



# What I Learned at the Regional Conference?



**Monday, March 28, 2022**  
**6:30 p.m.**



## ~ Program ~

### Greetings

Soror Cheryl K. Johnson, Chairman  
Leadership Development Committee

### ***“What I Learned at the Regional Conference?”***

Soror Utevia Nobles - Plenary Sessions  
Soror Tonnesha M. Lewis - Standards  
Soror Gloria Flowers - Programs  
Soror Velma Grant - Sisterly Relations  
Soror Cheryl K. Johnson - Chapter Awards and Recognitions

### Questions and Answers

### Closing Remarks

Soror Cheryl K. Johnson, Chairman





# Greetings



*Soror Cheryl K. Johnson, Chairman  
Leadership Development Committee*



# Registration Kit

*South Eastern Region*  
**Community Service Project**

Graduate and undergraduate chapters will donate **NEW** pajamas for boys and girls at St. Jude Research Hospital and LeBonheur Children's Hospital.

**STATE ASSIGNMENTS**

Alabama – Sizes 2T – 5T  
 Mississippi – Sizes 5 - 10  
 Tennessee – Sizes 12- 18

Undergraduate Sorors:  
 Sizes: Newborn – 24 months

**Collection Kickoff Event**  
 Room 102  
**Wednesday, March 2, 2022**  
 2:00 – 4:00 p.m.

Drop-off boxes for donations throughout conference center  
 Goal: 5,000 pairs of new pajamas



# Community Service Project



# Total: 336

Pajama Size	Total Count
0-3 months	3
3-6 months	3
6-9 months	9
12 months	5
18 months	4
24 months	1
2T	61
3T	87
4T	81
5T	76
6	1
Unknown	5

A Daily Digest of the  
90<sup>th</sup> South Eastern Regional Conference

# THE CULTURED PEARL

**THEGRAND**Finale:

*Rolling Down the River with Excellence!*

MEMPHIS, TN

WEDNESDAY, MARCH 2, 2022

- Welcome Message
- Pre-conference Activities
- Conference Service Project
- Thursday Conference Attire
- Venue Map

# DAILY NEWSLETTERS

A Daily Digest of the  
90<sup>th</sup> South Eastern Regional Conference

# THE CULTURED PEARL

THURSDAY, MARCH 3, 2022

- Message from MRD
- Leadership Dinner
- EAF Sisterhood Luncheon
- The Swag Shop
- Conference Attire

**THEGRAND**Finale:

*Rolling Down the River with Excellence!*

A Daily Digest of the  
90<sup>th</sup> South Eastern Regional Conference

# THE CULTURED PEARL

**THEGRAND**Finale:

*Rolling Down the River  
with Excellence!*

FRIDAY, MARCH 4, 2022

- Message from MRD
- The ARTS!
- Undergraduate Activities
- Conference Attire



A Daily Digest of the  
90<sup>th</sup> South Eastern Regional Conference

# THE CULTURED PEARL

SATURDAY, MARCH 5, 2022

- Message from MRD
- Legacy Breakfast
- Jaz's Jammies
- Ernestine Holloway  
Undergraduate Luncheon
- DPGS Luncheon

**THEGRAND**Finale: *Rolling Down the River with Excellence!*



# Plenary Sessions



**Three Plenary Sessions are held at the Regional Conference to conduct the business of the region.**

*Soror Utevia Nobles, Delegate*



# Standards Workshop

## **Maintaining Excellence in Standards: A Snapshot of Best Practices in a Virtual World**

**This interactive workshop reviewed best practices of virtual chapter operations, including chapter meeting management, chapter records management and preparing for the chapter electronic evaluation.**

*Soror Tonnesha M. Lewis, Delegate  
Basileus*







***International Standards Committee***  
*Maintaining Excellence of Standards*  
*A Snapshot of Best Practices*

*Soror Glenda Baskins Glover, Supreme Basileus*  
*Soror Mitzi Dease Paige, South Eastern Regional Director*  
*Soror Brenda Lewis, Chairman, International Standards Committee*  
*Soror J. Dawn Magee, South Eastern Representative*

# Purpose



This interactive workshop will review best practices for chapter operations, including bonding, electronic storage, record keeping & duties of chapter officers.

