

may be given as needed before a session. Also gives this information to the State President so it can be included in the General Session and the Executive Board Meeting agendas.

11. Works closely with the hotel conference coordinator regarding meeting room, exhibit and reception space, courtesy room, room set-ups, price of meals, and any extra expenses.

12. Review and plan menus for meals and arrange for birthday cake(s) at the luncheon.

13. Meets with the convention treasurer regarding budget, vouchers, bookkeeping, and handling of expenditures and income.

14. Expedites the convention

a. Knows the "Go To" people at the site and how to contact them in an emergency.

b. Handles announcements at the end of each general session or event.

15. Keeps the state convention coordinator apprised of the convention progress.

16. Fills out evaluation forms for the site.

17. Writes thank you notes to appropriate people (speakers, guests, etc.) and sees that the Workshop Chairman was written thank you notes to all presenters.

- B. financial reports
 - C. pertinent correspondence (handwritten, emails)
 - D. forms
 - E. committee reports
 - F. hotel contract
 - G. press releases, *Oregon Trail* articles other publicity used
16. Collects, inventories, and stores all properties that can be used at future conventions.
 17. Meet with the local chairmen of the next convention within a month of the previous convention, to share evaluations and hand over pertinent documents and information which will be of value for their planning.
 18. Confers with the State President regarding obtaining bids from sites for future conventions. Obtains bids and agreements.

LOCAL CONVENTION COORDINATOR

LOCAL CONVENTION CHAIR(S)

1. Meets with the Convention Coordinator (and State President) as soon as possible (after July 1 on odd-numbered years) to fully understand her plans for convention.
2. Meets with the presidents of the host chapter(s) to establish:
 - a. which chapter(s) will be responsible for which committees
 - b. a timeline of activities
 - c. a schedule of meetings with the convention committee chairmen and the steering committee.
3. Possibly helps Convention Committee Chairs to find members for their committees.
4. Helps to set up Steering Committee meetings and coordinate meetings.
5. Supervises and coordinates the work of the convention committees in conjunction with the Convention Coordinator before, during and after the convention.
6. Sees that tasks are completed according to the time schedule.
7. Sets up meals and linens in conjunction with State President's wishes.
8. Coordinates the activities/needs of any State Committee Chairs who are involved in the convention (i.e. Music Rep, Finance, Membership).
9. Determines, with the Convention Coordinator, the budget and registration fee, cut-off dates and cancellation policies.
10. Provides pages and timers for business sessions as requested by the State President. Gives this information to the State Secretary, so that instruction

which is already spoken for through professional duties, her expertise in certain areas, or any combination thereof.

1. Meets with the State President as soon as possible to fully understand her plans for the upcoming convention.
2. Acts as the Chair of the Steering Committee.
3. Meets with the presidents of the host chapters and/or the "Local Committee Chair/Co-Chair" as designated by the host chapters to establish:
 - A. A timeline of activities
 - B. Which chapters will be responsible for which necessary committees
 - C. A schedule of meetings with the convention committee chairs and the Steering Committee
4. Acts as liaison between the hotel and Delta Kappa Gamma, unless a local chairman is appointed to do this, based on geographic limitations.
5. Meets with the hotel conference/event coordinator regarding meeting rooms, exhibit and reception space, courtesy rooms, room set-ups, meal prices and breaks, and any extra expenses.
6. Meets with the convention Treasurer to provide information regarding budget, vouchers, bookkeeping, handling of expenditures and income.
7. Signs on the convention checking account as the second signatory.
8. Provides the convention Registrar with pertinent information regarding the registration form and procedures.
9. Gets approval from hotel for hotel reservation section on the registration form or for a separate hotel ad for publication.
10. Makes hotel reservations for the Hospitality room, the International Guest, the State President and herself.
11. Provides the Workshops Committee Chair with information regarding:
 - A. The State President's wishes for possible topics and/or presenters
 - B. Necessary information to give and receive from presenters
 - C. Plan with the workshop chairman in directing and executing the duties of workshop presiders (introducing, timing, evaluating etc.).
 - D. Communicate with the workshop chairman as to the workshop venues, needed A/V equipment, and other possible properties.
12. Stays at the hotel during the convention.
13. Informs the Steering Committee of their duty to prepare a written evaluation of their particular job(s) and to remit this report at the final debriefing meeting. She may provide the form or give a general format to be followed.
14. Writes a summary report from the Committee Chair reports.
15. Keeps a Convention Notebook which includes but is not limited to:
 - A. the budget

3. Secure recommendations for members to serve on the Nominations and Finance committees as district representatives and submit recommendations to the state Nominations Committee.
4. Encourage chapters to make recommendations for state committee assignments to the State President.
5. Work with local chapter presidents to provide appropriate locations and arrangements for District workshops.
6. Remind chapters to furnish district coordinator with 3 copies of the chapter yearbook.
7. Send copies of the chapter yearbooks to the State President and the State Educational Excellence Committee Chairman.
8. Participate in the Ceremony of Remembrance at the state convention.
9. Perform other duties (ie. contact members who may be in need of the Emergency Fund monies) as assigned by the State President.
10. Submit a budget request to the Finance committee annually, and keep an accurate accounting of all expenses incurred and expense reimbursement requested, approved and paid; to assure that the committee does not exceed its budget. Expense reimbursement requests must be documented with official receipts and attached to a Reimbursement Voucher.

