

ZETA ZETA COMMITTEES FOR 2008-2010

“Many Hands Make the Work Light”

(President, Kit King, is Ex-Officio Member of all Committees)

Society Business Committee:

FINANCE: Sue Robinson, Pam DeBernardi CFO, Lola Ganse, Francine Sanchez, Sydney Allison, Diana Sawin, Joan Cunnings, Loretta Wilhelmsen, Paula Tye

- Develop budget – **EXECUTIVE BOARD MEETING (Sue Robinson)**
- Annual Treasurer’s & Biennial Report: **Sue Robinson**
- Collect dues by October 15 (due to Chi State Oct. 31) – 6 Raffle tickets for turning in money before/at Sept meeting. **Sue Robinson (\$85)**
- Audit annually (Must be someone on Finance Committee other than Treasurer or anyone who signs checks) **Sydney Allison**, Lola Ganse, Paula Tye
- Plan fundraisers as necessary –**Committee-at-Large**
- Supervise Tuition Grant Fund (Report to Chapter) - **Pam DeBernardi**
- Collect initiation fee of \$10 per new member and dues - **Sue Robinson**,
- Give appropriate forms to membership - **Sue Robinson**
- Pass “No Pin Penalty Box” **Loretta Wilhelmsen**, Francine Sanchez, Paula Tye

MEMBERSHIP: Sydney Allison, Peggy Ebersole, Lois Sherwood, Sallie Nelson, Elaine Penning, Patt Low, Paula Tye

- Recruit new members - **Sydney Allison** , Lois Sherwood and Committee-at-Large
- Distribute new member nomination form, and image brochure each meeting to members as needed. – **Elaine Penning**
- Collect Recommendations for Invitation to Membership – Form 11. Give to Membership Chair. **Paula Tye and Patt Lowe**
- Present list of new members to be voted upon by chapter. - **Sydney Allison**
- Reports: **Sydney Allison (work with President)**
 - Necrology Report (Death of a Member) – Form 8 (Kit King)
 - Order of the Rose – April 10,
 - Report of Change in Status of Membership – Form 18A
 - Official Application for Transfer of Membership – Form TR-A
 - Biennial Report
- When informed of drop by treasurer, call or send out drop letter that encourages reinstatement –**Kit King**
- Maintain membership records with ID Numbers and date joined, transferred, or dropped, etc. **Sydney Allison**
- Bring nametags to each Chapter meeting (make new ones as necessary) Give to a member of Hospitality to distribute and collect. **Sydney Allison, Paula Tye**
- Biennial Report: **Sydney Allison**

NOMINATIONS/CEREMONIES (Initiation and Installation): Carmen Curtis, Karen Yee, Joe Ann Doyle, Gail Costello, Roseann Krane, Lorraine Kaufman, Stephanie Brown-Myers, Peggy Ebersole.

- Nominate new slate of officers every two years. Conduct election in even years by presenting slate of nominated officers for vote by Chapter – **Carmen Curtis, JoeAnne Doyle, Peggy Ebersole**
- Installation Ceremony, (every 2 years) – **Carmen Curtis, and Committee at Large**
- Store Suitcase of materials – **Stephanie Brown-Myers**
- Update Chapter Bylaws and Chapter Standing Rules– Mail to Chi State by April 15 – **Kit King, and Committee at Large**
- Initiate new members (Fall and Spring)–**Carmen Curtis, Stephanie Brown-Myers, Karen Yee, Lorraine Kaufman, and Committee at Large**
- Distribute orientation packet and image brochure to new members. (Membership has these.) **Stephanie Brown-Myers**
- Coordinate with Music and Fine Arts for Initiation Music - **Karen Yee**
- Conduct other ceremonies as appropriate (Ceremony of Remembrance, 25 Year Pin, etc.)

EDUCATIONAL SERVICES:

COMMUNICATIONS: Pam DeBernardi, Roseann Krane, Sue Smith, Ruby Tellsworth, Joyanne Kennedy, Kathleen Searles.

