



Building
Communities through
Action &
Commitment

DELTA SIGMA THETA SORORITY, INCORPORATED

BALTIMORE COUNTY ALUMNAE CHAPTER

COMMITTEE CHAIRPERSON MANUAL

Barbara E. Crawley

President

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Committee Chairperson Manual

Dear Sorors,

A note of gratitude to the 2010-2012 Program Planning & Development Committee, led by Angela Mason-Elbert and the 2010-2012 Scholarship Committee, led by Tracy Watkins-Tribbitt, for bringing together, in a single document, information on being a successful Committee Chairperson. This manual is filled with information from regional and national meetings, Delta in Development workshops; but, is now tailored to the Baltimore County Alumnae Chapter, by incorporating our Chapter's Policies and Procedures. Not only is there information on holding meetings and handling financial matters from the onset through closure, you now have images of documents and forms needed to fulfill duties as a chairperson and as a committee member.

It is obvious that a great deal of energy was expended to compile this manual. It will also take time to go through this manual. By paying attention to the information on the pages that follow, you are bound for success. Of course, our Executive Committee is available to assist if you have questions or concerns.

In Marian Wright Edelman's Twenty five Lessons for Life, number 24 is "be reliable, be faithful, finish what you start." Good advice for committee chairs and members.

Sincerely,

Barbara Crawley
2008-2012 BCAC President

Committee Chairperson Manual

Greetings Sorors:

It is with great joy and tremendous pride that I present this Committee Chairperson Manual for your use. This manual was the brainchild of members of the 2010-2012 Program Planning & Development (PP&D) Committee and the 2010-2012 Scholarship Committee. The PP&D and Scholarship committee members wanted to provide a tool for all BCAC committee chairpersons to have at their disposal to assist them in planning and developing essential and effective programs for the Chapter and the community.

The manual is designed to serve as a "how to" guide to help you as you carry out the duties of committee chair. Additionally, this manual contains information on how to initially develop a program, plan the program, execute the program, and finally evaluate the effectiveness of the program. Also included in the manual are all the forms and documents you will need, along with the hyperlinks for the documents available on the BCAC Web site.

As you peruse the manual, note that it is the culmination of months of hard work and dedication by members of both the PP&D committee and the Scholarship Committee. These committee members brainstormed, researched, authored and edited pages of notes in order to develop this tool for your use. It is our hope that you will use, reuse and refer to this manual on a daily basis and allow it to be your guide as you navigate through the world of being a BCAC committee chairperson.

Sincerely,

Angela Mason-Elbert
2010-2012 Program Planning & Development Chairperson

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The Board of Childcare

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Chapter 1: Your Role as Committee Chairperson

In this chapter you will learn your duties as a committee chairperson, including:

- Holding monthly meetings
- Completing necessary reports
- Providing required documentation

Your Role as Committee Chairperson

As a Committee Chair, you, along with your committee, should develop activities or projects to advance a program area in accordance with Grand Chapter, Regional, and chapter directives, interests and thrusts.

Your responsibilities should include the following:

- At a minimum, hold monthly meetings.
- Ensure there are accurate minutes of all your committee's meetings.
- Keep the President informed of actions taken by your committee.
- Attend all Executive Board and chapter meetings or send a representative in your absence.
- Provide a notebook of committee activities to the Historian at the end of the sorority year. (See Chapter 8 – Committee Closeout)

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- Submit all committee budget requests, proposals, and reports to the Executive Board prior to reporting to the chapter.
- Provide a written copy of your committee's report in triplicate for the President, Recording Secretary, and Historian at the chapter meeting.
- Stay abreast of all developments in your program area, and be responsible for interpreting the work of your committee when so requested.
- Recruit chapter members to work on the committee, in accordance with the chapter's policies and procedures. (See Chapter 2 on recruitment)
- Communicate with members of your committee (i.e., conference calls, emails).
- Submit the program planning guide to the chapter president by September 1st of each sorority year.
- Submit a written demographic and evaluation report to the chapter president, chapter Executive Board, and chapter general membership at the conclusion of each committee program.
- Submit to the chapter president, chapter Executive Board, and chapter general membership a written detailed summary demographic report at the end of each chapter year. This report will be used to complete the chapter's demographic report to Grand Chapter which is due May 30th
- Engage financial chapter members by asking for volunteers or assigning roles.
- Delegate responsibilities as needed.
- Attend leadership training when possible at regional meetings, conferences and conventions.
- Partner with other chapters or organizations when possible.
- Follow Robert's Rules of Order.

Principal Duties of Committee Members

The principal duties of committee members are as follows:

1. Attend scheduled meetings on time and any special meetings that may be called by the Committee Chair. When attending meetings, you should:
 - Prepare for meetings by studying the agenda and related materials and become as well informed as possible on all agenda items.
 - Participate actively in committee deliberations; act on proposed policies, standards and plans in the committee's area of work.
 - Formulate and act on committee proposals for consideration by the chapter president and Executive Board on overall direction and/or change of direction in the area of the committee's work.
2. Represent the committee in meetings of the chapter's Executive Board or other groups, as request by the Committee Chair.
3. Work with groups or subcommittees on specific areas of the committee's responsibility, as requested by the Committee Chair.
4. Keep informed of the overall work of the organization.
5. Give advice and guidance on work as requested; report to the Committee Chair on such consultations; suggest new areas for study, as appropriate.
6. Promote and interpret the purpose and program of Delta Sigma Theta Sorority, Inc. and work to increase the understanding of the Sorority, within and outside of the organization.