MUSIC REPRESENTATIVE **RESPONSIBILITIES/ DUTIES**

1. Recommend to the Educational Excellence Committee ways music can be used to enhance the programs, projects, and activities of the Society.
2. Provide music, singing, and musical events at state meetings as requested by the State President, in coordination with the convention coordinator and convention committee, or other person or group arranging an event.
3. Write or send articles to *The New Oregon Trail*, which suggest uses of music at chapter meetings.

STATE CONVENTION COORDINATOR **RESPONSIBILITIES/ DUTIES**

The Convention Coordinator organizes and supervises the Steering Committee of various Chairwomen that are needed for the production. She is the direct contact between the Steering Committee and the State President. The Convention Coordinator is responsible for fulfilling all the listed responsibilities below. She may delegate as many of these to a "Local Committee Chair/Co-Chair" as she wishes. Delegation may depend on the Coordinator's distance from the convention site, the amount of her time

9. Extend personal invitations to recipients for the state convention event at which scholarship and grant awards will be announced.
10. Prepare a program for the presentation of scholarships at state convention and other state meetings. Include a summary of available state scholarships, how the available amount of money is decided, and a short bio of each recipient.
11. Write an article for *The New Oregon Trail* about scholarship recipients and encourage enrichment scholarship recipients to write their own articles.
12. Prepare a written report for the State convention packet, and an oral or written report for Fall Conference and other meetings as directed by the State President.
13. Report to the corresponding International Committee annually.
14. Submit a budget request to the Finance committee annually, and keep an accurate accounting of all expenses incurred and expense reimbursement requested, approved and paid; to assure that the committee does not exceed its budget. All committee expenses go through the chairman. Expense reimbursement requests must be documented with official receipts and attached to a Reimbursement Voucher.
15. The chairman or her designee keeps the files and records of the committee. At the Leadership Transition Meeting in odd-numbered years, the chairman or her representative shall meet with her successor to review the committee files and records and pass them on.

SPECIAL SERVICES PERSONNEL

ADMINISTRATIVE ASSISTANT (optional)

The Administrative Assistant shall provide secretarial and organizational assistance as requested by the State President; to carry out her duties.

DISTRICT COORDINATORS **RESPONSIBILITIES/ DUTIES**

1. Visit and assist the district chapters and their coordinating councils.
2. Act as liaison between the chapters of the district and the state.

reimbursement requested, approved and paid; to assure that the committee does not exceed its budget. All committee expenses go through the chairman. Expense reimbursement requests must be documented with official receipts and attached to a Reimbursement Voucher.

SCHOLARSHIPS COMMITTEE

1. The committee shall meet each year of the biennium, with AT LEAST one additional meeting being called as needed to evaluate and select recipients. The minutes shall be recorded and a copy sent to the State President.
2. The chairman, or her representative, and as many members as possible, will attend Leadership meetings, conferences, and State Convention. As many as possible should attend a Regional Conference and the International Convention.

RESPONSIBILITIES/ DUTIES

1. Evaluate and update the Alpha Rho State Scholarship Policies and Procedures as needed. Present updates to the State Executive Board for approval.
2. Prepare scholarship and grant materials, deadline dates, and other pertinent information for the Alpha Rho State website and *The New Oregon Trail*.
3. Seek funds at state meetings.
4. Receive and respond to requests for scholarship and grant application packets.
5. Notify applicants of the status of their applications.
6. Send announcement cards to persons honored by contributions to scholarship funds.
7. Arrange with the state treasurer for payment of scholarship and grant awards.
8. Keep a current account of available scholarship funds through correspondence with the State Treasurer.

