



To provide social and philanthropic endeavors to enrich our diverse, talented members and to encourage community service.

Greater Kansas City Alumnae Chapter of KAO
Officer Descriptions Revised 2012

President:

- Chairs the Executive Board and Full Board
- Oversee the annual operations of the chapter by leading the executive board team in goal setting and measuring progress against those goals throughout the year
- Responsible for leading the effort to set direction for the chapter in terms of accomplishments
- Equipping officers with the necessary tools to be successful in carrying out their goals
- Plan and facilitate executive board meetings. Plan and facilitate annual full board meetings, including an annual officer transition workshop with the old and new board members
- Encourage open communication among the officer team and inspire a sense of teamwork and cohesiveness to strengthen the sisterly bonds.
- Write an annual report due to Headquarters on February 15.
- Attend Grand Convention

Recording Secretary:

- Serves on the Executive Board and Full Board
- Attend all Executive board meetings, full board meetings and general membership meetings and take detailed notes for minutes.
- Organize and type notes from these meetings and distribute to the executive board.
- Send copy of minutes to alumnae district director.
- Organize and file minutes from the meetings for official record
- Assist the President as she requests.

Ex Officio:

- Serves on the Full Board
- Support the President
- Chair the Nominating and Bylaws Committees

Administration Committee Members

VP Administration:

- Serves on the Executive Board and Full Board
- Serve as Chairman of the Administration Committee (Social, Site Coordinator, Programs, and Culinary Kats Committees).
- Attend Founders Day
- Attend all executive board, full board, general membership meetings
- Attend socials
- Hold meetings with the full Administration Committee to
 - a) Discuss feedback from the membership/brainstorm ideas concerning food, programs, sites.
 - b) Communicate the budget
 - c) Set deadlines for determining event details that correspond with Kitelines deadlines
- Determine the needs of Culinary Kats for meal preparation and serving assistance for each event; arrange for that assistance in advance of each event
- Provide support to the committee.
- Submit event information for Kitelines by the deadline.
- Communicate with e-mail coordinator to ensure all relevant information is distributed to the chapter
- Monitor the actual spent against the budget.

Social Chair:

- Serves on the Full Board
- Lead the committee to plan, organize, and implement social events.
- Solicit help from the VP Administration as needed

Culinary Kats:

- Serves on the Full Board
- Plan and execute meals for General Meetings.
- Work with Program Chair to ensure the meal is appropriate for the program – buffet or sack dinners, etc.
- Ensure there is an appropriate amount of food for the number of attendees and any guests
- Stay within budget.
- Contact the Home Hostess (i.e., homeowner) prior to the meeting to address any concerns and answer any questions
- Serve and clear food and drinks.
- Be responsible for all non-food items (plates, cups, flatware, napkins, ice, cleanup supplies, serving items, etc.) so that essentially the only "job" the Home Hostess has is to allow us to meet in her home
- Do kitchen cleanup.

Program Chair:

- Serves on the Full Board
- Plan the programs for general membership meetings.
- Provide a write-up for each meeting and submit to the VP Administration prior to the appropriate Kitelines deadline.
- Notify the Kulinary Kats if the program presenter would like to join the chapter for dinner. (Compliments of the chapter)
- Communicate any special meal needs (sack dinners, alcohol restrictions, etc) to Kulinary Kats
- Understand the presenter's needs for a successful program; represent the presenter's needs directly to the Home Hostess (without infringing on the Home Hostess)
- Provide directions to the site to the presenter
- Write a thank-you note for and provide a gift to the presenter after the meeting
- Act as a personal hostess to the program presenter when the presenter arrives at the meeting. Introduce the presenter at the beginning of the program
- All contact with the presenter should take place through the program chair, in order to avoid confusion

Site Coordinator:

- Serves on the Full Board
- Determine and book locations for general membership meetings and full board meetings.
- Set expectations with the Home Hostess in terms of an estimated number of attendees and the type of meal anticipated (lunch, dinner, appetizers, etc.), communicate that Theta is responsible for all non-food items (plates, cups, silverware, napkins, ice, cleanup supplies, serving items, etc.) so that essentially the only "job" the Home Hostess has is to allow us to meet in her home
- Ensure sites are determined in time for publication in the appropriate Kitelines

Communications Committee Members

VP Communications:

- Serves on the Executive Board and Full Board
- The major responsibility of the VP Communications is to coordinate the efforts of the publications team to produce and distribute the Goldbook, Directory, newsletter (Kitelines) and website to promote the Greater Kansas City Alumnae Chapter's visibility
- The VP helps to gather, verify and edit the information for all publications
- The major focus of this team is the dissemination of information to the membership and to the community

