**General Procedures**

* Committee chairs and members, except for the Nominations Committee, are appointed by the president with a limit of four (4) consecutive biennia.
* The president may appoint co-chairs as needed.
* The president is an ex-officio member of all committees.
* Matters requiring immediate committee action may be voted upon by telephone and/or e-mail, as long as all committee members are notified.
* Committee meetings shall be held with the approval of the president.
* Committees may meet through electronic communication as long as all the members may simultaneously hear one another and have the ability to participate and respond during the meeting.
* The president may appoint special committees to carry out the work of the chapter. Except in emergencies, such appointments shall be made with the consent of the chapter Executive Board.
* Standing committee chairs designated by an asterisk (\*) serve as members of the corresponding Alpha Zeta State Committee and are responsible for duties associated with that liaison.
* Committee chairs will prepare a written record of the goals and accomplishments of their biennium.
* Reports of chapter committees shall be prepared on forms supplied by Society Headquarters and submitted to the person designated on the forms. Additional copies should be given to the President for inclusion in the chapter archives.

**Duties of Committees**

**Society Business**

**Expansion-\***

The chapter committee will:

* Focus on activities for chapter expansion and strengthening the chapter’s membership. Special emphasis should be given to attracting members from schools in southern Ocean County that are currently unrepresented in Omicron Chapter or Delta Kappa Gamma.

**Leadership Development\*/Legislation-\***

The chapter committee will:

* Plan and implement leadership development programs especially for, but not limited to, the newest Omicron members;
* Plan and oversee training for incoming officers to acquaint them with the responsibilities of each office, including a session dealing with parliamentary procedure which could be coordinated by the parliamentarian;
* Notify members of workshops and other informational sessions in the local area that they might find valuable;
* Keep members informed of legislative issues that are relative to children, education, and the status of women;
* Act as liaison to provide information and updates from the US Forum to chapter members.

**Membership\*/Initiation/ Necrology-** The 2nd vice president of the chapter will serve on the chapter committee.

The chapter committee will:

* Become familiar with the different types of membership and the details regarding each classification (Go-to-Guide pp 17-19 and Alpha Zeta State Bylaws Article III);
* Provide a Recommendation for Membership Form (Form 11) to sisters who plan to invite someone to membership in Omicron Chapter;
* Evaluate the recommendations of persons proposed for honorary membership and submit the qualified candidates for vote;
* Study and make recommendations related to membership problems;
* Use the chapter profile information in making membership decisions;
* Provide information about Delta Kappa Gamma to prospective members;
* Maintain up-to-date files for chapter members which must include a current biographical data form for each member;
* Coordinate with treasurer and the yearbook chair to insure accurate records;
* Report the death of any chapter member to Alpha Zeta State and International (Form 6) and choose a sister to write a memorial to be read at the Sunday morning necrology service at Convention;
* Notify the president if a member changes their classification, has resigned or been terminated;
* Provide the materials needed for new member initiation whether the service is completed at convention or at a chapter meeting- certificates from International, the charter book to be signed, and candles and the banner (if initiation is done at a chapter meeting), and preside over the ceremony;
* Encourage members to both reach out to sisters who miss meetings and to contact former sisters who have resigned or been dropped from the roles to see if they might consider reinstatement.

**Exhibits/Record Books and History/Archives- \***

The chapter committee will:

* Continue the written chapter history throughout the biennium;
* Take photos at meetings and social events and maintain a scrapbook for the chapter president to document her biennium;
* Maintain chapter files at the Alpha Zeta State Archives located in the education building (Raymond Hall) at Georgian Court University in Lakewood. Items that must be archived are: chapter minutes and treasurer’s reports from each meeting, chapter newsletters, copies of state forms, Rose and Key Award books;

**Rules/Bylaws-\***

The chapter committee will:

* Receive all proposals for amending or revising the chapter rules and present them to the chapter Executive Board for approval to bring before the membership for a vote;
* Maintain Chapter Rules so they are reflective of current chapter practices by reviewing the minutes of Executive Board and business meetings and adjusting rules when necessary;
* Submit a copy of the chapter rules to the state chairs at least once each biennium;
* Disseminate information from the state committee to the chapter members.