# Agenda



- ❑ Role of International Standards Committee
- ❑ Role of Chapter Standards Chairman
- ❑ Required Chapter Officers
- ❑ Minutes
- ❑ Bonding
- ❑ Electronic Storage

# *Role of the International Standards Committee*



- ❑ Establish the criteria and implement the evaluation of chapters
- ❑ Assist chapters in improving chapter operations, program implementation, and advance the training and development of leaders and membership
- ❑ Develop, maintain and update the Standards publication
- ❑ Ensure chapters are in compliance with sorority rules and procedures

# *Role of the International Standards Committee cont...*



- ❑ Provide training opportunities to improve and enhance chapter operations
- ❑ Ensure chapters conduct a self-assessment annually
- ❑ Ensure chapters submit an annual End-of-the-Year Report
- ❑ Evaluate chapter patterns and trends to develop recommendations for strategies to improve chapter operations

# Role of Chapter Standards Chairman



- ❑ Each chapter shall appoint a Standards Chairman, *who shall not be the Basileus or Grammateus.*
- ❑ It shall be the role of the Chapter Standards Chairman and Committee to ensure adherence to established guidelines for effective chapter operations as described in the Alpha Kappa Alpha Sorority, Incorporated®, *Constitution and Bylaws, Manual of Standard Procedure, and the Standards Resource Guide: A Guide for Effective Chapter Operations.*
- ❑ Assessment of Chapter Operations are defined by Alpha Kappa Alpha Sorority, Incorporated Policies and Procedure and not local or State statues.

# *Role of Chapter Standards Chairman cont....*



*The Chapter Standards Chairman shall:*

- ❑ Share current Standards requirements with the chapter
- ❑ Coordinates Standards workshops for the chapter
- ❑ Ensure the retention of records in accordance with Sorority guidelines
- ❑ Ensure completion of the Annual Chapter Records Certification Form and ensures it is certified by the Chapter Basileus
- ❑ Facilitates the preparation of all required documents during an evaluation

# Bonding



## *Points to Remember*

- ❑ Bond the position and not the Soror
- ❑ Any officer/chairman who has the potential to touch chapter funds should be bonded
- ❑ Bonding should be reviewed yearly and updated as needed (coverage for the **chapter's account balances**)
- ❑ Graduate advisors should be bonded by the Undergraduate chapter only (Manual of Standard Procedure - page 33)



# Bonding cont...



## □ Surety Bond

- Provides a bond that guarantees the financial officers will faithfully and honestly perform their duties while in office.
- Bonds the individual not the position

## □ Fidelity Bond

- Non-profit organization bonds that offers protection from dishonest acts of **financial officers who have access to the organization's funds.**
- Bonds the position not the individual

# Chapter Annual Self Assessment



## **The Do's and Don'ts of Chapter annual self-assessment:**

- Every chapter is required to conduct an annual chapter self-assessment using the Chapter Evaluation Form created by the International Standards Committee.
- Chapters are allowed to use SurveyMonkey or Google Forms to distribute the self-assessment to chapter members. However, chapters are not allowed to revise the form from its original form.
- Chapters should maintain all completed self-assessments in chapter files for use during the chapter Standards evaluation.

# Standards End of the Year Report



- ❑ Every chapter is required to complete the Standards End of the Year Report (Report #5).
- ❑ The Standards EOY Report must be completed online via the Corporate website.
- ❑ **A Graduate chapter's EOY Report must contain 3 required signatures (Basileus, Standards Chairman & Grammateus)** for the report to be accepted as complete by the International Standards Committee.
- ❑ **An Undergraduate chapter's EOY report must contain 4 required signatures (Basileus, Standards Chairman, Graduate Advisor & Grammateus)** for the report to be accepted as complete by the International Standards Committee.
- ❑ Corporate Office should be notified immediately of officer changes that may affect signature ability on the EOY Report.

