**Alpha Epsilon State Committee Responsibilities**

**Society Business—**

 **Communications/Publicity:** Promotes communications and public relations

 awareness. Collects and evaluates chapter newsletters. Compiles memorabilia

 for the State President.

 **Finance:** Supervises state financial affairs. Recommends expenditures and

 investment of funds. Prepares an annual budget. Arranges for a financial

 review.

 **Leadership Development:** Under the direction of the Immediate Past State

 President, serves as site coordinator for CCOT in even-numbered years.

 **Membership:** Under the direction of the State Second Vice President, evaluates

 recommendations for state honorary membership. Studies and makes

 recommendations related to membership problems. Prepares necrology reports

 and presents memorial service. Identifies chapters needing assistance and

 works with them to solve those problems.

 **Nominations/Personnel:** (Members are elected by area according to a schedule)

 Recommends nominees for state office. Advertises Related Personnel

 openings. Makes recommendations for election by the Executive Board for

 Related Personnel positions. Drafts their contracts. Recommends honorarium

 for positions. Drafts job evaluations by the Executive Committee for Related

 Personnel positions and submits results to the State Executive Board.

 **Rules:** Reviews coordinating council bylaws and chapter standing rules. Reviews

 state governing documents and recommends amendments. Presents proposed

 amendments at state conference/conventions.

 **Non-Dues Revenue:** Selects and implements money-making activities designed to benefit special projects of the state. Assists the Exec. Comm. in identifying advertisers, sponsors, and vendors for state conferences/conventions. Selects and implements non-dues revenue sources to benefit the state.

**Society Mission and Purposes—**

 **Educational Excellence:** Under the direction of the State First Vice President, is

 responsible for professional/personal educational sessions at conferences and

 conventions. Acquaints chapters with materials and ideas which implement the

 International program focus. Collects program booklets from each chapter.

 **International Projects:** Promotes the work of the International World Fellowship

 Committee and other Int’l projects. Contacts World Fellowship recipients at

 Indiana colleges and invites her to attend state conferences/conventions.

 **Legislation:** Promotes legislative awareness to improve education and the status of

 women. Chairman serves as representative to the US Forum.

 **Music:** Provides music at all state meetings. Directs a chorus at state convention.

 **Personal Growth / Professional Affairs:** Plans and initiates the Fall Arts Retreat

 (odd-numbered years—the previous chairman continues through the completion

 of the FAR she helped plan). Implements plans of the International committee

 and develops related programs of local importance and interest.

 **Scholarships:** Promotes and encourages members to apply for state and

 international scholarships and grants. Selects recipients of state scholarships,

grants and travel study grants.

 **The Janet O’Neal Seminar for Personal Growth:** Plans, prepares materials and

 conducts a seminar for members’ personal and professional growth (once during

 the biennium).

2/15