4. Assist with any chapter where dissolution may be considered. Preventative action, through the Member Field Services Program, should take place during a one year period and may be requested by the Alpha Rho State President and/or the chapter's president.
5. Respond to correspondence regarding membership materials and training.
6. Receive the annual Chapter Necrology Reports (due February 1) and prepare the annual State Necrology Report due to the State President and International by March 1.
7. Receive the biennial Chapter Membership Reports (due February 1) and prepare the biennial State Membership Report due to the State President and International by March 1.
8. Prepare a written report for the State convention packet.
9. Prepare any communiqués, which may be deemed necessary for chapter membership chairmen, or registrants at the State convention.
10. Send a membership articles to the State Editor for publication in *The New Oregon Trail*. (Minimum one per biennium.)
11. Solicit recommendations for State Honorary Members in *The New Oregon Trail*, stating a deadline of December 15 for receipt of recommendations by the committee.
12. Screen recommendations received for Honorary members by conference call, mail or meeting.
13. Prepare résumés for qualified candidates with an evaluation of the appropriateness of their election as honorary members, and an official ballot. The material will be sent to the State President for distribution to the voting members of the Executive Board.
14. Provide a list of deceased members to the State Editor for inclusion in each issue, as necessary, of *The New Oregon Trail*.
15. Arrange for a membership workshop at the State convention and/or Leadership meeting; as directed by the State President.
16. Prepare materials for and present workshops as directed by the State President.
17. The chairman or her designee keeps the files and records of the committee. At the Leadership Transition Meeting in odd-numbered years, the chairman or her representative shall meet with her successor to review the committee files and records and pass them on.
18. Submit a budget request to the Finance committee annually, and keep an accurate accounting of all expenses incurred and expense

MEMBERSHIP COMMITTEE

MEETINGS

1. The committee shall meet at least once during each year of the biennium, and as need arises.
2. The purposes of the meeting(s) will be to:
 - a. Inventory and maintain all State Membership initiation and installation paraphernalia.
 - b. Prepare a script and organize a Ceremony of Remembrance to be used at the State Convention. Prepare the Ceremony of Remembrance program booklet and arrange for its printing.
 - c. Prepare and organize installation ceremonies to be used at the State Convention for State Honorary Members.
 - d. Review criteria for honorary membership, and consider appropriate standards for recommending honorary membership contributions to education by non-members, in light of other methods by which such persons may be honored and their contributions recognized. {It is not appropriate to suggest a person for honorary membership in a year in which that person is (or is likely to become) a candidate for political office.}
3. The chairman, or her representative, and as many members as possible, will attend Leadership meetings and the State Convention. As many as possible should attend a Regional Conference and the International Convention.

RESPONSIBILITIES/DUTIES

1. Maintain all State Membership materials.
2. Maintain a current listing of Alpha Rho State members in a master copy of a State Directory coordinating with the Executive Secretary concerning any changes in membership information.
3. Maintain a current list of chapter membership chairmen.

LEADERSHIP COMMITTEE

MEETINGS and MEMBERSHIP

1. The committee shall meet twice a year with the state president to discuss and facilitate state programs.
2. The chairman, or her representative, and as many members as possible, will attend Leadership meetings and the State Convention. As many as possible should attend a Regional Conference and the International Convention.

RESPONSIBILITIES/ACTIVITIES

1. Assist in implementing leadership development sessions for state meetings and district workshops.
2. Provide parliamentary training for leaders and members.
3. Maintain a current resource file of potential leaders, materials pertinent to leadership development, and evaluations of leadership development sessions.
4. Make recommendations for action to the State Executive Board.
5. Respond to correspondence regarding leadership materials and training.
6. Prepare a written report for the State convention packet.
7. Submit a budget request to the Finance committee annually, and keep an accurate accounting of all expenses incurred and expense reimbursement requested, approved and paid; to assure that the committee does not exceed its budget. All committee expenses go through the chairman. Expense reimbursement requests must be documented with official receipts and attached to a Reimbursement Voucher.
8. The chairman or her designee keeps the files and records of the committee. At the Leadership Transition Meeting in odd-numbered years, the chairman or her representative shall meet with her successor to review the committee files and records and pass them on.

2. Maintain annual communication with chapter chairmen, in addition to written/e-mail communiqués which concern specific state projects and individual International projects.
3. Write an article, promoting the current Educator's Award book, for *The New Oregon Trail*.
4. Present information on International Projects and World Fellowship for *the New Oregon Trail*, and at all state meetings.
5. Inform members of the Golden Gift Fund projects. This should include deadlines for application, and encouragement for chapters to sponsor projects through fund-raisers, and members to apply for the projects.
6. Send chapter chairmen contact information of current World Fellowship recipients studying in Oregon. Encourage chapters to include recipients in activities and meetings as appropriate.
7. Maintain relationship with any World Fellowship recipient studying in the state; through appropriate correspondence, and invitation to state and/or chapter meetings.
8. Receive the biennial Chapter Reports and prepare the biennial State Report due to the State President and International by March 1.
9. Prepare a written report for the State convention packet.
10. Submit a budget request to the Finance committee annually, and keep an accurate accounting of all expenses incurred and expense reimbursement requested, approved and paid; to assure that the committee does not exceed its budget. All committee expenses go through the chairman. Expense reimbursement requests must be documented with official receipts and attached to a Reimbursement Voucher.
12. The chairman or her designee keeps the files and records of the committee. At the Leadership Transition Meeting in odd-numbered years, the chairman or her representative shall meet with her successor to review the committee files and records and pass them on.

documented with official receipts and attached to a Reimbursement Voucher.