- Website: **Roseann Krane**
- Yearbook/Directory: **Roseann Krane**
- Newsletter: **Kit King**
- Distributing Yearbooks (Directories) – **Pam DeBernardi, Sue Smith, Ruby Tellsworth**
- **LIFE Foundation Rep:** Sue Smith
- *What's Up?* Circulate *What's Up?* sheet each meeting (news, information, illnesses, trips, etc.), give to Kit to put in newsletter (Keep alert for news of chapter members) **Pam DeBernardi, Kathleen Searles, Sue Smith, Ruby Tellsworth**
- Birthday Recognition each meeting - **Pam DeBernardi, Joyanne Kennedy, and Kathleen Searles**
- Write thank you to speakers – **Pam DeBernardi**
- Send newsletters and other communication to members who do not have email. (Get self addressed stamped envelopes from them.) **Pam DeBernardi**
- Send cards when appropriate – **Pam DeBernardi**

SCHOLARSHIPS & AWARDS (MEMBERS), & TUITION GRANTS : **Carol Rowley, Pam DeBernardi**, Jackie Adams, Ann Carter, Carmen Burks, Laura Ferreira, Kit Greety, Pat Weik, Lynne Heyne

- Announce available Scholarships and Awards and make sure paper work is completed by applicant and turned in on time (International & Chi State level) **Jackie Adams, Lynne Heyne, Kit Greety, Pat Weik**
 - Study Session Award/Leadership – Dec. 8
 - Scholarship/Doctoral – Dec. 31 (\$4000)
 - Scholarship/Masters – Dec. 31 (\$2000)
 - Continuing Education Award Application – April 1 (\$300)
 - Study Session Award/Legislative April 1 (Registration and Lodging)
 - Citizenship Awards
 - Others as received
- Tuition Grant Committee - **Carol Rowley, Pam DeBernardi, (CFO)** Ann Carter, Laura Ferreira, Carmen Burks
 - Advertise tuition grants in 3 local newspapers and local colleges and universities in April. (Check requirements)
 - Distribute and collect applications, select grant recipients, invite them to attend meeting and award grants at meeting

WORLD FELLOWSHIPS: **Donna Bell**, Georgia Moore, Valerie Kellner, Kathy Hayes

- Fund Raisers as necessary or desired (Example: recycle cell phones, and other “green” items) **Committee at Large**
- Collect spare change each meeting. Give collected money to treasurer for check to Chi State Chairperson – **Valerie Kellner**
- Encourage World Fellowship women with cards and work with AAUW for speaker (FELLOW) for February Program – **Donna Bell, Committee-at-Large**
- Prepare World Fellowship Report (Form 42) Download at www.deltakappagamma.net - **Donna Bell**

PROGRAM OF WORK:

PERSONAL GROWTH AND SERVICE- **Marilyn Steichen**, (JoeAnn Doyle, Gail Costello- Program), Diana Sawin, Sue Robinson, Sydney Allison, Pam DeBernardiAnn Schinske, Betty Leecing, Judy Simkin, Lorraine Kaufman, Teddi Kennelly, Elva Valli, Valerie Kellner, Georgia Moore.

- Ideas to retain members –**Committee At Large**
- Announce Conventions – **Diana Sawin, Kit King**
- Award Announcements - **Diana Sawin**
 - Distinguished Service/Career Award- Dec. 1 (Plaque/Pin)
 - Distinguished Service/Public Award- Dec. 1 (Plaque/Pin)

- Distinguished Service/Chi State Award- Dec. 1 (Plaque/Pin)
- Hostelship Award – Dec 8 (\$450)
- Golden Gift Program Award –leadership seminar in even years (Reg. Lodging/Stipend) March 1 - April 30
- Community Service/Youth at Risk – March 1st
- Area Outstanding Member Recognition – March 1st
- Chapter Outstanding Member Recognition – March 1st – **Kit King**
- Community Service Projects:
 - Backpack - **Sydney Allison**, Sue Robinson, Ann Schinske. Pam DeBernardi, Members at Large
 - Buck-A-Book - **Valerie Kellner**, Georgia Moore
 - Shepherd’s Gate Literacy Enrichment Program - **Kit King**, Donna Bell, and Members at Large
 - T. H. A. T. Program–(Report of volunteer hours to be distributed and collected in September, January, and March- due April 1) **Judy Simkin**, Elva Vali, Betty Leecing
 - Christmas Angels - **Marilyn Steichen**, Gail Costello, Committee at Large