Committees

Arts and Letters

This committee is responsible for increasing the chapter's awareness of and participation in the arts. To assist in achieving this goal, the committee designs and implements programs and activities in response to National's Project ART's Red Carpet initiatives. Additionally, the committee strives to motivate youth to participate in planned programs designed to enhance their understanding of the arts and history of African Americans. The committee sponsors an annual program entitled "Words, Images, Movement, and Sounds (WIMS)" which showcases local and national talent.

Budget and Finance

The budget and finance committee is chaired by the Treasurer and consists of the President, Treasurer, Financial Secretary and at least 2 other fully financial members of the chapter. This committee prepares the budget for the chapter's sorority year and submits the proposed budget to the Executive Board for approval and to the membership for adoption. They also submit amendments to the budget for the current sorority year, which may be adopted by a majority vote. They must follow financial policies and procedures according to the guidelines of Grand Chapter.

Economic Development

The importance of financial planning, money management and consumer education is a priority for Delta. Chapters are encouraged to educate sorors in areas such as debt reduction and home ownership. Thus, BCAC's Economic Development Committee, in keeping with the idea of "Financial Fortitude", offers financial management seminars and home ownership workshops to the Baltimore County community. This committee also seeks economic opportunities for the chapter.

Educational Development

BCAC demonstrates its commitment to educational excellence through a variety of programs and efforts aimed at enriching and improving the education of students in Baltimore County schools. BCAC provides afterschool educational activities, homework assistance programs, a Saturday Reading Program, and other initiatives. BCAC also awards annual scholarships to qualifying high school seniors. Additionally, BCAC seeks to encourage and enhance the educational development of young people through the Delta Academy, Delta GEMS and EMBODI programs. This committee also reacts and responds to various changing educational issues, philosophies, conditions, and programs as they impact upon the nation and the county. Members of this committee must complete Risk Management Youth Initiative training.

Delta Academy

The Dr. Betty L. Shabazz Delta Academy was founded on the premise of providing girls 11-14 years old the opportunity to strengthen their skills in math and science, preparing them for leadership roles in predominantly male career fields. Since its inception, the program has extended focus areas to include technology, engineering, African-American literacy and history, disaster preparedness and parental engagement. Girls also participate in activities that promote social and emotional growth and provide service learning opportunities. The girls participate in highly interactive activities and spend time bonding with collegiate and alumnae Sorors to help them feel more connected to the group. After completing Delta Academy, girls are encouraged to participate in Delta G.E.M.S. and/or Beau-Co. Members of this committee must complete Risk Management Youth Initiative training.

Delta Community Outreach Center

This primary conduit for the chapter's public service activities is housed in the Winfield PAL Center in Randallstown and is focused around an after school program for "at-risk" youth ages 8-17. Projects at the Center include tutoring and mentoring, homework assistance, drug abuse and HIV/AIDS prevention and educational workshops, as well as social activities to help improve grades and school attendance while focusing on building self-esteem and cultural awareness.

The Youth Risk Reduction Program (YRRP) consists of three major components:

- ❖ Education and Training
- ❖ Community Support Services
- ❖ Mentoring and Role Modeling

Members of this committee must complete Risk Management Youth Initiative training.

Delta Growing and Empowering Myself Successfully (G.E.M.S.)

The Delta G.E.M.S. framework is composed of five major components (Scholarship, Sisterhood, Show Me the Money, Service, and Infinitely Complete), forming a road map for college and career planning. Topics within the five major components are designed to provide interactive lessons and activities that provide opportunities for self-reflection and individual growth.

Delta G.E.M.S. is geared toward inspiring and enriching young women. Delta G.E.M.S. participate in public service projects, college preparatory workshops, bonding activities, college tours and social outings.

Members of this committee must complete Risk Management Youth Initiative training.

Empowering Males to Build Opportunities for Developing Independence (EMBODI)

EMBODI is Delta's newest initiative that focuses on the educational, social and emotional needs of African American males. BCAC's target age group is young men in the 3rd through 7th grades. Our goal is to address their needs through collaboration with other organizations to provide workshops, dialogue and activities to uplift participants. BCAC currently partners with the Rho Tau Lambda Chapter of Alpha Phi Alpha Fraternity Inc., Black Professional Men, The Sons Academy and 100 Black Men of Maryland Inc. Members of this committee must complete Risk Management Youth Initiative training.

Fundraising

This committee is responsible for raising funds to benefit the chapter's scholarship programs and public service endeavors. Two current fundraisers include:

Annual Crab Feast

This annual event, which is our primary source of funds for public service activities, has attracted guests from across the state of Maryland, Pennsylvania, New York, Virginia and Washington, D.C.

Attendance typically reaches approximately 1500 guests.