14. Direct expenses of the organization and chartering of a new chapter to the sponsoring chapter(s), state, or both.
15. Keep minutes of the meetings, records, and correspondence of the committee.
16. The chairman or her designee keeps the files and records of the committee. At the Leadership Transition Meeting in odd-numbered years, the chairman or her representative shall meet with her successor to review the committee files and records and pass them on.

INTERNATIONAL PROJECTS COMMITTEE/WORLD FELLOWSHIP

MEETINGS and MEMBERSHIP

1. The committee shall meet each year of the biennium, with additional meetings being called as needed to complete business. The minutes shall be recorded and a copy sent to the State President.
2. The chairman, or her representative, and as many members as possible, will attend Leadership meetings and conferences and the State Convention. As many as possible should attend a Regional Conference and the International Convention.
3. The chairman or her designee keeps the files and records of the committee. At the Leadership Transition Meeting in odd-numbered years, the chairman or her representative shall meet with her successor to review the committee files and records and pass them on.

RESPONSIBILITIES/ DUTIES

1. Compile a contact list of all chapter International Projects Chairmen.

- a. Explore the needs for new chapters in the state.
 - b. Explore membership potential in the state.
 - c. Identify chapters which have large geographic areas, or large memberships; for consideration of a chapter division or the organization of a new chapter.
3. The chairman, or her representative, and as many members as possible, will attend State Leadership meetings and the Stat Convention. As many as possible should attend a Regional Conference, and the International Convention.

RESPONSIBILITIES/ACTIVITIES

1. Encourage chapters to participate in the responsibility of expansion.
2. Enter into dialogue with chapters that are in close proximity to an area needing development.
3. Initiate expansion with state or chapter sponsorship.
4. Obtain approval of the Executive Board for organizing a new chapter and its Greek name.
5. Develop a potential membership list for the new chapter with suggestions from chapters, principals, superintendents, transfers, and qualified prospective members.
6. Send invitations signed by the state president to potential members.
7. Hold orientation meetings with those invited to membership.
8. Request that the state president order the charter from International Headquarters.
9. Plan and execute initiation of new members, and installation of new officers.
10. Send the list of charter members and of all elected and appointed officers and personnel to the Executive Coordinator at International Headquarters.
11. Assist in orientation during the first biennium.
12. Prepare a written report for the State convention packet, and oral or written reports for Fall Conference or other meetings, as directed by the state president.
13. Submit a budget request to the Finance committee annually, and keep an accurate accounting of all expenses incurred and expense reimbursement requested, approved and paid; to assure that the committee does not exceed its budget. All committee expenses go through the chairman. Expense reimbursement requests must be

State President which chapters turned them in, so they can be considered for state awards.

5. Respond promptly to all correspondence and requests for assistance.
6. Collect names and e-mails for chapters' Education Excellence Committee Chairmen.
7. Send written/e-attachments suggestions and materials contributing to the development and focus of the International Program Theme to the corresponding chapters' Educational Excellence Committee chairmen.
8. Contribute articles and pertinent information to *The New Oregon Trail* and the state website which encourage and promote educational excellence program action at the chapter level.
9. Prepare a written report for the state convention packet and present an oral or written report for leadership meetings/conferences and other meetings as directed by the State President.
10. Annually report to the International Educational Excellence Committee.
11. Annually submit a budget request to the Finance Committee and keep an accurate accounting of all expenses incurred and expense reimbursement requested, approved and paid; to assure that the committee does not exceed its budget. All committee expenses go through the chairman. Expense reimbursement requests must be documented with official receipts and submitted with reimbursement voucher.
12. The chairman or her designee keeps the files and records of the committee. At the Leadership Transition meeting in odd-numbered years, the chairman or her representative shall meet with her successor to review the committee files and records and pass them on.

EXPANSION COMMITTEE

MEMBERSHIP COMMITTEE

MEETINGS

1. The committee shall meet at least once, early in the first year of the biennium, and afterwards as need arises.
2. The purposes of the meeting(s) will be to:

2. One member of the committee will shall serve as a representative to the U.S. Forum and as a liaison to the Delta Kappa Gamma UN Network and participate in the U.S. Forum activities at the regional and international conventions.
3. The committee will meet at least once a year, with the minutes recorded and a copy sent to the State President.
4. The Chairman, or her representative, will attend Leadership meetings/conferences, the state convention and attend a regional conference and the international convention.

RESPONSIBILITIES/DUTIES

The chairman may assign various committee members to particular committee responsibilities.