# Minutes



- ❑ May be maintained in a book or a binder (Manual of Standard Procedure – page 29)
- ❑ Does not require hard binding
- ❑ Chapters can take a photo(s) of their minutes in the binder or book as part of their electronic submission (copy of the actual minutes is included in the electronic files)
- ❑ Committee Reports must be in writing and not a copy of PowerPoint screens.
- ❑ A DRAFT of the minutes is sent to all members in advance of the meeting (at least 7 days before the meeting) at which those minutes are to be approved.
- ❑ If there are corrections to the minutes, they (the corrections) should be read out loud, so the members are aware of the corrections prior to the approval of the minutes.
- ❑ Minutes should be signed by the Grammateus and include the Basileus signature and approval date

# Electronic Storage



- ❑ Electronic storage of documents will provide a quick and efficient process for record retention of chapter files and documents.
- ❑ To ensure that every chapter is on equal footing, chapters are asked to use cloud based storage (ex: Microsoft 365-OneDrive, Dropbox, Google Drive, iCloud, Box)
- ❑ Assign a member on your Standards or Technology Committee to upload your chapter and standards evaluation files.

# *Electronic Storage cont...*



- ❑ To set up your electronic storage, first create the main file folder using the
  - ❑ Year\_Chapter Name\_Region format.

Example: 2022\_Rho Lambda Omega\_South Eastern

- ❑ Once your main folder has been created, create 6 sub-folders for your chapter documents:
  - ❑ Duties and Powers of Chapters
  - ❑ Chapter officers and Duties
  - ❑ Joint meeting of Chapters
  - ❑ Chapters Incorporating Separate Entities
  - ❑ Finances
  - ❑ Emblems, Badges and Colors

# *Electronic Storage cont...*



- Inside of the 6 sub-folders, create additional sub-folders, labeling each to describe the content and year. Example:

2022 Bank Statements (Finance sub-folder)

2022 Roster of Officers (Duties & Powers of Chapters sub-folder)

2022 Minutes (Duties & Powers of Chapters sub-folder)

# Required Chapter Officers



- Basileus
- Anti-Basileus
- Grammateus
- Epistoleus
- Tamiouchos
- Pecunious Grammateus
- Ivy Leaf* Reporter
- Graduate Advisor

\*\*\* *Parliamentarian (Appointed)*



## *Other Possible Chapter Officers*



- Anti-Grammateus
- Hodegos
- Member-At-Large
- Custodian
- Business Manager
- Chaplain
- Anti-Tamiouchos
- Anti-Pecunious Grammateus
- Historian
- Philacter

\*\*Additional officers may be defined in the Chapter Bylaws

# *Role of Basileus*



- ❑ Presides at each chapter meeting and Executive Committee meeting
- ❑ Acquires the meeting room or virtual platform
- ❑ Prepares an agenda for each meeting
- ❑ Stands to call the meeting to order, states a motion, puts a motion to vote, explains, speaks, recognizes members, and announces results of the vote

# *Role of Basileus cont...*



- ❑ Signs vouchers (vouchers require signature of two officers), to approve the disbursement of funds approved by the chapter
- ❑ Serves as the official representative of the chapter at meetings, conferences, and other civic or social events
- ❑ Prepares an agenda for each meeting
- ❑ Have a good understanding of Parliamentary Procedures

# Role of Anti-Basileus



- ❑ Presides at chapter meetings in the absence of the Basileus
- ❑ Automatically becomes Basileus if the Basileus cannot complete her term of office *UNLESS THE BYLAWS PROVIDE TO THE CONTRARY* (i.e. vacancy filled by an election)
- ❑ Attends all program committee meetings and activities
- ❑ Serves as a member of the Finance Committee

# *Role of Anti-Basileus cont...*



- ❑ Outlines the International Program and clearly states the goals
- ❑ Develops and maintains a program calendar annually
- ❑ Submits Program summaries online after each program
- ❑ Submits *Program* End of Year Report by due date established by the Sorority