Beautillion-Cotillion

For 25 years, BCAC has spotlighted young ladies and young men of this community. This program encompasses 6 months of activities focusing on self-esteem, etiquette, and college preparation, culminating in a grand formal ball where the participants are presented to the community, and receive monetary awards from ads sold for the souvenir journal. Members of this committee must complete Risk Management Youth Initiative training.

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Grants

The role of the Grants Committee is to seek out grants and to lead the grant application process for BCAC committees. The committee requires input from committee chairs and works closely with the Baltimore County Delta Foundation (BCDF) or Delta Research and Educational Foundation (DREF) for those grants that require 501(c)3 status.

Heritage and Archives

The Heritage and Archives Committee is responsible for preserving and celebrating the history of our Sorority and its ancestors. This committee maintains all chapter records pertaining to chapter events and activities and documents chapter history. The primary responsibility of this committee is planning BCAC's biennial Founders Day.

Information & Communication (IFCM)

This committee, chaired by the Journalist, is responsible for communicating with the membership by maintaining a monthly chapter newsletter and a chapter website. The committee also distributes the chapter membership directory and prepares news articles about members or chapter activities for distribution to Grand Chapter or the Regional Office for publication. Committee members also teach a weekly computer class at the local community center.

International Awareness and Involvement

The International Awareness & Involvement Committee is responsible for keeping the chapter abreast of ongoing matters related to international issues, focusing on third-world countries. This Committee has participated in International festivals and seminars. The committee participated in the

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campaign to stop the genocide in the Darfur Region of Sudan. Additionally, the committee has focused on World AIDS Day and on the designated topic for International Day of Service. This has included raising funds for water-wells in rural villages in Africa.

Membership Services

The Membership Committee has the responsibility of insuring that the chapter maintains a viable membership through both reclamation and retention for the purpose of enhancing participation in Chapter programs and encouraging financial support. The Committee also creates and plans membership programs and services as directed by Grand Chapter. The following sub-committees fall under membership services:

- ❖ Amenities – provides cards, flowers and gifts to our Sorors per Policies and Procedures
- ❖ Hospitality – provides the repast after chapter meetings and at other requested events.
- ❖ Reclamation – seeks out our Sorors who are “Missing in Delta” by sending invitations to chapter meetings and special activities.

- ❖ Sisterly Yours – plans activities that bring Sorors closer together such as activities for Sisterhood Month (March) and Love Month (February) in conjunction with the Reclamation chair.

Music Chorale

The chorale’s activities have included performing during Regional and National Conferences and Founders Day. The committee also leads BCAC Sorors in learning traditional Delta songs.

National Pan Hellenic Council (NPHC)

Representatives from the chapter attend city, regional and national meetings to promote unity amongst the "Divine Nine" African American Greek organizations. The NPHC sponsors several community action activities to include fundraisers to support college scholarships.

Physical and Mental Health

Delta Sigma Theta Sorority, Inc. has always been concerned about the overall physical and mental health of its members and the community at large. Delta has put its efforts into many national efforts towards prevention, education, medical research and wellness programs. The recent effort is the "Total Woman: Mind Body Spirit - Lifestyle Change Initiative", which is focused on achieving a healthy lifestyle through weight maintenance and reduction. BCAC strives to educate the chapter and the community regarding health issues such as participating in area health fairs and partnering with other health-oriented organizations. Additionally, BCAC is focused on weight maintenance through its program of encouraging Sorors to walk as a means of attaining a healthy life.

Policies & Procedures

This committee, chaired by the Parliamentarian, is responsible for keeping the chapter's policies and procedures up to date in accordance with Grand Chapter. It examines, revises, and presents to all members of the chapter the Rules of Order and a set of Policies and Procedures. The committee plans a Constitution and By-Laws, Rules of Order and Policies and Procedures Workshop for the purpose of understanding the contents of the Grand Chapter Constitution and By-Laws, and local chapter Rules of Order and Policies and Procedures. The committee also prepares and reviews for the membership the procedures for the election of the Nominating Committee during the biennial election period. Additionally, members of the committee accept suggestions

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for changes in Policies and Procedures from the membership. The committee researches and advises on the feasibility of the change and presents such findings to the Executive Board.

Political Awareness & Involvement (Social Action)

Delta has been on the forefront of political awareness and involvement since the women's suffrage movement. Although Delta is non-partisan, the organization recognizes the importance of informing the public about political issues and the political process. BCAC has hosted several voter registration drives and voter education programs. BCAC has also provided a "Meet the Candidates" political forum for Baltimore County residents. BCAC also participates in the annual Delta Days in the Nation's Capital and Delta Days in Annapolis, a local event which allows Deltas to meet with members of the Maryland General Assembly to discuss important community issues. The committee also educates the membership on current political issues and develops and coordinates Social Action programs and projects.

Program Planning and Development (PP&D)

The Program Planning & Development Committee assesses the Chapter's needs, evaluates the findings, and makes recommendations to the chapter regarding projects to be undertaken commensurate with the aims, purposes, and resources of the Chapter. The Committee implements projects approved at the National Convention as proposed by Grand Chapter and monitors and evaluates program effectiveness and makes recommendations as to the continuation of a project. The Committee plans the chapter's annual planning retreat. The Committee also develops and maintains a Skills Assessment Form database containing the talents and skills of each financial BCAC soror.