1. Promote program and projects for excellence in education, which implement the state action plan and state and international organization themes.
 - a. Identify long-term and short-term programs that focus upon topics adopted by the Society, transmitting suggestions for study and action by the state and local chapters.
 - b. Support programs of action that promote the personal well-being, intellectual growth, and global awareness of women educators; encourage a focus on the arts at the state conventions and conferences, and develop strategies that enable local chapters to encourage members to become leaders.
 - c. Encourage local chapters to participate in programs that promote professional growth of women educators.
 - d. Promote study, discussion, and action on legislative issues of educational importance; especially during legislative sessions.
 - e. Support action on issues which may benefit the status of women and youth in education.
 - f. Encourage research by individual members.
 - g. Conduct research projects as initiated by Alpha Rho State.
2. Provide training and assistance to chapters' educational excellence committee chairmen.
3. Provide a keynote speaker for Conferences or as otherwise requested by the State President.
4. The Educational Excellence Chairman will collect Chapter Yearbooks each year from District Coordinators and report to the

- chapter news items and style. This may be done by written communiqués or presentation at conferences and conventions.
13. Return pictures and special materials to the sender after publication.
 14. Order mailing labels from International.

***Currently not needed, but included for reference.

THE ALPHA RHO STATE WEBMASTER DUTIES

1. Work with the state treasurer checking that fees are paid to International either yearly or every two years, whichever has been established.
2. Keep informed of International requirements for linked state websites, and conform to all of them.
3. Post the current authorization emblem on the home page.
(Currently emblems show that Oregon has had a website since 2001.)
4. Communicate regularly with the state president and other officers regarding changes and updates that need to be made to the website.
5. Communicate with *The New Oregon Trail* editor to acquire and post the latest issues and any other forms or notices needed for upcoming events.
6. Update the website in a timely manner with the following:
 - a. New state officers and contact information
 - b. New chapter presidents and contact information
 - c. New issues of *The New Oregon Trail*, and an archive with some old issues
7. Be sure that permission has been authorized for the use of people's names, pictures and contact information.
8. Maintain and update personally owned web-editing software.

EDUCATIONAL EXCELLENCE

MEETINGS AND MEMBERSHIP

1. The committee shall include members representing the various districts of the state.

workshops.

15. Prepare a written report for the State convention packet.
16. Submit a budget request to the Finance Committee annually, and keep an accurate accounting of all expenses incurred and expense reimbursement requested, approved and paid, to assure that the committee does not exceed its budget. All committee expenses go through the chairman. Expense reimbursement requests must be documented with official receipts and attached to a Reimbursement Voucher.
17. The chairman or her designee keeps the files and records of the committee. At the Leadership Transition Meeting in odd-numbered years, the chairman or her representative shall meet with her successor to review the committee files and records and pass them on.

THE NEW OREGON TRAIL EDITOR DUTIES

- *1. Get estimates from printers and select a printer who will do a quality job most reasonably.
- *2. Purchase an annual mailing permit from the post office. Make certain that the mailing deposit will cover the cost of each mailing.
- *3. Submit budget requests to the Finance Committee annually, both for the production of the paper and for the editor's expenses.
4. Obtain permission to publish members' personal information: addresses, e-mail addresses, phone numbers, and photo images for *The New Oregon Trail* and websites for Alpha Rho State and International.
5. Keep an accurate accounting of all expenses incurred and expense reimbursement requested, approved, and paid to assure that the expenses do not exceed budgeted amounts. Submit all bills and expense reimbursement requests with official receipts and attached to a Reimbursement Voucher.
6. Announce paper deadlines for submitting news to the editor and the publishing dates.
7. Gather society news, edit articles, proofread, and plan paper layout.
8. Select pictures to be used in each issue.
9. Write cutlines and headlines as needed.
10. Work closely with the printer on items 6, 7 and 8.
11. Act as photographer for state, regional and International events or arrange for photographic coverage.
12. Inform chapter communications/technology chairmen of acceptable

RESPONSIBILITIES/ DUTIES

1. Make presentations and distribute handouts of suggestions and ideas for better communications across the state and in local chapters.
2. Maintain a current e-mail directory of local chapter communication chairman in order to send updated communication materials from the state.
3. Encourage chapter chairmen to examine the publication Communications Guide for ideas and suggestions.
4. Assist chapters in preparing communications to local publications capitalizing upon chapter and state projects, events, and member accomplishments.
5. Inform each chapter of the guidelines for compiling and submitting a minimum of four hard-copy newsletters and a hard-copy of their chapter brochure for consideration for state awards. Newsletters and brochures are kept on file until July 1 of each calendar year.
6. Encourage members of Alpha Rho State to submit articles for publication in *The New Oregon Trail*, *The News*, and *The Bulletin*. The articles should highlight chapter news, and member achievements, recognitions, and honors.
7. Encourage State Committee chairmen to communicate with the membership through *The New Oregon Trail*.
8. Send photographs of all state-level events (conventions, workshops, leadership meetings, etc.) to the state editor.
9. Oversee and review materials for the state website. Summarize the information and ideas from the chapter annual reports and disseminate same to chapter communications chairmen.
10. Send a copy to the State President and a copy to the International Communications Chairman.
11. Assist with designing, creating, and presenting programs for the state which require AV materials such as DVDs.
12. Serve as a clearing house for planning and funding technology.
13. Keep a file of the official Delta Kappa Gamma publications received during the biennium.
14. Keep a file of all publications received from other states during the biennium. The committee should evaluate them for ideas to share with the membership, through state meetings and