Alumnae Database Coordinator:

- Serves on the Full Board
- Receives the address returns from Kitelines mailings
- Make sure the annual fee for mailing permit is paid.
- Processes all address/telephone changes, and coordinates these tracking efforts with Headquarters
- Creates mailing labels for al membership mailings and purchase labels
- Maintains the master database of members and updates as necessary, including e-mail addresses
- Runs membership summary reports as requested by the board; works closely with Recruitment Coordinator on this. Report should include interest group membership
- Operates as a membership memory bank and missing information detective

Mailings:

- Serves on the Full Board
- Labels and organizes items for bulk mailings
- Delivers the bulk mail to the main post office.
- Keeps abreast of postal regulations on bulk mailings

Editor (Goldbook & Kitelines):

- Serves on the Full Board
- Gathers, edits and formats information to produce the Kitelines newsletter (3 issues per year)
- Produces a master copy for the printer
- Gathers, edits and formats information to produce the Goldbook

Web Designer:

- Serves on the Full Board
- Maintains our web page
- Works closely with Fraternity Headquarters to ensure proper content and format is used in accordance with their guidelines
- Works with Editor to post current articles on website

- Works with Event Coordinator in promotion of special events

Email Coordinator:

- Serves on the Full Board
- Prepares monthly e-mail newsletter to highlight upcoming events
- Sends email notices of meetings
- Sends email notices to promote Philanthropy event
- Sends email notices to promote the support of CASA events

Corresponding Secretary:

- Serves on the Full Board
- Sends written communication to members when personal events occur
- Needs to have general awareness of members to make sure events are acknowledged
- Attends general meetings to become familiar with membership.

Community Service Committee Members

VP Community:

- Serves on the Executive Board and Full Board
- Acts as the liaison between the community and our membership to bring together much needed products, services, and volunteer efforts.
- Gain more public exposure for the Alumnae group as a whole.
- Find ways to get chapter involved in various CASA fundraisers.
- Assists the Philanthropy Events Coordinator with the planning of the annual Fundraiser.

Philanthropy Event Coordinator:

- Serves on the Full Board
- Responsible for creating and leading a committee to plan our annual fundraiser.
- Works closely with the Assistant Philanthropy Events Coordinator to ensure that fundraising events are adequately planned and include participation by our membership
- Provide a write-up on event and meetings for every issue of Kitelines.
- Plan and organize the process of planning the fundraiser which includes donations, volunteers, food & drink, event space and invitations.
- Develop a timeline for deadlines.
- Create a budget for the event and share it with the VP Finance for review and discussion
- Chair regular committee meetings.

Assistant Philanthropy Events Coordinator:

- Works in conjunction with the Philanthropy Chair to help plan and implement any fundraising activity chosen by the committee and our membership.
- Duties will be assigned by Philanthropy Events Coordinator to facilitate ease of planning and responsibility load.
- Assistant Philanthropy Event Coordinator will follow their term in this office with a term as the Philanthropy Events Coordinator.

Panhellenic Delegate & Alternate:

- Serves on the Full Board
- Responsible for attending meetings of The Alumnae Panhellenic of Greater Kansas City.
- Represent Theta at Panhellenic Scholarship and Women of the Year Brunch in the spring. Coordinate Thetas donation to the silent auction.
- The Alumnae Panhellenic of Greater Kansas City is an active group demanding that officers from each sorority serve on active committees within Panhellenic.
- The Alumnae Panhellenic of Greater Kansas City rotates through offices so that our Panhellenic reps may at times serve as executive officers.
- Purpose of the alumnae Panhellenic council is to offer educational grants and loans to area female students attending Kansas or Missouri schools. The alumnae Panhellenic council also serves as a forum to share ideas and to communicate with the alumnae and

active chapters to help promote strong Greek communities through good educational programs and excellent recruitment.

- The Theta delegates represent our chapter and serve as liaison between our chapter and the Alumnae Panhellenic Council.
- The delegate should keep our chapter informed of all issues that come before the alumnae Panhellenic council and our chapter's wishes and decisions are relayed to the alumnae Panhellenic Council as needed and appropriate.

CASA Liaison (Jackson, Johnson & Wyandotte Counties):

- Serves on the Full Board
- Included under the VP Community position because of the natural link of our participation in community endeavors to assisting our local CASA chapters in any way we can.
- Reports any pertinent activity within the local CASA chapters to the board and general chapter membership.
- CASA board membership is encouraged.

