

Beta Chi Member Responsibilities



2022

www.dkg.org

Society Mission & Purposes

Personal Growth and Services

This committee recommends and encourages all members to participate in programs and projects that aid in individual growth. It also encourages all members to reach beyond themselves and their communities to help create a genuine spiritual fellowship among women educators of the world. (Purposes 1 & 6)

Professional Development

This committee recommends and encourages all members to participate in opportunities designed to improve the professional growth of women educators and to support programs that provide financial aid to women teachers and teachers in training. This may include, but is not limited to: lectures, workshops, in-service and advanced certification opportunities, educational movies, and mentor programs. (Purposes 2 & 3)

Trends in Education

This committee shares information (regarding new programming, research, and legislation) that affects educators and students in the classroom, as well as at the state and federal levels. All members are encouraged to serve on local community boards and commissions, to participate in community decision-making and support our state organization's legislative activities. (Purposes 4 & 7)

Music

This committee uses music to enhance appreciation of the DKG society's goals and to give dignity and beauty to programs. This committee is responsible for music at chapter meetings, when not in public. (Purposes 1 & 6)

Program

The Program committee includes: First VP (chair), all officers, related personnel, committee chairs, the immediate past president, and any interested members. The committee meets in the spring to plan, prepare, and distribute the next year's handbook by the May meeting. This committee shall plan the year's programs for the chapter to meet our local members' needs and interests while focusing on the Seven Purposes of DKG. They shall arrange a variety of programming techniques and vary the location and day of the week in order to encourage maximum member participation. The program VP and President appoint a program chair and dinner chair for each meeting. This committee plans for the observance of our Beta Chi's chapter's birthday, October 20, 1977. (Purposes 1 – 7)



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Scholarship and World Fellowship

This committee supports the endowment of scholarship, awards, and grants-in-aid to outstanding women educators. (Purpose 5)

The chair and her committee will:

- update the Scholarship Chart with current deadlines and contact information and distribute it to Members via the newsletter and again in hard copy at the first meeting.
- remind Members at each meeting about the upcoming opportunities and deadlines.
- present DKG International and NYSO (New York State Organization) scholarship opportunities and deadlines to members
- provide applications to members, in person, via the newsletter, and/or on the website

After each deadline, the chair and her committee will:

- determine the recipient(s) of the awards.
- notify the recipient and nominating member of the award
- invite the recipient to the next meeting to receive her award
- announce the award to the Members via the newsletter that follows the meeting

At the meeting where the award is being given, the chair of the committee will award the recipient with a certificate recognizing her award and a check.

Beta Chi local awards:

- Beta Chi recognizes outstanding student teachers with both the **Commemorative “Award”** and the **Doris Bovee Memorial Award**, both with a monetary award as well as a letter of acknowledgement of the award to be included in a portfolio.
- Beta Chi members can apply for the Beta Chi **Commemorative “Scholarship”** for their pursuit of personal or professional growth. The Scholarship is given in memory of our members who have passed away. Details can be found on our website.
- **Doris Bovee Memorial Award** for a woman seeking a degree in education whose education was interrupted or for a woman pursuing additional studies.
- The **Gladys B. Hamilton Grant-in-Aid** may be applied for by Beta Chi members needing financing for a school/classroom project.
- The **Sheila Mahady CTAUN Scholarship** is for a member attending the DKG CTAUN Conference for the first time.
- The **Beta Chi Community Award** is a grant-in-aid given each year to one or more community organizations that promote education or that protect the welfare of children. This award is decided upon by the members by the last spring meeting.

Society Business

Membership

- Beta Chi accepts new members **biennially**, in the **first** year of a president's biennium.
- This committee distributes, collects and screens recommendations for new members.
- After recommendations for new members are made, **sponsors are** responsible for inviting candidates to attend any meeting after the vote, prior to their induction into DKG-Beta Chi.
- The committee sends an invitation to each candidate to become a member and be inducted at the last spring meeting.
- This committee plans and conducts the induction ceremony at the last spring meeting (or later if a candidate cannot attend the May meeting).
- This committee is also responsible for planning the ceremony for the installation of new officers **in the second year of a president's biennium**.

Finance

This committee shall work with the Beta Chi Treasurer (ex-officio) to determine the cost of chapter dues, to prepare the chapter budget (with input from the president), and to arrange an annual external audit.

Area Council

Area Council representatives meet with other Area Council representatives of the South Central Area Council (SCAC), of which Beta Chi is part. The SCAC meets twice a year. Beta Chi's SCAC representative is the immediate past president of each biennium or her designee.

Standing Rules

This committee shall receive and study all proposals for amending or revising the chapter's standing rules. The standing rules must be reviewed each biennium and reflect Pi State changes.

Nominations Committee

This committee will have a representative from each geographical area and shall receive all nominations for prospective officers. They will invite qualified members to accept the nomination for any officer positions that remain open. They will present officer nominations to the membership for election.