BYLAWS INTERPRETATION COMMITTEE

The Bylaws Interpretation Committee, which is the Executive Committee, shall review, interpret, and rule by mail on questions concerning Alpha Rho State *Bylaws* and *Standing Rules* until submitted to the next stat convention for a vote.

COMMUNICATIONS/TECHNOLOGY COMMITTEE

MEETINGS and MEMBERSHIP

1. The committee shall meet each year of the biennium, with additional meetings being called as needed to complete business. The minutes shall be recorded and a copy sent to the State President.
2. The chairman, or her representative, and as many members as possible, will attend Leadership meetings and conferences, and the State Convention. As many as possible should attend a Regional Conference and the International Convention.
3. The chairman or her designee keeps the files and records of the committee. At the Leadership Transition Meeting in odd-numbered years, the chairman or her representative shall meet with her successor to review the committee files and records and pass them on.
4. The members of the committee shall be the members selected by the state president and *The New Oregon Trail* editor. One member of the committee will serve as the Media Sales Coordinator.

2. The chairman, or her representative, and as many members as possible, will attend the Leadership meetings and the State Convention. As many as possible should attend a Regional Conference and the International Convention.

RESPONSIBILITIES/DUTIES

1. Receive proposals from the chapters or individual members for changes in Bylaws or Standing Rules.
2. Present proposed Standing Rules or Bylaws amendments in written form to the Executive Board at least 30 days prior to the State Convention.
3. Publish the committee's recommendations for changes in the winter or spring issue of *The New Oregon Trail*.
4. Biannually update official copies of the Standing Rules and the State Bylaws every four years, for distribution to the members. Other updates of the documents may be requested by the Executive Board.
4. Prepare a written report for the State convention packet, and present oral or written reports for other meetings, as directed by the state president.
5. Submit a budget request to the Finance committee annually, and keep an accurate accounting of all expenses incurred and expense reimbursement requested, approved and paid; to assure that the committee does not exceed its budget. {**SPECIAL ATTENTION** should be paid in odd-numbered years for the printing of enough copies of Bylaws for 4 years, and enough copies of Standing Rules for 2 years.} All committee expenses go through the chairman. Expense reimbursement requests must be documented with official receipts and attached to a Reimbursement Voucher.
6. Assist new chapters as they are formed in preparing Chapter Rules.
7. Keep minutes of the meetings, records, and correspondence of the committee.
8. The chairman or her designee keeps the files and records of the committee. At the Leadership Transition Meeting in odd-numbered years, the chairman or her representative shall meet with her successor to review the committee files and records and pass them on.
9. Submit for approval copies of revised Bylaws and Standing Rules to the International Constitution Committee.

APPOINTED COMMITTEES

AWARDS COMMITTEE

MEETINGS AND MEMBERSHIP

1. Committee members shall be past award winners and/or members of the State Executive committee.
2. The committee will meet and/or correspond at least once a year prior to the established award nomination deadline dates. Minutes shall be recorded and a copy sent to the State President.

RESPONSIBILITIES

1. Make decisions regarding categories and honorees of awards.
2. Advertise various awards and stated criteria in *The New Oregon Trail* and on the state website, as well as updating local chapters on criteria and deadline dates.
3. Create and/or purchase appropriate award certificates and other such award paraphernalia as needed.
4. Present awards at the state convention and arrange for the delivery of an award should a recipient be unable to be present.
5. Maintain a database of award categories, dates of presentation, and names of recipients.

BYLAWS COMMITTEE

MEETINGS

1. The committee shall meet each year of the biennium, with additional meetings being called as needed to complete business.

- state office to the State President at a general session. The State President shall request additional nominations from the floor.
2. Ballots shall be prepared for the election. The committee members shall serve as election tellers. The chairman shall submit the results of the election, including the names of all candidates and the number of votes each received to the State Secretary. She shall announce the new officers ***without reporting the number of votes each received.***
 3. The chairman shall conduct the elections of new members of the Finance and Nominations Committees at the State convention Executive Board meeting.
 4. The chairman shall plan the installation ceremony in conjunction with the State President, and install the newly-elected officers at the State convention.
 5. The chairman shall send the names of the newly-elected officers to International.

