

State Committee Responsibilities

Leadership Development - shall be responsible for leadership development at the state level, shall plan a training session in June of each even-numbered year for incoming chapter officers for the purpose of orienting, informing, and preparing them for their roles.

Membership- Evaluate the recommendations of persons proposed for state honorary membership and submit the names of qualified candidates for vote; Study and make recommendations related to membership problems; Keep membership records; Collaborate with the state treasurer and the state initiation, necrology, and yearbook chairs to ensure accurate records. Collaborate with Expansion Committee in an effort to increase and strengthen membership.

Exhibits and Record Books-The committee shall assemble annually an exhibit of materials significant to the current DKGNJ biennium activities and assist the Chair of the President's Record Book in completing an annual record book.

Rules/Bylaws- shall accept proposals for amending or revising the bylaws at any time; however, proposals must be submitted by September 1, to be considered for a vote by the membership at the state convention the following year; will present approved proposals to the state convention for vote; shall send a copy of the State Bylaws to the International Constitution Committee for review, as requested.

Communication - shall promote the use of publications of the Society and be responsible for creating publications authorized by the organization; shall distribute the DKGNJ Newsletter and other publications as directed by the Executive Board.

Convention- shall plan, prepare, and coordinate an annual DKGNJ convention in liaison with the first vice-president. Sites and dates shall be announced two years in advance.

Yearbook- shall gather and publish the membership list as directed by the Executive Board.

Finance/Audit - shall be responsible for monitoring the financial affairs of the organization, including recommendations for expenditure and investment of funds and preparation of a budget for adoption by the Executive Board and for the annual audit of the state's financial records.

Necrology- Maintain a list of deceased members; prepare an appropriate necrology service for the state convention to honor deceased members; collaborate with chapters to ensure accurate records.

History and Archives- shall assemble and organize materials essential to the history of Alpha Zeta State and preserve selected materials in the archives; develop and maintain an inventory of materials in the archives.

Induction- shall plan an induction ceremony in compliance with International guidelines for inducting members into the Society; collaborate with the state treasurer and the chairs of the membership and convention committees to ensure accurate records.

Installation- shall plan and execute officer installation at the convention in odd-numbered years.

Legislation- shall inform members in the field of legislation relative to children, education, and the status of women and shall maintain a liaison with the United States Forum and provide members with appropriate information and updates.

Scholarships/Stipends- shall take action on recommendations from the International Scholarship Committee, promote interest in and award scholarships for graduate study, and promote interest in international scholarships; shall promote interest in and award state Professional/Personal Growth Stipends and promote applications for international stipends; shall promote interest in and award state grants-in-aid.

World Fellowship- shall promote the work of the International World Fellowship Committee by: Advising members of World Fellowship activities and recipients; Encouraging donations to the International World Fellowship Fund; Encouraging chapters to communicate with World Fellowship recipients; Communicating with World Fellowship recipients.

Special Awards- shall receive nominations for and select the recipient of the biennial Dedicated Service Award and shall annually recognize active and retired members through the Rose and Key Awards based on nominations from the chapters.

Music - shall be responsible for the music at state conventions.

Social-will prepare appropriate amenities for Executive Board meetings and state training sessions.

UN liaison: to maintain membership in the UN Liaison Network of DKG International (established 2002); to be kept up to date on Society involvement at the UN; and to receive

and disseminate important information, including the DKG@UN newsletter, to members through email to chapter presidents.

Webmaster: *to maintain and develop the state Web site and assist chapter webmasters as needed.*

Historian: *to ensure that appropriate records are maintained and placed in the state archives and to serve as a resource to officers and chapters as needed.*

State Photographer: *to capture DKGNJ activities, disseminate photos from these activities, and serve as a resource to officers, chairs, and chapters as needed.*

State President's Book: *to develop a hard-copy history of the president's biennium as a remembrance for the president and as part of the state organization's history.*

Convention facilities coordinator: *to negotiate and collaborate with the convention hotel personnel for convention arrangements; to handle hotel issues onsite at conventions.*

Convention registrar: *to receive and process convention registrations; to develop convention tags and tickets.*

Motivator: *to provide inspirational remarks as requested by the president.*

State Pianist: *to provide accompaniment as needed by the music chairs.*

Technology Research/Resource: *to remain abreast of developments in technology and provide assistance to state officers, state committees and chapters in technology implementation.*