

ZETA STANDING COMMITTEES 2022-2024

<u>Alpha Delta Kappa Month/Fraternity</u> <u>Education</u> Denise Clary* Florence Bishop	<u>Altruism</u> Lisa Scott* Moe Hall Helen Wadkins	<u>Arts and Crafts</u> Sara Badgett* Barbara Bass Denise Clary Molly Randolph Becky Reiter
<u>Budget</u> Judy Ganzert* Andrea DeForest Gwen Donohue	<u>Courtesy</u> Moe Hall* Barbara Bass (Anniversary) Molly Randolph	<u>Excellence in Education</u> Florence Bishop* Helen Wadkins Ann Marie Seely
<u>Membership</u> Barbara Bass* All members	<u>Policies and Procedures</u> Barbara Bass* Judy Ganzert	<u>Professional Development</u> Wendy Dyal* Denise Beeman* Ann Marie Seely Jodi Bailey
<u>Programs/Chapter Yearbook</u> Sara Badgett* Judy Ganzert	<u>Scholarship</u> Lisa Scott* Denise Clary Hannah Smith	<u>Ways and Means</u> Helen Wadkins* Andrea DeForest
<u>World Understanding</u> Florence Bishop* Hannah Smith		

*Denotes the chair of the committee. The chair of the committee is to report monthly to the president to be included in the newsletter and at meetings, even if there is no report.

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Committee Descriptions and Job of the Chair

Alpha Delta Kappa Month:

This committee is responsible for helping the chapter commemorate Alpha Delta Kappa during Alpha Delta Kappa month in October. The chair is in charge of relaying this information to the chapter, especially to the president and president-elect so they can advertise it in the monthly newsletter, website, emails, and Facebook. The chair should start planning in August and advertising in September.

Altruism:

This committee is responsible for organizing any altruism activities for the chapter, whether they be for programs or outside of programs. The chair is in charge of relaying these activities to the chapter. She is also in charge of reporting about these activities for the monthly newsletter and at monthly meetings. The chair is also in charge of filling out the Chapter Altruistic Report to be turned into the state. This is due March 1. [Here is an in-house link](#) that you can have people fill out once they've completed a project/donation. Using that information, you will fill out the form that will be sent to you from the state leadership team via your president.

Arts and Crafts:

This committee is responsible for any arts and crafts that need to be made for the chapter. One of the main responsibilities is to help with the centerpiece that Zeta will contribute to for the Founders' Day Luncheon in October. The chair is responsible for providing any receipts to the treasurer and ensuring arts and crafts are presented to the appropriate people.

Budget:

This committee is responsible for preparing the budget and sharing this with the chapter. This is to be done every year and presented to the chapter for it to be voted on and adopted. The chair is responsible for gathering the committee together to prepare the budget. The chair is usually the treasurer so they will have access to the chapter's spending records.

Courtesy/Telephone:

This committee is responsible for keeping in touch with sisters who did not attend meetings and reaching out to sisters on special occasions. This information can be found on the chapter yearbook using the link on the [website](#). Please let the president know if there is any missing information. The chair is responsible for delegating who contacts who. She should also reach out to the treasurer with any receipts she may have to be reimbursed for any materials the committee needs or for asking for donations of cards and stamps.

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Excellence in Education:

Promotes excellence in education endeavors. Recognizes member successes in the area of excellence in education. Carries out the nomination of a chapter member for the Excellence in Education Award, assists the nominee with necessary paperwork, and submits the nominee's name and packet to the State Excellence in Education Chairman.

Fraternity Education:

This committee is responsible for providing an activity or piece of information to the chapter about the history, structure, etc. of Alpha Delta Kappa. This will occur at every meeting. This can also be included in the monthly newsletter, per the request of the president.

Membership/Recruitment/Retention:

This committee is responsible for helping recruit and maintain members within the chapter. The chair is responsible for relaying any activities and membership information to the chapter at monthly meetings and reporting them to the president to be included in the newsletter. She is also responsible for filing any necessary paperwork for adding or removing any members from the chapter. These can be found on the Alpha Delta Kappa [website](#).

Policies and Procedures:

This committee is responsible for maintaining the Policies and Procedures for Virginia Zeta. These are the policies and procedures that are followed by the chapter. The chair is in charge of reviewing them with the committee and reporting any changes that need to be made. She will report these to the chapter for adoption. She can also report them to the president to be posted in the newsletter.

Professional Development

This committee is responsible for providing one program a year to promote creative and/or innovative strategies or opportunities for educators.

Programs/Chapter Yearbook

This committee is responsible for planning the programs for our monthly meetings. They are to assist the chair, who is usually the president-elect. Three of the programs should be focused on Altruism, World Understanding, and Excellence in Education. The remainder of the programs can be focused on personal enrichment or expanding on Altruism, World Understanding, and Excellence in Education. Part of the programs is also securing hostesses to provide snacks, paper plates, drinks, etc. for each meeting and relaying this to the chapter at monthly meetings, in the newsletter, and on Facebook. The chair is responsible for reporting about the programs to the chapter

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at monthly meetings and to the president to be included in the monthly newsletter. She and the committee are also responsible for securing locations for the programs.

Scholarship:

This committee is responsible for finding a high school senior female who is going into the field of education to be the recipient of a \$500 scholarship from Virginia Zeta. This only occurs during even years. The committee should reach out to high schools within the Richmond area to secure applicants. The chair is responsible for reporting the applicants to the chapter for a vote. She will provide the name to the treasurer so she can write a check to the recipient. The chair will also present the check to the recipient with an explanation of who it is coming from.

Ways and Means:

This committee is responsible for generating sales ideas for the chapter to generate money for chapter operations and Altruistic projects such as our college scholarship. The chair is responsible for presenting these ideas to the chapter for approval. She will also work with the treasurer to secure any funds necessary to secure the items.

World Understanding:

This committee is responsible for helping plan the World Understanding program with the Programs committee chair. The chair will be asked to present a fact or update about the World Understanding projects from the International or State level at monthly meetings and to the monthly newsletter as determined by the president.