GENERAL DUTIES

1. The chairman or her designee keeps the files and records of the committee. At the Leadership Transition Meeting in odd-numbered years, the chairman or her representative shall meet with her successor to review the committee files and records and pass them on.
2. Submit a budget request to the Finance committee annually, and keep an accurate accounting of all expenses incurred and expense reimbursement requested, approved and paid; to assure that the committee does not exceed its budget. All committee expenses go through the chairman. Expense reimbursement requests must be documented with official receipts and attached to a Reimbursement Voucher.

RESPONSIBILITIES/DUTIES

NOMINATIONS

1. Provide state office nomination forms to district coordinators, who will furnish them to chapter presidents for the use by members. Additional nomination forms may be requested by any member.
2. Give oral directions on nominations procedure at the Leadership meeting in even-numbered years.
3. Receive recommendations for nomination of state officers and members of the Finance and Nominations committees postmarked by December 15 of even-numbered years.

ALL DELIBERATIONS OF THE NOMINATIONS COMMITTEE SHALL BE HELD IN STRICT CONFIDENCE.

4. Consider nomination only of those members for whom a properly completed recommendation form has been received, including the member's consent. The committee may, on its own motion (with the member's consent) consider for nomination a person not recommended for nomination to another office. {See Alpha Rho State Standing Rules}
5. Screen the candidates in accordance with the International Standing Rules. The committee may solicit the opinions of persons likely to be best informed of the qualifications of candidates as it deems appropriate, and shall give those opinions the weight it deems appropriate.
6. Nominate one or more qualified candidates for each elective office by January 15. {See Alpha Rho State Standing Rules}
7. The final slate of nominations shall be published prior to elections in the winter/spring issue of *The New Oregon Trail*, in odd-numbered years. Biographical sketches and pictures of the candidates should accompany the slate.
8. Prepare a written report for the State convention packet that includes the slate of nominees for state office and elected committees.

ELECTIONS

1. The chairman shall conduct the elections of state officers at each odd-year State convention. She shall introduce the candidates and submit the names of the members nominated for each elected

- a. A group which contemplates conducting a fund-raising event must outline its proposal to the committee and obtain the committee's approval before proceeding.
 - b. All funds raised in fund-raising events by Alpha Rho State committees or other groups representing the state organization shall be deposited with the state treasurer.
 - c. Any monies from the fund-raiser that remain at the end of the fiscal year, *unless specifically budgeted for a special purpose*, will revert to the general fund for the purposes of budgeting for the next fiscal year.
6. All committee expenses go through the chairman. Expense reimbursement requests must be documented with official receipts and attached to a Reimbursement Voucher. The expenses of the president and the treasurer, which relate to the Finance committee, are reimbursed from their respective accounts in the State Budget.
 7. The chairman or her designee keeps the files and records of the committee. This file shall contain copies of correspondence, financial records, budgets from previous biennia, the current budget, the Articles of Incorporation, and documents or reports pertaining to finances. At the end of the biennium, the committee members shall return all committee materials in their possession to the chairman for filing. At the Leadership Transition Meeting in odd-numbered years, the chairman or her representative shall meet with her successor to review the committee files and records and pass them on.

NOMINATIONS COMMITTEE

MEETINGS and MEMBERSHIP

1. The committee shall meet at least once during each year of the biennium. The minutes shall be recorded and a copy sent to the State President.
2. The chairman, or her representative, and as many members as possible, will attend Leadership meetings and State Convention. As many as possible should attend a Regional Conference and the International Convention.

5. The chairman shall arrange for a budget hearing during the State Convention, if so requested.

IT IS THE RESPONSIBILITY OF THE EXECUTIVE BOARD TO EXAMINE, MODIFY AS NECESSARY, AND ADOPT THE BUDGET *BEFORE THE BEGINNING OF THE NEXT FISCAL YEAR ON JULY 1.*

RESPONSIBILITIES/DUTIES

1. The committee shall monitor the adopted budget and its implementation during the succeeding year.
 - a. The budget controller shall keep the committee informed regarding all budget activity.
 - b. No payment shall be made from state funds for any expense not budgeted, except with the previous approval of the committee.
2. The chairman, with the assistance of the committee members shall prepare and send the annual report to International.
3. The chairman, with the assistance of the committee shall prepare a written report for the state convention packet, and present an oral report for the membership upon the request of the president.
4. The committee shall provide assistance to chapters in matters regarding finance.
 - a. Upon request of the president or a chapter, the committee shall provide training for chapter personnel responsible for chapter finances.
 - b. Materials, including the forms for budget preparation and guidelines for audit, shall be prepared for use during training of chapter leaders at district workshops in even-numbered years.
 - c. Materials on Alpha Rho State finance are to be prepared for use by all state leaders during the Leadership Transition Retreat in odd-numbered years.
 - d. Chapter treasurers and other members shall be encouraged to participate in the process of budget development and supervision of finances.
5. The committee is responsible for approving all state-wide fund-raising events. The committee shall evaluate the event in terms of its value to the state membership, the goals of the sponsoring group (s), and the goals of Alpha Rho State.