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Communication

Communications Committee

The committee shall

- provide the linkage of member to member and chapter to the state organization and also encourage communication with other constituents;
- be responsible for editing and publishing the Beta Chi newsletter;
- promote the use of publicity about chapter activities;
- establish and maintain various types of electronic communication to facilitate meetings and communicate with members, including updating the Beta Chi website;
- encourage the use of websites of DKG, New York State Organization, and Beta Chi;
- with permission from the member, share the reason for presentation of a red rose with Beta Chi members;
- send a chapter photo to the New York State Communications Chair or Webmaster each year;
- provide release forms for the Beta Chi website; updated forms shall be kept by the Communications Chair.

Red Rose

This committee, composed of at least one member from each geographical area of the chapter, shall deliver a red rose to a member as a token of support, concern or celebration. All members are asked to assist this committee by providing information about members in need.

Website & Historical Records

This committee shall keep our website up to date with information and pictures of our meetings and events. They are also the keepers of the Beta Chi history, some of which should be included on the website. A chapter photo (can be a candid at an event) should be sent to the NYSO Communications Chair or Webmaster each year.

Member Outreach

This committee shall make sure we do not forget our members and former colleagues who are unable to attend our meetings, are homebound, or have moved to assisted living or nursing facilities. This is accomplished by sending cards from active members on a regular basis and/or making visits. All of our members are encouraged to participate in these acts of kindness.



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Program Committee To-Do Checklist

Pre-meeting:

1. Contact the guest speaker
2. Determine if the guest speaker has any audio-visual, technology needs or needs the room set up in a particular way.
3. Submit a brief bio introducing the guest speaker to the Communications committee for submission in the newsletter
4. Submit the guest speaker's dinner choice (when applicable) to the Dinner Chair
5. Offer to transport to or meet the guest speaker at the meeting

Committee Member In-Charge

1. _____
2. _____
3. _____
4. _____
5. _____

At the meeting:

1. Introduce the guest speaker at the meeting
2. Present a stipend or monetary contribution (to singers) to non-member guest speakers.

3. Take photos

1. _____
2. _____
3. _____

Post-meeting:

1. Provide the Corresponding Secretary with the name and mailing address of the guest speaker so a thank you can be sent from the Chapter.
2. Send photos to the Website committee

1. _____
2. _____



Dinner Committee To-Do Checklist

Pre-meeting:

1. Plan simple décor, small treats/favors, etc.
(Reminder that décor costs will not be reimbursed by Beta Chi) A box of favors exists.
2. At least 5 weeks before the meeting, contact the meeting location/restaurant regarding menu choices as well as meeting room needs. Work to keep meal price around \$18-22 per person, **taxes and gratuities included.**
3. Communicate information with Communications Committee Chair to publish in newsletter:
 - a. Place, date, address, meeting time
 - b. Dinner choices
 - c. Cost
 - d. RSVP information (to whom, deadline)—member RSVP with name, email, phone number
 - e. Checks made out to Beta Chi
4. Collect and keep track of the members attending and money sent in

Committee Member

1. _____
2. _____
3. _____
4. _____

At the meeting:

1. Be at meeting 30 minutes prior to start to set-up
2. Check members in and collect any outstanding meal payments
3. Get monies to Treasurer and work with Treasurer and restaurant to settle the bill.
4. Remove décor after the meeting

1. _____
2. _____
3. _____
4. _____

Post-meeting:

1. Follow up to solve payment situation with members who reserved a meal, but did not attend the meeting.
(See Dinner Reservation Protocol on next page)

1. _____



Beta Chi Protocol Reminders

DKG Pin: Beta Chi members are reminded to wear their DKG key pin to all meetings, or pay a \$.50 fine.

Biennium: During each biennium, Beta Chi officers are installed on the even numbered years and new members are inducted on the odd numbered years.

Dinner Reservation Protocol:

1. Because many caterers and restaurants only prepare the exact number of meals ordered and charge us for each meal ordered we still **need to make dinner reservations in advance by the given deadline**. Our deadlines are set according to their deadlines. Once we turn in the number of meals, Beta Chi is committed to paying that bill whether or not the members who registered paid.
2. E-mail responses and phone calls by the deadline **will** be accepted for dinner reservations, but everyone needs to be aware that **a timely e-mail or phone reservation commits us to paying for that meal whether we attend the meeting or not**. It is the responsibility of the dinner committee to follow up on unpaid meals.
3. In addition, if a member is able to attend the meeting at the last minute and has not reserved a dinner, she needs to understand that **since a meal has not been ordered for her in advance, a meal cannot be provided for her when she arrives**.
4. **Guests' meals** (prospective members invited to a meeting and award recipients) are paid for by the member(s) who extended the invitation. **New members'** meals will be paid for by the Beta Chi (Treasurer) at their induction in May. A **non-member program presenter's** meal cost is paid by Beta Chi, also.



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