



New York
State Organization

Omega Chapter

COMMITTEE DESCRIPTIONS

SOCIETY BUSINESS COMMITTEES

AUDIT: The Committee is responsible for the annual Chapter financial audit to include checkbook, savings and investment accounts. The Committee verifies all transactions, including expenditures and income. The Chapter Treasurer is responsible for providing all pertinent paperwork to the Committee.

STANDING RULES: The Committee receives proposals for amending the Chapter Standing Rules, makes recommendations for changes to the Executive Board and presents approved proposals to the Chapter for vote. A copy of the dated, approved Chapter Standing Rules must be submitted to the State President and the State Chair of BYLAWS & Rules by 30 June in the second year of the State President's biennium.

CEREMONIES: The Committee plans and executes the Chapter's biennial June Officer Installation and Founders' Day ceremonies as well as Chapter Necrology ceremonies. The Committee is responsible for maintaining all pertinent materials used in *Omega* ceremonies, including banners, candles and visual displays.

FUNDRAISING/AUCTION: The Committee coordinates the annual *Omega* Auction, held at the November meeting. Responsibilities include advertising the Auction, canvassing for donations, setting up the auction items, sharing the procedure and conducting the actual Auction.

COMMUNICATIONS & PUBLICITY: The Committee should increase visibility, pride in and knowledge of the Society, Chapter and member benefits through a public relations plan that emphasizes the importance of member and Chapter information. This may include (*but not be limited to*) articles to local publications/news media as well as providing support to the Webmaster through the submission of news articles.

FINANCE: The Finance Committee is responsible for supervision of the Chapter's financial affairs. Committee members prepare the budget, present it to the Executive Board for review & adoption by the Chapter. The Committee also recommends Chapter dues and supervises all expenditures.

HISTORICAL RECORDS/SCRAPBOOK/FACEBOOK: The Committee is responsible for keeping a monthly digital record of the current President's Chapter meetings and activities including

written and pictorial documentation. The Committee will also keep the historical records up-to-date which includes receiving a written report from the outgoing President and maintaining brief biographies of members. The Committee will be responsible for maintaining and updating the *Omega* **FACEBOOK** page.

MEMBERSHIP: The Committee's responsibilities include activities and suggestions to help with recruitment, retention and reinstatement of members. It is the Membership Chair's responsibility to have a member sign-in on a list at every meeting and record attendees.

The Committee will begin the new member search, review and Induction in the year following the Officer Installation Ceremony (*or at a time of the Chapter's discretion*). Included in the process will be gathering resumés from perspective members, presenting the resumés to the Chapter for a vote, arranging for informal information session(s) for the Inductees, scheduling and arranging the New Member Tea, invitations to the Inductees to apply for membership on behalf of the President and planning the membership Induction Ceremony. It is also the responsibility of the Committee to arrange for member pins and certificates.

NOMINATIONS: It is the Committee's responsibility to develop a slate of Officers for the following biennium. The Committee will also make a recommendation for the Area Council Member-At-Large position.

SOCIETY MISSION & PURPOSE COMMITTEES

CHEER: Responsibilities of the Committee include sending cards to members who are ill, bereaved or in need of support. Upon the death of a member's immediate family member, representatives of the Committee will ensure that the member receives a condolence card and one red rose in a timely manner. Upon the death of a member, the Committee coordinates members to attend the calling hours/funeral/memorial. At this time, the contingent presents a sympathy card and one dozen red roses to the member's survivors. In lieu of calling hours, the Committee ensures a timely delivery of the roses and card to the surviving family. The Committee is also responsible for simple monthly birthday acknowledgements to current members both active and reserved.

LEGISLATION/U.S. FORUM: The Committee is responsible for keeping members apprised and up-to-date on local, state and federal legislation which impacts education and professional/personal issues pertinent to educators and children.

PERSONAL AND PROFESSIONAL AFFAIRS: The Committee is responsible for recognizing the needs of members, suggesting opportunities for personal and leadership growth, and encouraging participation in the State and International service projects. The Committee also coordinates the recognition of the Chapter's biennial Woman of Distinction at the State Convention.

SCHOLARSHIPS AND GRANTS-IN-AID: The Committee is responsible for coordinating, distributing applications, advertising and selecting recipients of the annual *Omega* Grant(s)-in-Aid awards for area high school seniors. Awardees and their families are invited to the June Chapter dinner meeting to share their essays. In addition, the Committee conducts a yearly appraisal of scholarships available to Chapter members.

WORLD FELLOWSHIP: The Committee is responsible for keeping the Chapter up-to-date on the all aspects of world fellowship. The Committee at its discretion may develop, coordinate and follow through on Chapter projects relating to world fellowship.

ART & MUSIC: The Committee is responsible for maintaining and archiving the Chapter music and visual displays. The Committee will further the Arts by supporting and presenting artistic opportunities in the area to Chapter members.