5. The **State Treasurer** keeps the record of investments, which includes the origin of the monies; amount, earnings rate, and length of time of each investment; and all other pertinent information concerning each investment. The treasurer shall gather and furnish all pertinent information necessary to advise the committee with respect to reinvestment.

BUDGET PREPARATION

1. The committee prepares a proposed budget for the fiscal year.
2. The Finance Chairman is responsible for arranging advance preparation.
 - a. Forms are available in the committee file to assist in gathering needed information.
 - b. The treasurer shall be requested to furnish information including the estimated balance at the end of the current fiscal year, and for the next fiscal year; the estimated income from dues, fees, and interest; and the amount that will be available for awards from scholarship funds. She will provide other financial information needed, as requested by the Chairman.
 - c. The chairman shall review the minutes of the last state convention and Executive Board meetings to determine if there are any new financial obligations to be considered.
 - d. Review any financial requests and/or itemized data from those responsible for an account in the current budget.
3. The committee shall hold the annual budget preparation meeting at least 45 days before the State Convention. At that meeting, the committee shall:
 - a. Review anticipated income
 - b. Consider special budget needs and requests, and seek additional information if needed
 - c. Make necessary adjustments to propose a balanced budget
 - d. Review the state's current investment program and determine the program for the succeeding fiscal year.
4. The chairman shall mail or email a copy of the proposed budget accompanied by the worksheet and a letter of explanation to all members of the Executive Board, state officers, related personnel and committee chairmen who are responsible for accounts in the proposed budget; **at least 30 days before the State convention**. The letter of explanation shall include changes in budget requests.

ELECTED COMMITTEES

FINANCE COMMITTEE

MEETINGS and MEMBERSHIP

1. The committee shall meet early in the first year of the biennium. At the first meeting, the members will meet for organization of duties and orientation.
2. The chairman is responsible for the work of the committee. Additional meetings will be scheduled by the Chairman as needed to complete business.
3. The members of the committee shall be the members elected to the committee by the state membership, the state treasurer, and the state president. The state treasurer and the state president serve as ex-officio members with a vote.

PERSONNEL AND DUTIES

1. The **Recorder** is responsible for the minutes of all committee meetings; furnishes each member of the committee with a copy of these minutes within 7 days of the meeting; and maintains the official record of committee minutes throughout the biennium.
2. The **Budget Controller** maintains a record of all budget accounts; receives a copy of all vouchers; receives a copy of the quarterly report and reconciles differences with the treasurer. She advises the president and chairman of the committee of the current financial condition of the state.
3. The **Chairman** of the committee is responsible for obtaining all necessary information and for preparation of a worksheet for the committee to use during the annual budget preparation meeting. She may delegate any of these functions to other members of the committee as appropriate.
4. The same member of the committee may fill more than one of these personnel positions.

PREFACE

The success of each Alpha Rho State biennium depends in great part on the performance of elected and appointed committees and individuals working to further the business and program of the Society. The elected officers are accountable for leadership and management, while the state committees and individual members are responsible for implementing state programs and projects. The following guidelines are assembled to provide ready access to designated assignment responsibilities, which are already set forth in the *Alpha Rho State Bylaws* and *Standing Rules*.

The state president appoints all standing committees and their chairmen; with two exceptions. The Nominations and Finance Committees are both elected by the Executive Board. The state president appoints the chairmen of those two committees from the second biennium members. She also appoints persons to perform other specific tasks for the Society, relying heavily upon the chapter presidents and District Coordinators for recommendations for committee and individual assignments to serve the best interests of Alpha Rho State.

These guidelines are meant to help both the state and chapter leadership in the recruitment, recommendation and appointment processes. With them, chapter presidents can be guided in their choices for recommendation. Recruits can readily assess the extent of the responsibilities and the time commitment that they may be asked to assume. Even more importantly, the “Alpha Rho State Guidelines” provide a scope and sequence of responsibilities and duties for new committee members and special personnel during the biennium in which they serve.

The Guidelines are founded on the *Alpha Rho State Bylaws* and *Standing Rules*. They are to be followed under the direction of the state president in accordance with the official state documents.

ALPHA RHO STATE
ΔΚΓ SOCIETY INTERNATIONAL

GUIDELINES

for

ELECTED AND APPPOINTED
COMMITTEES
and
SPECIAL PERSONNEL

Revised 2011