	Description
Fall Week 7	Elections held for Big 5
Jan 1-10	College of Chapters held
Winter Week 3	Elections held for other positions
Winter Week 5	Officer Transition Kick-Off (in-person)
Spring Week 1	New officers take over
April 30	Pursuit of Excellence application and documents due
Late June / early July	Grand Chapter

Milestones

What are the progress “mile markers” that we should be aware of?

Quarter Week / Date	Description
Fall Week 1	Committee assignments are published to brothers w/ schedule
Fall Week 5	Winter quarter planning & budgeting kick-off
Fall Week 5-6	Officer check-ins for Snake Pit
Fall Week 7	Snake Pit held for final feedback
Fall Week 8	Plans published & budgeting meeting held
Fall Week 9	Calendar meeting held
Fall Week 10	Elections held for Big 5
Fall Week 10	Winter quarter calendar published
Winter Week 1	Committee assignments published for newly crossed brothers
Winter Week 3	Elections held for other positions



Winter Week 5	Officer Transition Kick-Off (in-person)
Winter Week 5	Spring quarter planning & budgeting kick-off
Winter Week 5-6	Officer check-ins for Snake Pit
Winter Week 7	Snake Pit held for final feedback
Winter Week 8	Plans published & budgeting meeting held
Winter Week 9	Calendar meeting held
Winter Week 10	Spring quarter calendar published
Winter Week 10	Officer transition process and training ends
Spring Week 1	New officers take over
Spring Week 1	Committee assignments published for newly crossed brothers
April 1	Pursuit of Excellence officer submission process starts
April 15	Pursuit of Excellence answers are due from officers
April 15	Advisors begin reviewing
April 22	Pursuit of Excellence supporting documents due from officers
April 25	Pursuit of Excellence complete submission target date
April 30	Pursuit of Excellence application and documents deadline
Spring Week 5	Spring quarter planning & budgeting kick-off
Spring Week 5-6	Officer check-ins for Snake Pit
Spring Week 7	Snake Pit held for final feedback
Spring Week 8	Plans published & budgeting meeting held
Spring Week 9	Calendar meeting held
Spring Week 10	Spring quarter calendar published
Late June / early July	Grand Chapter