**Communications-\***

The chapter committee will:

* Provide information for the Alpha Zeta State Newsletter about chapter members who achieve recognition in their field or who utilize their specific talents to the benefit of their schools or communities;
* Promote the use of Society publications such as the Newsletter, the *Bulletin*, and Strengthening the Buzz.

**Convention-\***

The chapter committee will:

* Act as liaison to communicate information from the chairs of the Alpha Zeta State Convention;
* Coordinate Omicron Chapter’s responsibilities for the convention;
* Provide gift baskets- One large (value $150.00) and one or two smaller baskets for the Friday night auction at Convention.

**Yearbook-**\*

The chapter committee will:

* Collect, collate and update chapter information every year including the names of charter members, past presidents, current officers and committee chairs, and programs of the chapter;
* Collect, collate and update membership list items such as name, address, phone, e-mail address, current or former position held and date of initiation;
* Provide the updated current chapter membership information to the Alpha Zeta State Yearbook Chairs every June.

**Nominations\*/Installation-** The Nominations Chair is **elected**.

The chapter committee will:

* Consist of the elected chair, the immediate past president, and one member appointed by the sitting president;
* Present, in even-numbered years, a slate that includes one nominee for each elective office: President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary;
* Present, in odd-numbered years, a candidate for Nominations Chair;
* Plan, organize and implement an Installation Ceremony for the May meeting using the script (written by Patti Rahn, a charter member), rose picture (painted by Jane Plenge, a former sister), and puzzle pieces;
* Purchase and present a long-stemmed red rose to each participant in the installation ceremony. Those to be honored include: retiring officers, incoming officers, treasurer, parliamentarian, one charter member and the initiates for the past two years;
* Make arrangements for the president’s pin to be given to the incoming president;

**Finance/Audit-**

The chapter committee will:

* Consist of the current president, two (2) members to be appointed by the president, and the treasurer who is ex-officio without vote;
* Be responsible for monitoring the financial affairs of the chapter including recommendations for expenditures and preparation of a budget for adoption by the Executive Board;
* Be responsible for the annual audit of the chapter’s financial records;

**Society Mission and Purposes**

**Program Planning-\***  The 1st Vice President of the chapter will serve on the chapter committee

The chapter committee will:

* Survey the membership, at least once each biennium to determine meeting dates and program ideas that would be appropriate and of interest to the majority of members;
* Consider International and State initiatives in its work;
* Reserve meeting place locations as early as possible;
* Contact potential speakers/presenters following the June Executive Board meeting;
* Provide a gift for speakers - members receive a token thank you, non-members a monetary amount or a gift of approximately $50.00 value;
* Collaborate with the yearbook committee prior to July 1 to have the coming year’s program published;

**Educational Excellence-\***

The chapter committee will:

* Plan, organize and implement programs of action that promote the personal and professional growth of members and excellence in education;
* Operate as a whole or include subcommittees for supporting:

The DKG/CTAUN world project - Schools for Africa

International Projects

Alpha Zeta State projects

The SEE project

* Act as liaison between the chapter and the CTAUN committee for dissemination of information.

**Scholarship-\***

The chapter committee will:

* Distribute information about Alpha Zeta State and International Scholarships and Stipends to the membership;
* Oversee a Grant-in-Aid in the amount of $500.00 to be awarded each year to a local female high school senior who is pursuing a career in education;
* Set any other eligibility requirements that are deemed necessary.
* Notify the four local high schools that a scholarship is available from Omicron Chapter;
* Receive applications from students who meet eligibility requirements;
* Review applications and select the most qualified candidate;
* notify the high schools of the selection;
* Provide the name of the recipient to the Omicron president and recording secretary for inclusion in the minutes of the May meeting;
* Present the award at the high school’s awards ceremony.

**World Fellowship-\***

The chapter committee will:

* Promote the work of the International World Fellowship Committee;
* Advise the chapter members of World Fellowship activities and recipients;
* Encourage donations to the International World Fellowship Fund;
* Encourage members to communicate with World Fellowship recipients.