Project ACE (Alumnae Collegiate Exchange)

Project ACE implements a vision of mentorship and facilitates a smooth transition from collegiate to alumnae chapters. Project ACE promotes better relationships between alumnae and collegiate sorors by developing and implementing joint activities for collegiate and alumnae sorors in Maryland. Activities include inviting collegiate sorors in Maryland to participate with BCAC as official volunteers for the Baltimore County African American Cultural Festival.

Ritual and Ceremonies

This committee consists of appointed members, who become the experts for the chapter in ritual and ceremonies. Their responsibilities include advising on the proper conduct of ritual and ceremonies, reviewing ritualistic ceremonies with the chapter and reviewing protocol and procedures with the chapter periodically.

Scholarship

The responsibilities of this committee include developing and administering the scholarship program of the chapter as well as receiving and reviewing all scholarship program applications. The Committee provides written notice to local schools regarding the chapter's scholarships, advising committees on formulas for monetary awards and providing a chapter ad in support of other organizations' public service endeavors. The Committee also conducts training sessions for all chapter committee chairs and develops plans for recognizing Deltas and non-Deltas that have made outstanding contributions or achieved distinction.

Donations

A sub-committee of the Scholarship Committee, the Donations Committee reviews, investigates and documents all requests for journal

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ads and donations from charitable organizations or events. The committee considers the type of organization making the request and the event or program. The committee also considers the relationship of the organization or event to national programs of Delta Sigma Theta Sorority, Inc., the locale and population to be served and the types of services provided.

Step Team

The step team performs at area step shows and cultural events such as Juneteenth.

Chapter 2: Committee Membership

In this chapter you will learn:

- How to recruit members
- How to retain members
- How to seek volunteers

The key to any successful committee is having committee members who are willing and able to work. In order to have good committee members, you must recruit and maintain members.

Recruiting Committee Members:

You can recruit sorors to work on your committee in the following ways:

- Ask those who are currently on the committee to remain on the committee
- Distribute description of the committee at BCAC's Planning Retreat.
- Ask to be on the Planning Retreat's agenda to promote committee.
- Have sign-up sheets at Retreat.

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- Market the committee through the use of the *Elephant Express*.
- When having activities, invite financial members who are NOT on the committee to assist with a small task that will help to make the activity a success.
- Inform sorors of an upcoming committee meeting by having the President send out a mass email.
- Review the Skills Assessment database (available on the BCAC website) and contact sorors who may have the expertise that your committee needs.

Retaining Committee Members:

Once you have recruited sorors to join your committee, you can help retain these sorors by considering the following strategies:

- Start and end the meeting on time (where possible).
- Invite sorors to chair sub-committee responsibilities.
- Have inviting meetings (i.e. bring snacks) Send the agendas and minutes to committee members in advance of the meeting (one week).
- In your minutes, thank the sorors for their participation and support.
- Encourage participation by all committee members by asking for committee input.
- When making a special announcement at chapter meeting, ask committee members to stand, and recognize their support in a particular activity.
- When marketing the committee in the *Elephant Express*, include the names of your committee members.
- At the conclusion of a special event and/or at the end of the calendar year, give committee members thank you tokens (where possible).

Obtaining Volunteers:

Oftentimes, your committee may undertake a task that requires more manpower than your current members. You will need to recruit volunteers to assist.

You can recruit volunteers by considering the following ideas:

- Have a volunteer sign-up sheet at Executive Board meetings and Chapter meetings.
- Review the Skills Assessment database and contact sorors who may be able to assist based on their skills.
- Have the Chapter President send out a mass email to the Chapter soliciting volunteers.

Chapter 3:

Committee Budget & Financial Management

In this chapter you will learn:

- Completing budget and financial reports
- Requesting checks in advance and reimbursements
- Handling contracts

As a committee chair, your responsibilities include developing and maintaining a budget for your committee's activities. You must provide a written financial report for your committee's activities. The committee chair is responsible for the following:

Budget Reports

- You must submit a tentative budget by May 15th in preparation for the next fiscal year (See Appendix A). In the event no budget is submitted, the Budget and Finance Committee shall allocate the budget for that committee. No committee may exceed its budget without approval from the Executive Board.
- If your committee needs additional funding beyond what has been budgeted, you must prepare and submit a budget modification request

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form to the Budget and Finance Committee (See Chapter Treasurer for form).

- In the event of unforeseen circumstances that create the need for additional funding, approval must be obtained from the Executive Board. If approval is not obtained, you may be held financial responsible for the overage.

Financial Reports

All financial reports must be finalized within 30 days after the committee's event has taken place. Finalization means reconciled and presented to the Executive Board.

- Collection dates for funds must be cleared with the financial officers before announced. This assures that financial team is available to meet all requirements set by Grand Chapter for handling finances.
- All financial transactions must be reconciled with the Financial Secretary and Treasurer at the conclusion of an activity before presenting the reports to the Executive Board and chapter membership. Until reconciliation and agreement is reached, a final report may not be presented.
- When funds are collected, the funds and a Remittance Form (See Appendix B) must be submitted to the Financial Secretary immediately. Each committee must designate a member to receipt funds. Prepare a final financial report is the responsibility of the chairperson(s). The committee's designee must turn in all funds collected with the Financial Secretary.
- The chapter may vote on the appropriate amount to be spent for each overage on a case by case basis.

