

ARCHIVES COMMITTEE

Description: The Archives Committee is a Society Business committee charged with identifying, organizing, and preserving materials related to the history of Epsilon Kappa Chapter.

Reports to: Second Vice-President

Responsibilities:

1. Identify significant materials related to chapter history
2. Organize and index items for access by members
3. Maintain permanent storage site for chapter archives
4. Prepare and submit a committee budget request at the beginning of each year
5. Encourage all committees to identify and preserve appropriate materials in cooperation with the Archives Committee
6. Assist the chapter president in accumulating pertinent materials for the current biennium – e.g., minutes, treasurer's reports, initiation program, etc.
7. Keep file of publicity on chapter and members, including non-educational activities of members
8. Write a history of each biennium
9. Have minutes of meetings bound every ten years (last bound 2006)

COMMUNICATIONS AND PUBLICITY COMMITTEE

Description: The Communications and Publicity Committee is a Society Business committee charged with communicating information about Delta Kappa Gamma and Epsilon Kappa Chapter to members and the public through print and electronic media.

Reports to: Second Vice-President

Responsibilities:

1. Communicate with chapter members through newsletters
 - a. Publish and distribute at least five chapter newsletters each year as scheduled with the chapter president
 - b. Submit an annual budget request to the Finance Committee
 - c. Maintain an up-to-date e-mail distribution list for chapter members and a list of members and state personnel to whom newsletters should be mailed
 - d. Identify and communicate with regular contributors who are responsible for certain sections
 - e. Obtain the president's approval of the newsletter before publication
 - f. Keep annual file of newsletters and transmit to the Archives Committee

2. Produce a chapter yearbook annually
 - a. Review the yearbook format according to the evaluation sheet provided by the TSO Yearbook Committee
 - b. Submit an annual budget request to the Finance Committee
 - c. Verify and update information about chapter members listed in yearbook membership directory
 - d. Obtain other yearbook content material from the appropriate sources – e.g.,
 - International and TSO personnel – from TSO Web site
 - Austin Coordinating Council information, chapter officers and committees – from chapter president
 - Chapter programs and projects – from First Vice-President
 - Meeting locations and hostesses – from Arrangements Committee
 - Information about Epsilon Kappa Educational Foundation – from Foundation president
 - Listings for new members – from Membership Committee
 - e. Obtain the president's approval of yearbook before publication
 - f. Publish yearbook and distribute to chapter members as scheduled; provide copies to Archives Committee
 - g. Determine additional persons to whom yearbooks are to be sent; submit to appropriate state personnel by required deadlines
 - h. Maintain ongoing file of changes/updates to incorporate into the next yearbook

3. Publicize information about DKG and the noteworthy achievements of its members.
 - a. Maintain chapter Web site and update it regularly in consultation with the chapter president
 - b. Inform chapter members of information available on Society Web sites (Web watcher)
 - c. Send news of chapter programs, projects, and activities, as well as outstanding personal accomplishments of chapter members, to the TSO editor
 - d. Encourage members to submit manuscripts to the *Bulletin* editor
 - e. Prepare advance stories about events and activities and help to arrange local media coverage for special events
4. Disseminate newsletters and tips received from state and international Communications Committees to chapter members (e.g., *Broadcasting the Buzz*, *Technology Tips and Treats*, etc.)
5. Report committee work, recommendations, and decisions to the chapter executive board and/or the chapter as appropriate
6. Complete and submit required committee reports
7. Maintain file/notebook of resources and records related to the committee's work to pass on to the next committee

Timeline:

Biennial committee report due by February 1 of even-numbered years

FINANCE COMMITTEE

Description: The Finance Committee is a Society Business committee charged with the responsibility of supervising the financial affairs of the chapter.

Reports to: Second Vice-President

Responsibilities:

1. Solicit budget requests from officers and committee chairs
2. Prepare and present an annual budget for adoption at the first regular business meeting of the fiscal year
3. Select person to conduct financial review of treasurer's records at the end of the biennium
4. Complete and submit required committee reports
5. Maintain file/notebook of resources and materials related to position to pass on to successor

Timeline:

Biennial committee report due by February 1 of even-numbered years

MEMBERSHIP COMMITTEE

Description: The Membership Committee is a Society Business committee responsible for all membership-related issues, including recruitment, orientation, initiation, and necrology.

Reports to: Second Vice-President

Responsibilities:

1. Coordinate new member recruitment and selection
 - a. Study and make recommendations related to membership; inform the chapter if certain fields of educational interest and levels of education are not represented in chapter membership
 - b. Encourage members to seek prospective members
 - c. Accept and review recommendations for new members
 - d. Submit the names of qualified candidates for chapter vote
 - e. Provide names and mailing addresses of prospective members to chapter president for invitations to membership
 - f. Provide names and contact information for new members to treasurer, secretary, newsletter editor, and yearbook editor
2. Plan and conduct orientation of prospective members
 - a. Schedule group orientation of prospective members prior to date of initiation ceremony
 - b. Contact sponsors of prospective members and invite them to attend orientation session
 - c. Conduct periodic reorientation activities with all chapter members
3. Plan and conduct initiation for new members
 - a. Inform prospective members and their sponsors about the initiation ceremony (e.g., time, place, what to expect, etc.)
 - b. Coordinate with chapter president to produce printed program for the meeting
 - c. Prepare for, set up, and participate in the initiation ceremony; purchase needed items (such as roses and candles); provide copies of ceremony for participants
 - d. Maintain storage space for chapter's materials used in initiation ceremonies
4. Honor deceased members appropriately
 - a. Assist the chapter president in preparing reports of deceased members (Form 6), including biographical data
 - b. Prepare information for an article about the deceased member in the chapter newsletter
 - c. Conduct the chapter memorial service as directed by the president
 - d. Submit the annual necrology report to TSO necrology chair

5. Maintain membership records
 - a. Keep record of invitations sent to prospective members and written replies made by persons who declined membership
 - b. Keep up-to-date file of chapter members' biographical data
 - c. Provide, distribute, and collect name badges for chapter meetings
 - d. Keep attendance records
6. Maintain contact with members
 - a. Send cards to members on appropriate occasions (birthday, death in family, etc.)
 - b. Inform president of members with special concerns or needs such as personal illness or serious illness or death in immediate family
 - c. Assist members who need transportation to meetings
7. Conduct surveys to determine members' interests, concerns, and preferences
8. Submit annual budget request to the Finance Committee
9. Complete and submit required committee reports
10. Maintain file/notebook of all resources and materials related to membership functions to pass on to successor

Timeline:

Annual necrology report due by February 1 of each year

Biennial committee report due by February 1 of even-numbered years

NOMINATIONS COMMITTEE

Description: The Nominations Committee is a Society Business committee elected by the chapter membership and charged with the responsibility of recommending persons to serve in leadership positions for the next biennium.

Reports to: Second Vice-President

Responsibilities:

1. Seek recommendations for persons to serve in positions to be filled
2. Meet in the second year of the biennium to select potential nominees
3. Confirm that each person nominated will serve if elected
4. Present in March of even-numbered years a report of at least one candidate for each elective office (president, first vice-president, second vice-president, secretary), three members of the Nominations Committee, and two Directors of the Epsilon Kappa Educational Foundation
5. Plan and conduct installation of new chapter officers at a chapter meeting
6. Submit names and contact information of new officers to TSO president and International Headquarters
7. Maintain file/notebook of resources and records to pass on to successor

Timeline:

New officer report to be submitted by May 15 of even-numbered years