**Special Awards-\***

The chapter committee will:

* Oversee the selection of **Chapter Rose and Key Awards;**
* Provide Omicron members in attendance at the December meeting with a list of all previous winners and a form for submitting suggestions of qualified sisters for the upcoming year’s award;
* Collect and count the suggestions received; (The chair of the Special Awards Committee or her designee)
* Present the Rose Award to the currently employed member named most often;
* Present the Key Award to the retired member named most often;
* Notify the Rose Award winner that she will carry the Omicron banner at the Convention Luncheon the following year;
* Submit a nominee biennially for the **Designated Service Award** to the Alpha Zeta State Organization;
* Prepare a packet of forms to be given to the in-coming chapter chair;
* Collaborate with the program planning committee when a member chooses to honor someone with the **Woman of Distinction Award**;
* Woman of Distinction ceremonies will take place at the May meeting during the odd numbered year of a president’s biennium and at the December meeting in the even numbered year of the biennium.
* The member who chooses to honor someone will pay $50.00 to the chapter treasurer, pay for the recipient’s dinner, and say a few words about why the person deserves to be recognized.
* The chapter will provide a rose corsage for the honoree and a
* plaque commemorating the occasion.

**Music-**

The Chapter Chair will:

* Provide a CD player, the DKG song CD and the song cards at each business meeting;
* Make arrangements for the music to be available at the meeting if personally unable to attend.

**Social-**

The chapter committee will:

* Create a Hostess List of those members who are willing to supply refreshments for chapter meetings when appropriate. This should include paper products, utensils, and beverages;
* Contact meeting hostesses at least 4 - 6 weeks prior to a meeting;
* Assist with any tasks as necessary;
* Provide members/guests with name tags at each business meeting;

**Chapter Literacy Project-**

The chapter committee will:

* Administer the “Books for Babies” program which encourages early literacy;
* Solicit donations from local businesses and order supplies for the program;
* Organize the supplies for the designated number of baby bags each year, i.e. a book, suggestions for encouraging early literacy, a library card application and a gift;
* Distribute the bags at three (3) meetings each year to members who will assemble and deliver the bags each month to the Maternity Ward at Southern Ocean Medical Center;
* Prepare a sample bag to be given to the in-coming chair.

**Appointments**

**Web Master-**

The chapter Web Master will:

* Maintain the chapter Web site with current information about members;
* Continually update information about Chapter Projects and important dates for members.

**Motivator-**

The chapter Motivator will:

* Provide an inspirational/ thought-provoking message at the beginning of each meeting;
* Provide encouragement and inspiration at other events or as called on by the chapter president.

**Sunshine-**

The chapter Sunshine Chair will:

* Send cards or other expression of friendship from the chapter to any member who suffers with illness or accident, the loss of a loved one, or who should be recognized for a professional achievement.
* On a monthly basis, notify the chapter members of those sisters who are celebrating birthdays.

**Technology/Research Support-**

The chapter Technology/Research Support Chair will:

* Be available to officers and members to give advice and assistance when concerns of a technological nature arise or when research of a particular nature is needed.

**Chapter Strategic Action Plan-**

* Annually review and update the chapter strategic action plan.