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Check Requests

- Chairpersons or committee members must submit a Request for Check form (voucher) (See Appendix C) to the Treasurer for approval. You are responsible for submitting the form to the Treasurer. The form must be completed in its entirety, except for President's signature. .
- Funds will not be distributed without a valid receipt or bill, contract and a signed Request for Check form (voucher).

Receipt and Disbursement of Funds

- All services for items provided to the chapter must be billed or receipted to BCAC Delta Sigma Theta Sorority, Inc. rather than to individual sorors. Services should be billed directly rather than reimbursed whenever it is convenient to do so.
- All personal checks submitted to the Financial Secretary should include the name of the financial soror. You will be responsible for implementing this procedure for fundraising and other special events.
- All checks for fundraising must be receipted by the Financial Secretary ten (10) days prior to the activity.

Contracts

- ALL CONTRACTUAL AGREEMENTS OBLIGATING CHAPTER FUNDS AND SERVICES MUST BE SIGNED BY THE CHAPTER PRESIDENT.
- All contracts must be in the name of Baltimore County Alumnae Chapter DELTA SIGMA THETA, not a soror, and sent to the chapter's official mailbox located at P.O. Box 240, Randallstown, MD 21133.
- All contracts must be reviewed and signed by the President prior to its execution.

Chapter 4:

Committee Meetings

In this chapter you will learn how to conduct successful committee meetings including:

- Using Robert's Rules of Order
- Preparing an effective agenda

As a committee chairperson, you are responsible for holding regular committee meetings. These meetings should occur on a monthly basis throughout the sorority year. However, as chairperson, you may call committee meetings as often as necessary in order to facilitate the committee's business and/or activities.

When conducting committee meetings, you should adhere to *Robert's Rules of Order* (www.robertsrules.org). *Robert's Rules of Order* is the publication which contains the rules used by the Parliament of England when conducting business. It has been adopted as the Standard Operating Procedure for facilitating discussions and group decision-making. According to *Robert's Rules of Order*, parliamentary procedure is based on the consideration of the rights of the majority, the rights of the minority, (especially a large minority

greater than one-third), the rights of individual members, the rights of absentee members, and the rights of all the groups taken together. Although your committee meetings may not be so formal as to require full implementation of *Robert's Rules of Order*, here are a few of the basic elements of *Robert's Rules of Order* that can be used in your meetings:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that...") A second motion must then also be made (raise your hand and say, "I second the motion"). After limited discussion, the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.).
2. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as stated. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
3. **Adopt:** A motion made to accept a report without discussion.
4. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Agenda

An agenda contains the order of items which will need to be covered during the meeting and will ensure that you accomplish all the necessary items at your meeting. Below is a sample of an agenda according to *Robert's Rules of Order 10th edition*. Note that you may revise or develop your committee's agenda to meet the needs of your committee.

- I. Reading and approval of the minutes
(Motion to approve is not necessary. The minutes are either approved as read or as corrected, but without a vote)

- II. Chairperson's Report

- III. Reports of Special Committees
(Each report could conclude with a motion which the assembly must address.)

- IV. Unfinished Business and General Orders
(Any issue which was not included, was postponed, or was tabled during the prior meeting. The minutes should inform the chair which items to add to this section.)

- V. Adjournment

When conducting a committee meeting, whether in person or via a conference call or Webinar, you should always prepare an agenda.

Chapter 5:

Committee Projects and Tasks

In this chapter you will learn how to select projects and tasks for your committee to accomplish. Additionally, you will learn:

- How to evaluate the success of your project/tasks
- To ensure the completion of your projects/tasks
- What forms must be completed when a project or task is over

Assignments

Each committee should aim to complete at least one or two projects, depending on the complexity of the project. Some committees will have pre-determined projects based on the Five Point Thrust or National Initiatives.

When deciding what projects your committee will focus on, consider the following:

- *The community assessment information located on BCAC's Website*
Determine what community needs fall under the purview of your committee. By focusing on the community's needs, you can select projects that will be meaningful and well received.

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- *The Five Point Thrusts or National Initiatives that are associated with your committee*

If your committee has programs based on National Initiatives, you may not need to select any additional projects or you may only need to select one additional project.

- *Projects selected from the previous sorority years*

Evaluate the success of those projects to determine if they should be repeated. You should not select a project solely on the basis of history. If a project has not worked in the past, do not repeat it. Look at ways to revise the project. If a better idea will work, use it.

- *Your committee's budget*

Make every effort to stay within your committee's budget. However, if you find your project will exceed your budget, you must submit a budget modification form to the Budget & Finance Committee for approval.

- *The size and capability of your committee*

Do not attempt to take on a project that is beyond the capability of your committee.

Brainstorm with your committee members to develop new projects. Take all the information gathered from looking at the community assessment analysis, your historical review, participant evaluations and the brainstorming session and determine which projects should be pursued.

Engage and enable all committee members to contribute to the discussion. Be creative and think outside the box.