# *Role of Grammateus*



- ❑ Records the business sessions of the chapter and executive board
- ❑ Maintains accurate records of all chapter proceedings
- ❑ Assists the Basileus with preparing the agenda
- ❑ Records motions and voting outcomes

# *Role of Grammateus cont...*



- ❑ Maintains an alphabetical roster of all active members
- ❑ Maintains the approved minutes and all written committee reports submitted. At the end of the year places both signed minutes and committee reports in a book or a binder (Manual of Standard Procedures – page 29)
- ❑ In the absence of the Basileus and Anti-Basileus, calls the meeting to order and immediately conducts an election of a Chairman Pro-Tem

# *Role of Epistoleus*



- ❑ Read chapter correspondence to the chapter, as deemed necessary, in detail or summary
- ❑ Maintains correspondence files in a binder and/or electronically
- ❑ Notifies members of chapter meetings and events
- ❑ Generates chapter correspondence, as directed by the Basileus
- ❑ May generate the chapter newsletter
- ❑ Maintains chapter calendar



# Role of Tamiouchos



- ❑ Receives all monies from the Pecunious Grammateus, indicating the source of funds
- ❑ Keeps an orderly record of income and expenditures
- ❑ **Maintains the chapter's Cash Disbursement Journal**
- ❑ Makes *deposits* of all funds received within *5-7 business days* of receipt from the Pecunious Grammateus
- ❑ Bonded

# *Role of Tamiouchos cont...*



- ❑ Signs checks along with Basileus (or another authorized officer)
- ❑ Makes monthly written financial reports to the chapter (must be made available to the chapter member at least 48 hours prior to the chapter meeting)
- ❑ Prepares an annual report to include monies received (sources), expended (purposes), and the current state of chapter finances by February 1
- ❑ Prepares and files any required local and state tax returns
- ❑ Prepares an annual budget for presentation in October and voted upon in November
- ❑ Serves as Chairman of the Finance Committee

# Role of Pecunious Grammateus



- ❑ Receives and records all monies for the chapter
- ❑ Gives receipts for all income received and maintains duplicates of all receipts
- ❑ Keeps a record of all payments made by each soror and *brings the records* to chapter meetings
- ❑ Maintains the Cash Receipts Journal for the chapter, recording all income received by source, as shown in the Receipt Book
- ❑ Provides monthly written summary financial reports
- ❑ Bonded

# Role of *Pecunious Grammateus cont...*



- ❑ Serves on Finance Committee
- ❑ Handles the redemption of returned checks, informs members diplomatically
- ❑ Submits all funds received to the Tamiouchos within *5 – 7 business days* (with a statement indicating the source of income)
- ❑ Maintains a current alphabetical list of all financial members and shall call roll on request
- ❑ Documents new members retention rate annually. (Retention rate should be maintained at least 2/3rds of those initiated)
- ❑ Maintains a current record of funds submitted to the Tamiouchos

# *Role of Ivy Leaf Reporter*



- ❑ Submits information about the chapter and its activities in the most acceptable form and with the highest quality appearance for editorial and other media use
- ❑ Identifies activities and information concerning (or regarding) the chapter and/or members that are newsworthy
- ❑ Attends all key committee meetings to gather information for publicizing activities
- ❑ Covers all major activities of the chapter

# *Role of Ivy Leaf Reporter cont...*



- ❑ Conducts an annual public relations workshop to get the entire chapter involved in the public relations of the chapter
- ❑ Arranges for photographs taken at the chapter's events
- ❑ Obtains signature release forms
- ❑ Serves as chairman of the Public Relations Committee and serves on the chapter's Archives/History Committee
- ❑ Follows guidelines for Ivy Leaf®' Reporters as outlined in the Ivy Leaf®
- ❑ May assist with the maintenance of the chapter social media sites.