Finance Committee Members

VP Finance:

- Serves on the Executive and Full Board
- Manage all financial matters related to the Kappa Alpha Theta Kansas City Alumnae Chapter including dues collection
- Manage the general checking account
- Create an annual budget, and report budget vs. actual at all board and general meetings
- Report number of dues paying members at each general meeting as well as Executive Board meetings
- Responsible for paying all bills in a timely manner
- Provide financial information to the President for annual report.
- In the first quarter of the year, order dues notices and envelopes for mailing to the membership.
- Works very closely with the Assistant Finance
- Manage the philanthropy account, an account that is specifically used for fundraising events. All income and expenses associated with fundraisers pass through this account.
 - a) Advise Fundraiser chairs on amount of current funds (i.e. how much they can spend as “seed money”)
 - b) Collect any ticket money/donations associated with any fundraisers. Work closely with Fundraiser chairs.
 - c) If RSVP list for fundraiser is required, the treasurer would keep that list as all checks would come to her.
- Form a philanthropy committee of with at least 3 additional active members who are approved by the finance committee. This committee determines how any money raised through fundraisers will be distributed among CASA as well as any other charitable organizations based on a philanthropic event
- Distribute the allocated donations to various organizations (i.e. CASA, Harriet Fowler Brown Scholarship, etc.) based upon the Philanthropy committee recommendation as approved by the chapter membership.
- Responsible for collecting Friendship Fund money usually collected at Founder’s Day. This is put into the philanthropy account and sent to Fraternity Headquarters for them to disperse anonymously to Thetas in need.
- Responsible for collecting scholarship money at the annual scholarship meeting and deposits it, then send a check to Fraternity Headquarters for the amount raised.
- Manage the cookbook account, an account specifically used for the sale of cookbooks to benefit CASA. All income and expenses associated with these sales shall pass through this account.

Assistant Finance:

- Serves on the Full Board

- Manage all income related to the chapter (i.e. dues, Founders Day, and Social reservations, etc.) by receiving member checks through the mail and deposited them into bank account
- Must keep track of all “paying lists”, such as dues paying members, Founders Day RSVPs, Social RSVP, and any other non philanthropy events that occur during the year that members will be paying for
- Report to the VP Finance all deposits and forward all lists to VP Finance at least once a month at a time agreed upon with the VP Finance.
- Serve as RSVP contact person for Founders Day chair and Social chair. Send them updated lists on the amount and names of checks that you have received
- Work with any other officer that might be having you collect checks for their event.
- Collect dues payments and food money at each general meeting. This is done in conjunction with the VP Finance. One of you must be at each general meeting or event. Should also keep track of number of attendees
- Register attendees at Founders Day and Social and collect any late checks at that time; send out recap of such events and actual number of attendees
- Responsible for sending out updated dues paying members lists each month to the Executive Board and Kitelines.

Scholarship Chair

- Serves on Full Board.
- Chairs scholarship committee
- Form a scholarship committee of at least 3 additional active members to rank - scholarship applicants receive by Foundation. Adhere to Foundations dates and guidelines for scoring. This process is usually done in the spring.
- Report to Executive Board, and announce at general meeting the recipients of the scholarships (once provided by the Foundation).
- Provide a write-up regarding the scholarship recipients in Kitelines once announced.
- Work with Founders Day Chair’s or VP-Fraternity Education on inviting the Scholarship recipients to Founders Day and introduces them at Founders Day.

Fraternity Education Committee Members

VP Fraternity Education:

- Serves on the Executive Board and Full Board
- Chair the fraternity Education committee consisting of the Founders Day chair and the Archivist
- Serves on the Founders Day Committee
- Prepare short presentations for each general meeting to better educate the chapter about the fraternity. (These presentations do not necessarily have to be prepared and given by the VPFE but the VPFE should facilitate these short presentations to occur at each meeting.)

Founders Day Chair:

- Serves on the Full Board.
- Chairs a committee which includes a member of the previous years Founders Day committee,
- Responsible for the location, food, flowers, invitations, and logistics the day of the event.
- Send the general membership the invitation to Founders Day.
- Sends and receives 75 and 50-year Theta completed questionnaires and prints summaries in program.
- Receives the names of any deceased Thetas from the corresponding secretary and assures that they are included in the script for the President
- Sends copies of the program to those who are unable to attend

Archivist:

- This position is about preserving our chapter's history using creative methods ranging from clipping newspaper articles to compiling photos in a scrapbook. As well as recording our chapter's history, accomplishments, interests and activities.
- Attendance at various activities is required to gain insight and to historically record the activities and interest of our members.
- Attend and photograph chapter events
- Serve as the chapter photographer for Founders Day.
- Complete annual chapter history report to be submitted to Fraternity Headquarters.
- Collect and preserve items of historical significance to the chapter.