Always have a plan of action before attempting any project. Develop an outline and a timeline for your project. You can find an example of a project outline in Appendix G and a sample project timeline in Appendix H. This will

ensure that you are on target. It will also ensure all tasks needed to accomplish the project are completed. Projects that fail to have a clear scope and detailed plans are bound for failure. Establish criteria for determining the outcome you expect for each project:

- Know what you want to accomplish
- Know what supplies you will need
- Know what outside resources are available
- Make sure you adequately advertise your event, keeping in mind your target audience. Although it is great to have sorors at your event, it is even better to have the public.

Do not attempt to accomplish too many projects in one sorority year. Select one or two tasks and work diligently to ensure the success of those projects.

Completion of Projects

In order to ensure that projects are completed, consider the following:

- Delegate duties.
- Create a list of all tasks that need to be completed. Organize the tasks by the required completion date.
- Assess the skills of your committee members. Understanding everyone's skill is important to delegating effectively.
- Assign tasks based on skills and interests. Giving people jobs that they enjoy produces better results.
- Communicate both verbally and in writing the tasks to be completed. Give specifics, if necessary.
- Clarify the expected results from each task. Establish a deadline for each task. Time means different things to different people. If you want the delegated task completed within a certain period, make that clear to the committee member(s).
- Congratulate a job well done. Encouragement is important for motivation in future projects. Offer feedback when necessary.

Project Evaluations

When working on a project, it is vitally important to continually evaluate and monitor it to ensure that you are staying on track and on budget. Evaluating a project requires analyzing data to determine whether the goals and/or objectives have been met. It measures the efficiency, effectiveness, and impact of the project. Committees should use the BCAC Evaluation Form template (See Appendix E) when developing evaluation forms for their events and projects. Evaluations should be completed at the conclusion of an event or project.

Committees should design the evaluation form so that it provides an evaluation of the performance measures. Committees must know the goals and/or objectives of their event or project in order to effectively evaluate the performance measures. The evaluation form should enable committees to determine if the event met the outlined goals and/or objectives.

Committee Report Form

The committee report form will be used to present a committee's report at Chapter Meetings (See Appendix D). It is available on the Chapter's website (http://www.bcacdeltas.org/NewBCACOnly/bcaonly_login.htm). The report is due electronically and at least 4 days before Chapter Meeting. The form should be submitted to the President (president@bcacdeltas.org), the Recording Secretary (recordingsec@bcacdeltas.org), the Journalist (ifcm@bcacdeltas.org), and the Historian (historian@bcacdeltas.org). The form should be completed in its entirety.

Post Activity Report

You should complete the Post Activity Report within 72 hours after your sponsored committee activity (See Appendix F). You should include all required information and attach additional sheets if necessary. Submit a copy of the report to the Chapter President (president@bcacdeltas.org), the

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Program Planning & Development Chairperson (ppd@bcacdeltas.org), the Recording Secretary (recordingsec@bcacdeltas.org), and the Historian (historian@bcacdeltas.org). Attach programs, news articles, press releases and any pertinent information along with the post activity report. Attach a copy of your evaluation form summary to the form.

If your committee sponsors an activity that occurs over the course of several months and is the same activity repeated at each occurrence (i.e., Super Saturday Story Time), you are required to complete one post-activity report 72 hours after the conclusion of the repeated serial activity.

If your committee sponsors a series of activities each with a different purpose (i.e., a series of financial workshops each with a different topic), you must complete a post-activity report 72 hours after the conclusion of each activity.

Minutes

You or a member of your committee should take minutes at every meeting. The minutes should be detailed and typed. Each committee member, whether present or absent, should receive a copy of the minutes. The minutes should contain any assignments that committee members have received.

You should retain one copy of the minutes for your files.

Chapter 6:

Committee Recommendations

In this chapter you will learn about seeking the approval of the Executive Board as well as the Chapter Membership for your projects, tasks, and reports.

In order to execute a committee project, task, or activity, you must take the following steps:

- Complete a Committee Report Form indicating the:
 - Date, time and location of the project, task, or activity
 - Purpose for the project, task, or activity
 - Any costs associated with conducting the project, task, or activity
- Obtain approval from the Executive Board
 - Make any necessary changes
 - If disapproved by the Executive Board, return to your committee for revisions to the project, task, or activity
- Present to the chapter for approval
 - If the chapter approves, your committee may conduct the project, task, or activity

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- If the chapter disapproves of your project, activity, or task, return to your committee for revisions.

All projects, tasks, and activities **MUST** be approved by the Executive Board and the Chapter before implementation.

Chapter 7:

Your Role as a Member of the Executive Board

In this chapter you will learn about your role as a member of the Executive Board.

Your Role as a Member of the Executive Board Committee

The Executive Board Committee is chaired by the President of the chapter and consists of chapter officers elected and appointed, the immediate past president, and the chairs of all committees. All members of the chapter may attend Executive Board meetings.

As a member of the Executive Board Committee, you are expected to attend the monthly meetings. If you are unable to attend a monthly meeting, it is your responsibility to send a representative. Your representative should be a committee member who is familiar with the proceedings of your committee and who will be able to effectively represent the committee. If you are unable to send a representative in your absence, you should submit, in a reasonable amount of time, your committee's Executive Board report to the chapter president. Note it is neither sufficient nor reasonable to submit your committee's report five minutes prior to the start of the meeting.