|  |  |
| --- | --- |
| JUNE  \***All -** attend Omicron Executive Board  meeting, if required.  \***All** - attend AZ State meeting, if required  \* **Program Planning** - develop annual  calendar of meeting dates, programs,  presenters, social events, and venues.  Send calendar to Yearbook committee  prior to June 25.  \* **Yearbook** -update member information,  complete state forms | JULY  **\* Treasurer** - Annual Report due  \* **Communication** - send Chapter news  for the A Z State Newsletter.  **\* Membership** - have members  complete/update biographical form 82  as needed (via email) |
| OCTOBER  \* **Treasurer** -collect the dues from all  members and files State Forms by  November 1.  \* **Music -** bring CD, CD player and  song sheets to the meeting. | NOVEMBER  \* **Corresponding Secretary** - send  Evite to members for December  meeting. |
| FEBRUARY  \* **Scholarship** - solicit applicants for the  Omicron scholarship.    \* **Communication**- send Chapter news for  the A Z State Newsletter.  \* **Nominations/Installation**- Prepare slate  of officers for next biennium (even  numbered years); Nominations chair  (odd numbered years)  \* **Corresponding Secretary**- send Evite  to members for March meeting.  \* **Membership** - order materials for  initiation | MARCH  **\* Nominations/Installation-** Present  slate of officers to the membership  for vote (even numbered years),  nominations chair (odd numbered  years)  \* **Music-** bring CD, CD player and  song sheets to the meeting.  \***Convention** - prepare chapter’s  convention responsibilities, baskets |
| AUGUST  **\* Finance** meets to audit the treasurer's books and prepare a new budget. | SEPTEMBER  \* **All** - attend A Z State meeting, if  required.  \* **All** - attend Omicron Executive  Board meeting, if required.  \* **Corresponding Secretary** - send  Evite to members for October  meeting.  \* **Social** - make plans for October  meeting. |
| DECEMBER  \* **Awards -** make ballot for members  to nominate Rose and Key Award  recipients at the meeting.  \* **Membership Chair-** send  invitations to prospective initiates  for the Tea.  \* **Music** - bring CD, CD player and  song sheets to the meeting. | JANUARY  \***Social -** make plans for the Initiates'  Tea and assigns tasks to members.  \* **All-** Prepare State Reports (due  February 1)  \***All -** Prepare Committee report for  Convention Booklet (odd numbered  year)  \***President -** Prepare Biennium  Report for Convention Booklet  (even numbered year) |
| APRIL  \* **Scholarship** - meet to select the  applicant who will receive the  scholarship.  \* **Corresponding Secretary**-send  Evite to members for May meeting. | MAY  \* **Nominations/ Installation** -  prepare for Installation of officers  for the new biennium (even  numbered years).  \* **Music -** bring CD, CD player and  song sheets to the meeting.  \* **Scholarship** - arrange to present the  scholarship to high school recipient |

**The Alpha Zeta State Strategic Action Plan**

In response to the request from international to develop a Strategic Plan for Alpha Zeta State, State President, Roxanne Adinolfi, appointed in September of 2011, an ad hoc Strategic Planning Committee whose charge it would be to 1) to seek input from across the state to create an action plan; 2) to incorporate state committee charges and goals into the action plan 3) to draft a timeline to complete the strategic action plan 4) to oversee the action plan and be ready for implementation during the 2013-2015 biennium; 5) to include a focus area to monitor and update the plan for continuity from biennium to biennium in June of the odd numbered year.

The current objectives of the SAP are:

1. Society Impact on Education

Goal: Become more informed and respected voices for education

Objective 1.1 Increase the impact of Alpha Zeta State by educating the members on educational policy, decisions, and practices

Objective 1.2 Support early-career educators in the teaching field (S.E.E.)

Objective 1.3 Encourage programs and activities that focus on educational excellence

2. Communication/Technology

Goal: Strengthen the informational link among members, chapters and the state

Objective 2.1 Increase members’ knowledge and use of electronic communications

Objective 2.2 Increase the availability of state/chapter publications

Objective 2.3 Encourage members to use interactive electronic communications within the state organization

3. Membership

Goal: Stimulate chapter vitality and sustainability

Objective 3.1 Increase the commitment/involvement of members

Objective 3.2 Increase the retention of members

4. Leadership Development

Goal: Develop a continuous cadre of knowledgeable leaders

Objective 4.1 Encourage members to assume leadership positions at the chapter and state levels

Objective 4.2 Promote leadership development for all members

Objective 4.3 Plan and implement leadership development training for chapter and state officers/committee chairs

5. Finance

Goal: Improve financial stability of ALPHA ZETA STATE

Objective 5.1 Reduce mailing and printing costs

Objective 5.2 Assess and project income and allocations of state funds

Objective 5.3 Increase non-dues revenue

6. Review/Update of Action Plan

Goal: Provide for the review and update of the Alpha Zeta State Strategic Action Plan. Objective: 6.1 Review and update the Alpha Zeta State Strategic Action Plan each biennium