# *Role of Graduate Advisor cont...*



- ❑ Advises the undergraduate chapter in their interpretation and implementation of the Alpha Kappa Alpha Program, the Manual of Standard Procedure, the Undergraduate Membership Intake Process Manual, the Anti-Hazing Manual, and other official resources
- ❑ Attends all meetings and activities of the undergraduate Chapter
- ❑ Works in cooperation with college or university officials

# *Role of Graduate Advisor*



- ❑ Follows established guidelines as detailed in the Graduate Advisors' Certification and Procedure Manual
- ❑ Serves as liaison between the graduate and undergraduate chapters
- ❑ Serves as liaison between the undergraduate chapter and the Regional Director
- ❑ *Assists* the undergraduate chapter with submission of the End of Year Reports





*Chapter Operations are enhanced when EVERY member thoroughly understands the rules, regulations and guidelines. The Standards Committee, internationally, regionally and locally exist to improve chapter operations and procedures through internal self-assessments external standardized evaluations and comprehensive training and development*

# Questions



# International Standards Committee



*Golden Soror Brenda Lewis  
International Standards  
Chairman  
Mid-Western Region*



*Soror Mitzi Dease Paige  
International Standards  
Directorate Liaison  
South Eastern Region*



*Soror Nancy Gaskin  
North Atlantic  
Representative*



*Soror Tara Fikes  
Mid-Atlantic  
Representative*



*Soror Panajotta Augustine-Burch  
South Atlantic  
Representative*



*Soror Geraldine Horton  
Great Lakes  
Representative*



*Soror J. Dawn Macgee  
South Eastern  
Representative*



*Soror Cynthia Nance  
South Central  
Representative*



*Soror Michelle Willis  
Central  
Representative*



*Soror Crystal Johnson-Turner  
Mid-Western  
Representative*



*Soror Lane S. Burns  
Far Western  
Representative*



*Soror Presleith McGee  
International  
Representative*



# Program Workshop



**Exemplifying Excellence through Sustainable Service; Strategies for Implementing Award-Winning Chapter Program—Celebrate 2018-2022 Regional and Chapter Success**

*Soror Gloria Flowers, Delegate  
Anti-Basileus*



# Best Practices for Implementing Award- Winning Chapter Programs

South Eastern Regional Conference  
March 5, 2022

Soror, Mitzi Dease Paige, Regional Director

Soror Glenda Glover, Supreme Basileus

Soror Ora B. Douglass, International Program Committee Chairman

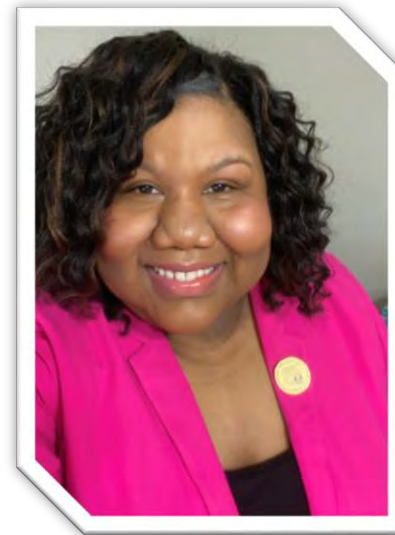
Soror Ashley M. Tarrant, South Eastern Regional Representative  
International Program Committee



**BEST PRACTICES FOR CHAPTER PROGRAMS**



Thank You!



**BEST PRACTICES FOR CHAPTER PROGRAMS**



*Alpha Kappa Alpha*  
SORORITY, INCORPORATED®



# Best Practices for Implementing Award-Winning Chapter Programs

## BEST PRACTICES FOR CHAPTERS Implementing Award-Winning Chapter Programs

July 2022



Purpose:

- Express knowledge of the chapter program structure and leadership responsibilities.
- Determine how to best assess the needs of the local community to most effectively execute the Alpha Kappa Alpha Sorority, Inc.® program targets.
- Expand the chapter's reach and identify the best organizations for collaboration and partnership.