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As your committee's representative to the Executive Board, it is your responsibility to bring a report of your committee's activities, programs, and meetings for the previous month. This report should be prepared using the Committee Report form template located on BCAC's website. You should bring three copies of the report to the meeting; one for the Chapter President, one for the Historian, and one for the Recording Secretary.

Prior to presenting a report at the Chapter Meeting, all committee chairs must present the report at the Executive Board Meeting.

Chapter 8:

Committee Closeout

In this chapter you will learn your responsibilities at the conclusion of the sorority year, as well as the conclusion of your term as committee chairperson.

Committee Close Out

Prior to the conclusion of the *sorority year*, you should accomplish the following:

1. Submit all final receipts to the Treasurer .
2. Ensure all financial reports have been completed.
3. Prepare a written report of all projects accomplished. Provide a copy to the President, the Recording Secretary, and the Historian.
4. Submit a preliminary budget for the upcoming sorority year by May 15th.
5. Prepare a list of recommendations for the next year's committee to consider.

At the conclusion of your *term*, make sure that there are no outstanding financial issues including reimbursements and pending payments.

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1. Ensure all financial reports have been completed.
2. Prepare a written report of all projects accomplished. Provide a copy to the President, the Recording Secretary, and the Historian.
3. Submit a preliminary budget for the upcoming sorority year by May 15th.
4. Meet with your committee to discuss recommendations for next year's committee
 - a. What projects should be continued
 - b. New projects to take on
 - c. Recommendations for what worked and what didn't
5. Prepare a final report for the upcoming committee chairperson, including all necessary forms.
6. Conduct a transition meeting with the new chairperson.

Appendix: Forms and Templates

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Appendix A – Budget Request Form

Executive Board:

It is time to submit budget requests. The Budget & Finance Committee and the Program Planning & Development Committee will review both the amount and dates for your programs. If you are unable to provide an actual date, then the month and year will be sufficient.

Please see the footnote at the end of the form. The most important one is if you do not submit a request by the deadline, then funding will not be granted for the new Sorority Year.

If you are unsure of whether your request is Chapter Management or Public Service, then please refer to the monthly finance reports.

Thank
you.

Budget & Finance Committee
Program Planning & Development
Committee

Public Service _____ Chapter Management _____ Date: _____
Rev: _____

Committee Name: _____

Chairperson/Co-Chairperson: _____

Contact Information: _____

Activity	Date	Budget	Expected Revenue (enter \$0 if not expecting to generate funds)	Budget Requested/ Seed Money	Justification
				\$0	
				\$0	

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				\$0	
				\$0	
				\$0	
				\$0	
				\$0	

Total Budget

Request:

\$0

Thank-you for your cooperation. Just a few quick notes.

ÉTo be included in the proposed budget to be presented at the May Chapter Meeting, please submit by requested date.

ÉDo not combine Public Service and Chapter Mgmt. Activities on the same form.

ÉIf you are unable to provide an actual date, then the month and year will be sufficient.

ÉThe budget will be review based on the projected activity; therefore, funds cannot be moved to other categories without review by the Budget and Finance Committee and/or the chapter.

ÉPlease submit your budget electronically to **treasurer@bcadeltas.org**

Appendix B – Remittance Form

Appendix C – Check Request Form

Appendix D – Committee Report Form

Appendix E – Evaluation Template



(Name of Event) Evaluation Form

Please answer the following questions to the best of your ability. Some questions may have more than one answer which applies.

Name of Activity/Workshop:	
Date of Activity/Workshop:	
PLEASE INDICATE WHO YOU ARE:	
<input type="checkbox"/> Chapter Member	
<input type="checkbox"/> Community Resident	
<input type="checkbox"/> Government agency representative	
<input type="checkbox"/> Political figure	
<input type="checkbox"/> Other: _____	
AGE: <input type="checkbox"/> 13-15 <input type="checkbox"/> 22-35	GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
<input type="checkbox"/> 16-18 <input type="checkbox"/> 36-50	
<input type="checkbox"/> 19-21 <input type="checkbox"/> 51+	
HOW DID YOU LEARN ABOUT THIS ACTIVITY/WORKSHOP?	
<input type="checkbox"/> Flyer	

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- Email
- Word of mouth
- Chapter Meeting
- Facebook, Twitter, Text, or other electronic means
- Other: _____

PRIOR KNOWLEDGE: WHAT WAS YOUR KNOWLEDGE OF THE TOPIC OF DISCUSSION PRIOR TO ATTENDING THIS ACTIVITY/WORKSHOP?

- I had no knowledge of the topic of discussion
- I had limited knowledge of the topic of discussion
- I had moderate knowledge of the topic of discussion
- I had an extensive knowledge of the topic of discussion
- I am an expert in this area

WHAT IS YOUR KNOWLEDGE OF THE TOPIC OF DISCUSSION AFTER ATTENDING THIS ACTIVITY/WORKSHOP?

