

ARRANGEMENTS COMMITTEE

Description: The Arrangement Committee is a Society Mission and Purposes committee charged with the responsibility of making arrangements for chapter functions.

Reports to: First Vice-President

Responsibilities of Arrangements Committee:

1. Arrange for meeting places for all chapter meetings
2. Provide sign-up sheets for home meeting places, hostesses and other hospitality needs for meetings
3. Select hostess chair of each chapter function
4. Submit to the Chapter President and First Vice-President a listing of the hostess information for the year, including month, date, time, place, hostess chair, and hostesses for each meeting. Provide copies to the Second Vice-President and the Communications and Publicity Chair for publication in the chapter yearbook and newsletter as appropriate.
5. Provide decorations, door prizes, and media equipment (if needed) for chapter meetings and functions where Epsilon Kappa is represented.
6. Maintain a file/notebook of resources and materials for successor.

Responsibilities for Hostess Chair and Hostesses:

1. Contact arrangements chair
2. Plan with the hostess committee. Finalize plans related to theme, type of service, menu, table decorations or whatever applies to the function. Determine what is needed and who will be responsible for specific assignments.
3. Equalize expenses if necessary with hostesses bringing items; tell hostesses to keep expense receipts to submit to the hostess chair, who will compile and determine the share of expenses for which each person is responsible.
4. Send the arrangements committee chair any information that will facilitate planning for next year.

Timeline:

1. Reserve Delta Kappa Gamma International Headquarters six months to one year in advance of each meeting to be held there.
2. At the March and April meetings each year, circulate prepared hostess sign-up sheets with dates and times asking for homes and hostesses for the following year. Call members if additional hostesses are needed to complete the hostess sheets.
3. Make arrangements for meeting places for the chapter before the yearbook is printed.

EDUCATIONAL EXCELLENCE COMMITTEE

Description: The Educational Excellence Committee is a Society Mission and Purposes committee assigned by the *Constitution*. Members of this committee should have an interest in and connections with sources for specific chapter programs. The Educational Excellence Committee includes the areas of program, music, legislation and achievement awards.

Reports to: First Vice-President

Responsibilities:

1. Develop and implement at least four chapter programs each year that focus upon Society Purposes and align with chapter goals
2. Use various techniques to present programs which focus on members' needs and/or interests
3. Encourage maximum member participation by having as many different members as possible take part in programs
4. Encourage members to share ideas, skills, and experiences in the development and presentation of chapter programs
5. Support and encourage participation in chapter and foundation projects when planning programs
6. Make chapter members aware of educational concerns, trends, issues, and pertinent legislative activities
7. Assess membership composition within the chapter to identify chapter strengths and needs
8. Expand and enrich chapter programs by providing research sources and additional information relating to topics presented
9. Provide information to members in the fields of legislation to encourage members' involvement in these areas
10. Provide contact information for current state senators and representatives on the chapter website
11. Provide for use of music as an integral part of the program to enhance appreciation of Society's goals and to give dignity and variety to programs
12. Represent Epsilon Kappa Chapter along with other Austin chapters to present candidates for vote for the Austin Coordinating Council's Outstanding Educator Award
13. Administer the Chapter Achievement Award (even years) and the annual Outstanding First Year Teacher Award; annually facilitate personal recognition of members and chapter attendance awards
14. Review the eligibility standard and procedures for selection of the Chapter Achievement Award recipient as well as reviewing the nominating form and the nominee information sheet for this award
15. Submit expense receipts to the treasurer

Guidelines for Epsilon Kappa Chapter Achievement Award:

1. Any member of Epsilon Kappa who has not previously received the award may be considered for the Chapter Achievement Award except for members of the committee and members of the current executive board.
2. Nominees shall have a good attendance record at chapter meetings.
3. This award will be based on contributions made to Epsilon Kappa.
4. This award is given the second year of the biennium (even-numbered years).
5. The Educational Excellence Committee shall do the following:
 - a. Complete an information sheet for each nominee
 - b. Distribute a copy of the information sheets to each member of the Educational Excellence Committee.
 - c. Selection will be made in March by a vote of the Educational Excellence Committee. All Educational Excellence Committee members will be notified of the results.
 - d. Announce the recipient at the April meeting. The recipient will be presented with a certificate and the DKG rose pin-guard.

Timeline:

1. The committee plans the chapter programs for the year before the first scheduled chapter meeting of the year.
2. The First Vice-President, coordinator of the Society Mission and Purposes Committees, meets with the committee members by the end of July to plan chapter programs for the year.
3. The chair and members should participate in the Area 7 Workshop.
4. The chair maintains a file/notebook of programs presented during the biennium.
5. The committee reminds members to nominate a first-year teacher for the Outstanding First-Year Teacher Award by February 1. The committee will select and invite the recipient to the April meeting.
6. The chair or a committee member should take copies of the Delta Kappa Gamma Song to each meeting and collect them after the meeting.
7. A member of the committee informs members at the January meeting in even-numbered years about the Chapter Achievement Award and provides members with the nominating form. Information about the nominating form should be included in the February chapter newsletter. Nominations will be accepted from the membership by March 1 of each even-numbered year.
8. The committee should plan the awards ceremony for the April meeting. The Chapter Achievement Award is given the second year of the biennium (even-numbered years). The committee chair should check with the treasurer to order the rose pin-guard and a certificate.

SCHOLARSHIP/WORLD FELLOWSHIP COMMITTEE

Description: The Scholarship/World Fellowship Committee is a Society Mission and Purposes committee charged with the responsibility of promoting the scholarship and World Fellowships programs of the Society.

Reports to: First Vice-President

Responsibilities:

1. Inform the membership annually about scholarships and encourage members to apply for Society scholarships (International, State and Chapter)
2. Inform members of recipients
3. Support and promote the World Fellowships program
4. Collect monetary contributions for scholarship and World Fellowships and give to the chapter treasurer to send with the appropriate contribution form to the Texas State Treasurer or International Headquarters
5. Invite any World Fellowship recipients in the Austin area to a chapter meeting

Timeline:

Inform the Communications and Publicity Committee to publish scholarship deadlines in the chapter newsletter and yearbook