Soror Glenda Glover, Supreme Basileus  
Soror Ora Douglass, International Program Committee Chairman

ALPHA KAPPA ALPHA SORORITY, INCORPORATED® • 2021-2022 INTERNATIONAL PROGRAM CALENDAR

This workshop will provide strategies for implementing award winning chapter programs including the structure and leadership responsibilities needed, determining how to best assess the needs of the local community and chapter members to most effectively execute the program targets, and explore how to identify community organizations for collaboration and partnership.



# BEST PRACTICES FOR CHAPTER PROGRAMS

# Celebrate 2018-2022 International Outcomes



Exemplifying Excellence  
Through Sustainable  
Service

*Thank you!*



## 2018-2022 Outcomes

**9,290,943**  
Total number of Volunteer Hours

**175,296**  
Total Students Enrolled in #CAP

**\$16,388,142**  
Funds Donated Directly to  
HBCUs

**20,642,107**  
Women's Health Care and  
Wellness Women Reached

**4,943,398**  
Economic Legacy Education and  
Awareness

**\$59,318,969**  
Money Spent with Black  
Business

**644,851**  
Students Exposed to the Arts

**1 million +**  
Shoes/Eyeglasses/Pillowcase  
Shirts and Dresses Collected

**We CELEBRATE Your Service to the Excellence Administration!**

*Let's  
Celebrate!*

# BEST PRACTICES FOR CHAPTER PROGRAMS



# Celebrate 2018-2022 South Eastern Region Outcomes



False EXEMPLIFYING EXCELLENCE THROUGH SUSTAINABLE SERVICE			
2018- December 2021 SOUTH EASTERN EXCELLENCE OUTCOMES			
Target 1: HBCU for Life: A Call to Action	2018-December 2021 OVERALL TOTALS	REGION GOAL	% GOAL ACHIEVED
<b>Support HBCUs</b>		\$1,143,000	>100%
Chapter HBCU Scholarships Awarded	\$1,046,438		
Chapter Donations Directly to HBCUs	\$2,233,645		
HBCU Graduates	18,862		
HBCU Alumni Members	8,328		
HBCUs Adopted	118		
<b>Signature Program #CAP</b>	<b>2018-December 2021 OVERALL TOTALS</b>	<b>REGION GOAL</b>	<b>% GOAL ACHIEVED</b>
<b>Total Students Enrolled</b>	21,946	5,715	>100%
Female Students	13,302		
Male Students	8,644		
Students Admitted to College	1,265		
<b>Target 2 - Women's Healthcare and Wellness</b>	<b>2018-December 2021 OVERALL TOTALS</b>	<b>REGION GOAL</b>	<b>% GOAL ACHIEVED</b>
<b>Women Reached- Education and Awareness</b>	554,529	11,430	>100%
Breast Cancer Programs Offered	548		
Mammograms Performed (Other partnerships)	73		
Heart Health Programs Offered	610		
Nutrition Programs Offered	646		
Caregiver Programs Offered	355		
<b>Target 3 - Building Your Economic Legacy</b>	<b>2018-December 2021 OVERALL TOTALS</b>	<b>REGION GOAL</b>	<b>% GOAL ACHIEVED</b>
<b>Reached- Education and Awareness</b>	740,548	4,572	>100%
Financial Planning Programs Offered	401		
Credit Repair Programs Offered	134		
AKA Assist Programs	531		
Number AKA Assist goods and services	622,353	11,430	>100%
Black Dollar 365/Entrepreneurship Offered	259		
Black Businesses Supported (Online Form)	8,206	1,143	>100%
Money Spent with Black Businesses	\$4,277,227		
Women Owned Businesses Supported	3,292		
AKA Owned Businesses Supported	1,097		