- There has been no change in my knowledge or awareness of the topic of discussion
- My knowledge of the topic of discussion has increased slightly
- I have gained a moderate knowledge of the topic of discussion
- I now have an extensive knowledge of the topic of discussion

SPECIFIC TOPIC QUESTION: I UNDERSTAND THE IMPACT OF _____

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

SPECIFIC TOPIC QUESTION: I NOW HAVE A GREATER AWARENESS OF _____

- Strongly agree
- Agree
- Neutral
- Disagree

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___ Strongly Disagree

SPECIFIC TOPIC QUESTION: I LEARNED A NEW TECHNIQUE TO/AN ALTERNATIVE METHOD OF _____

___ Strongly agree

___ Agree

___ Neutral

___ Disagree

___ Strongly Disagree

PLEASE PROVIDE ANY ADDITIONAL COMMENTS/SUGGESTIONS:

OPTIONAL

PLEASE NOTIFY ME OF FUTURE (indicate committee) EVENTS HOSTED BY THE BALTIMORE COUNTY ALUMNAE CHAPTER:

NAME: _____

PHONE: _____ **EMAIL ADDRESS:** _____

Appendix F – Post Activity Report

Delta Sigma Theta Sorority, Inc. Baltimore County Alumnae Chapter Post-Activity Report

INSTRUCTIONS: Please complete this report within 72 hours after your sponsored committee activity. Include all information below and attach additional sheets if necessary. A copy of this report should be submitted to the Program Planning & Development Chairperson, the Recording Secretary, the Historian, and the Chapter President. Attach programs, news articles, press releases and any pertinent information along with the post activity report. A copy of your evaluation form summary must also be attached.

If your committee sponsors an activity that occurs over the course of several months and is the same activity repeated at each occurrence (i.e., Super Saturday Story Time), you are required to complete **one** post-activity report 72 hours after the conclusion of the repeated serial activity.

If your committee sponsors a series of activities each with a different purpose (i.e., a series of financial workshops each with a different topic), you must complete a post-activity report 72 hours after the conclusion of each activity.

Please type or print legible

Name of Committee: _____

Chairperson: _____

Title of Program: _____

Population Served: _____

Five Point Program Thrust: _____

1. What is the Name of the program/project? _____

2. What age groups are being served? (check all that apply) Children Teens (13-18)
Young Adults (19-30) Adults (31-54) Seniors (55+)

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3. Briefly describe the activity indicating the purpose and accomplishments. If the activity was co-sponsored with other community agencies or organizations, please specify:

4. Volunteer participation (List any groups that participated. Also, list the names of individuals who participated.)

Funding Source(s): _____

Amount of Funding: _____

Number in Attendance: Regular committee members: _____

Volunteer sorors: _____

Non-sorors: _____

Date of Activity: _____

Time: _____

Prepared by: _____

Date: _____

Appendix G – Project Outline Example

Project Outline

Name of the Project

Committee's Name

Background: Provide the purpose of the project and any background information.

Describe the project, including the objectives of the project.

List any additional community support received for the projects. This would include any partnerships already established as well as any volunteers that are needed.

Describe the desired outcome for the project.

Indicate the timeframe for the project. This can be in the form of a timeline.

Provide the cost for the project, including any fundraising needs.

SAMPLE PROJECT OUTLINE

Name of the Project: Improving Your Credit Score

BCAC Committee: Economic Development

Background

The Economic Development Committee plans to hold a series of workshops focused on improving one's credit score.

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[Describe in detail each workshop.]

The Project

The committee will conduct 4 workshops each Monday during the month of January from 7-8:30 p.m. The workshops will be conducted in the Computer Room at the Randallstown Community Center.

Schedule of workshops:

- June 1 . What is the credit score? How to obtain the credit score?
- June 8 . How to interpret the credit score. What does the number mean?
- June 15 . Impact of the credit score
- June 22 . How to improve your credit score.

The objectives of the project are to:

Educate students on the credit score; show students how to obtain your credit score from all three sources;

Teach students how to interpret the credit scores, showing them exactly what each number means;

Present the impact of the credit score on one's ability to purchase items such as a home or a car; emphasize the impact one's credit score may have on their ability to obtain employment;

Educate students on ways to improve the credit score.

Community Support

The Educational Development Committee will partner with local financial institutions to provide additional support when presenting the workshops. [Describe in detail any additional partnerships or if volunteers are needed.]

The Outcomes

The outcomes of this project are:

Enable at least 30% of the participants to improve their understanding of the credit score.

Ensure that at least 30% of the participants understand the impact the credit score can have on one's life.

Follow up with at least 20% of the participants to see if in X months each one has improved their credit scores.

Timeframe

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Include a timeline for developing and conducting the workshops. (See Appendix I for sample timeline.)

Cost

The estimated total cost of the workshops will be \$250.00

This cost includes reserving the room at the community center, photocopying workshop materials, and purchasing refreshments for the participants.

The local financial institutions will provide their services pro bono.

No fundraising activities are required for this project

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Appendix H – Sample Project Timeline

Task	Jan	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Develop workshop outline												
Place on Master Calendar												
Obtain location												
Obtain speakers												
Prepare materials for workshops												
Develop evaluation forms												
Obtain funding for workshop												
Workshops												
Complete BCAC forms												

NOTES