Membership Committee Members

VP Membership:

- Serves on the Executive Board and Full Board
- To stabilize, and grow membership of our group
- To increase attendance at general meetings and functions such as fundraisers, socials, and get-togethers thus increasing dues paying members
- To create a greater awareness of organization
- To meet regularly with officers on committee relating information to them as well as getting their input on key issues
- When there is an interest for an interest group, VP of membership works with the interest group coordinator to help appointment committee member(s) to establish this group.
- Encourages new membership by attending general meetings
- Follows up with new members to ensure repeat attendance at meetings
- Works with membership committee to assist with planning Senior Welcome event each spring.
- Works with the Alum-Collegiate coordinator to assist with alum-collegiate activities where necessary

RRBC/New Member Recruitment

- Serves on the Full Board
- This position requires someone to receive references for potential new members (PNMs), and forward them to the college the PNM is attending.
- Receives request from college chapters about PNMs who they have not received a reference on and the recruitment chair will attempt to secure a reference.
- Receives updates from the chapters about local PNMs who pledged and gets that information to the Editor for publication in Kitelines.

Alum-Collegiate Coordinator:

- Serves on the Full Board
- Helps to appointment a committee member to serve as the liaison for each of our area chapters: MU, KU, K-State, Washburn and Westminster
- Communicates with each alum-collegiate liaison to assist with the following activities:
 - Planning visits to chapters
 - Coordinating events with the alumnae and active members
 - Sending finals treats to chapters each semester
 - Inviting college chapters to Founders day event
 - Helping to build bridge/relationship between KC alumni and active members
 - Assists with promoting Senior Welcome to new alum in the area.
- Meets regularly with the membership committee to provide input on membership recruitment/retention ideas and on other key issues

Interest Group Coordinator:

- Serves on the Full Board
- Oversees functions of all interest groups, and assists with any group events as needed
- Informs interest group chairs of all kiteline and goldbook deadlines so event information is getting publicized appropriately
- Meets regularly with the membership committee to provide input on membership recruitment/retention ideas and on other key issues

Interest Group Leaders

Wine and Dine Chair:

- *Reports to the Interest Group Coordinator.*
- *Plans and coordinates quarterly get together with women of all ages, Dinners, wine tastings, etc*
- *Starts and leads all activities, and publicizes them*
- *Encourages new membership by attending general meetings*

Newly-reads Book Club Chair:

- *Reports to the Interest Group Coordinator.*
- *Leads Newlyreads interest group*
- *Starts and leads activities and publicizes events*
- *Encourages new membership by attending general meetings*

Bridge Group Chair:

- *Reports to the Interest Group Coordinator.*
- *Leads bridge group that meets once a month*
- *Starts and leads all activities, and publicizes them*
- *Encourages new membership by attending general meetings*

Johnson County / South Group Chair:

- *Reports to the Interest Group Coordinator.*
- *Leads Johnson County get-togethers once a month*
- *Starts and leads all activities, and publicizes them*
- *Encourages new membership by attending general meetings*

Northland Book Club Chair:

- *Reports to the Interest Group Coordinator.*
- *Leads Northland Theta's get-togethers as scheduled*
- *Starts and leads all activities, and publicizes them*
- *Encourages new membership by attending general meetings*

Young Alum Coordinator:

- *Reports to the Interest Group Coordinator.*
- *Helps plan organize young alum get-togethers.*
- *Starts and leads new get- togethers monthly like happy hours, wine tastings, craft projects, dinners, volunteer work, etc.*
- *Attends college chapter visits that Alumnae Collegiate Chair coordinates*
- *Meets regularly with the membership committee to provide input on membership recruitment/retention ideas and on other key issues*
- *Coordinates Casa Stocking event in Dec*
- *Gathers new Alumnae information to make sure new member receives all Theta correspondence*
- *Encourages new membership by attending general meetings*

Assistant Young Alum Coordinator

- *Reports to the Interest Group Coordinator.*
- *Helps plan organize young alum get-togethers.*
- *Assists the Young Alums Chair to starts and lead new get-togethers monthly like happy hours, wine tastings, craft projects, dinners, volunteer work, etc.*
- *Attends college chapter visits that Alumnae Collegiate Chair coordinates*
- *Assists the Young Alums chair with coordinating Casa Stocking event in Dec*
- *Meets regularly with the membership committee to provide input on membership recruitment/retention ideas and on other key issues*
- *Assists with gathering new Alumnae information to make sure new member receives all Theta correspondence*
- *Encourages new membership by attending general meetings*
- *Two term commitment. Assistant Young Alum Coordinator will follow their term in this office with a term as the Young Alum Coordinator.*