PROFESSIONAL AFFAIRS /RESEARCH **Jeanne Gelwicks**, Marilyn Thelan, Jean Warnke, Joannie Wedell, Linda Swatek, Kathy Swanson, Gail Faber, Michele Lasagna, Kathy Hayes, and Barbara Stumph.

- Work with Awards and Scholarship Committee – **Committee At Large**
- Recruitment Grants - *International and Area III (Different than Chapter Tuition Grants)* – pass out to members who want to nominate someone who is a future educator – **Jeanne Gelwicks**, Marilyn Thelan - Due June 1
- Disseminate and Collect: **Joannie Wedell**
 - Outstanding Student Teacher – due April 1 (\$150/Certificate)
 - Announce Lucille Cornetet Professional Development Award – Sept, Feb. & May (MONEY for Registration fees, travel, Lodging, etc. *NOT for society sponsored, college course, or reimbursement for activities already completed.* Members can apply to International, but will not necessarily be selected.)
- Legislative concerns & Research current issues, research Jared Boxes, or other possible Professional Development Project - **Jeanne Gelwicks, Committee at Large**
- Chapter history, take photos, orientation to or reorientation about chapter to new and old members - **Kathy Swanson, Gail Faber**
- Publicity – notify newspaper of projects and noteworthy items of interest, and make educators and public more aware of ZZ: **Jeanne Gelwicks, Pam DeBernardi, Barbara Stumph, Kathy Hayes, Committee at Large**
- Honor Chapter – March 15 (Certificate) **Kit King**
- State President Emergency Fund Assistance Report –**Kit King**

MUSIC FINE ARTS/CEREMONIES: JoeAnne Doyle, Gail Costello, Barbara Stumph, Isabelle Zamanian, Ozma Ferren, Sue Robinson

- Initiation Music – **Ozma Ferren, Sue Robinson**
- Meeting Inspiration – **Barbara Stumph, Isabelle Zamanian, Ozma Ferren**
- Ceremony of Remembrance – **Kit King, Committee at Large**

HOSPITALITY – **Bobbie Mortensen**, Debbie Grilli, Susan Peterson, Alice Reynolds, Alice Roberts, Mary Ellen Taylor, Denise Dolan, Carol Rowley, Sharon Keeton

- Set up schedule of committee members who will take turns greeting members and visitors - **Bobbie Mortensen, Committee & Members at Large** (You can assign a different committee to be greeters each month, or just one or two people who will greet members at the door and make sure all visitors or new people feel included and have somewhere to sit.)
- Distribute and collect nametags. **Denise Dolan** (people will take when signing in with Denise), **Alice Reynolds, Susan Peterson, Sharon Keeton** (Will take turns collecting, filing, and returning to Sydney at end of meeting)
- Raffles and Gifts - **Debbie Grilli, Bobbie Mortensen, Mary Ellen Taylor, Susan Peterson**
 - Make Raffle Roster & post in chapter newsletter – **Kit King**
 - Pass raffle basket at each meeting, have drawings, and give money to Treasurer – **Debbie Grilli**
 - **Basket (s) for Area Meeting in October** – Fundraiser (This one is needed pretty quickly in fall for October Area Meeting. You can choose a theme and have everyone bring something to put in it in September. Ask for a volunteer to put it together if you can't do it yourself. Zeta Zeta will reimburse your expenses.) **Bobbie Mortensen**
 - Basket for LIFE Fundraiser at Chi State in May (Zeta Zeta will reimburse your expenses.) **Bobbie Mortensen**
- Dinner Coordinators: (announce absent member and reasons if known) **Denise Dolan, Carol Rowley**