**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).

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