Target 4 - The Arts!	2018-December 2021 OVERALL TOTALS	REGION GOAL	% GOAL ACHIEVED
<b>Students Exposed to The Arts!</b>	147,538	4,575	>100%
Harlem Renaissance Programs Offered	374		
Black Arts Movement Programs Offered	507		
<b>Target 5 Global Assistance Activities (Portal, Regional/Cluster Conference, UG Round-Up)</b>	<b>2018-December 2021 OVERALL TOTALS</b>	<b>REGION GOAL</b>	<b>% GOAL ACHIEVED</b>
<b>Number of Shoes Collected</b>	107,491	57,150	>100%
<b>Number of Eyeglasses Collected</b>	22,580	5,715	>100%
<b>Number of Pillowcase Shirts Collected</b>	4,696	2,863	>100%
<b>Number of Pillowcase Dresses Collected</b>	21,653	5,715	>100%
<b>Number of Refugees Assisted</b>	14,447	1,143	>100%



**BEST PRACTICES FOR CHAPTER PROGRAMS**



# Best Practices for Implementing Award-Winning Chapter Programs



- International Program revealed every four years
- The Supreme Basileus at the Boule in which she is installed
- Chapters are expected to implement the new program based on directions of the incoming Supreme Basileus





# Mission and Vision

Alpha Kappa Alpha Sorority, Inc.

The purpose of Alpha Kappa Alpha Sorority, Inc. is to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college women, to study and help alleviate problems concerning girls and women, to maintain a progressive interest in college life, and to be of *service to all mankind*.



*Example Chapter Mission Statement:*

The mission of IVY Omega Chapter is to provide unsurpassed community service and authentic sisterhood.

**BEST PRACTICES FOR CHAPTER PROGRAMS**



# Program Service Structure Levels of Implementation

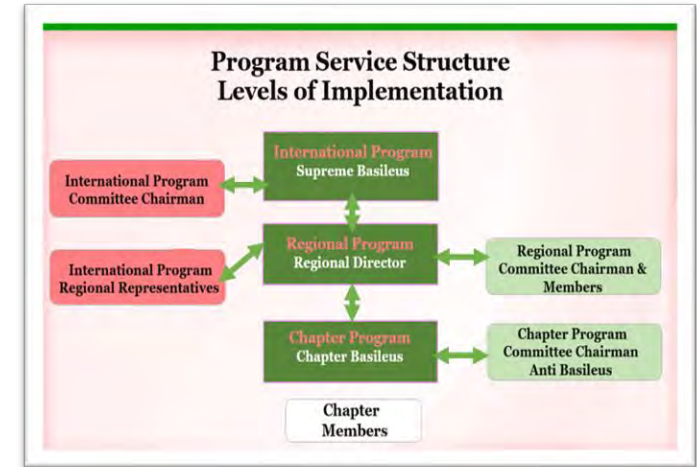


**BEST PRACTICES FOR CHAPTER PROGRAMS**



# Leadership for Successful Chapter Programs

- The chapter program is presented to the **Executive Committee** for review, input and approval.
- The **Chapter Basileus** is key to the success of the chapter program.
- The chapter **Anti-Basileus/ Program Chairman** should possess exceptional leadership, project management and people skills.



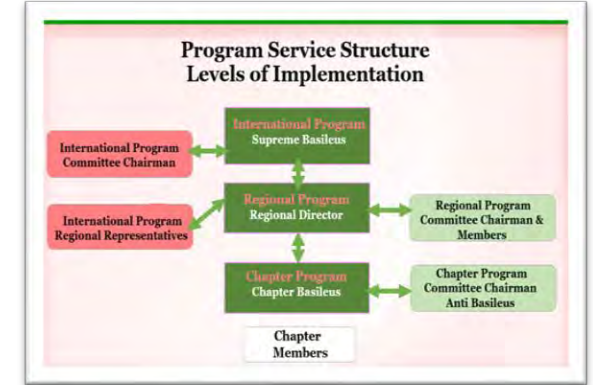
**BEST PRACTICES FOR CHAPTER PROGRAMS**





# Chapter Program Chairman Responsibilities

- The program chairman, guides the planning, direction, execution, and evaluation of the program.
- She chairs the program committee.
- Develops and provides program reports to the AKA international database, Regional (upon request), Executive Board and Chapter. Conducts internal and external assessments to guide program planning.
- Responsible for program evaluation.
- Responsible for submitting the program budget.



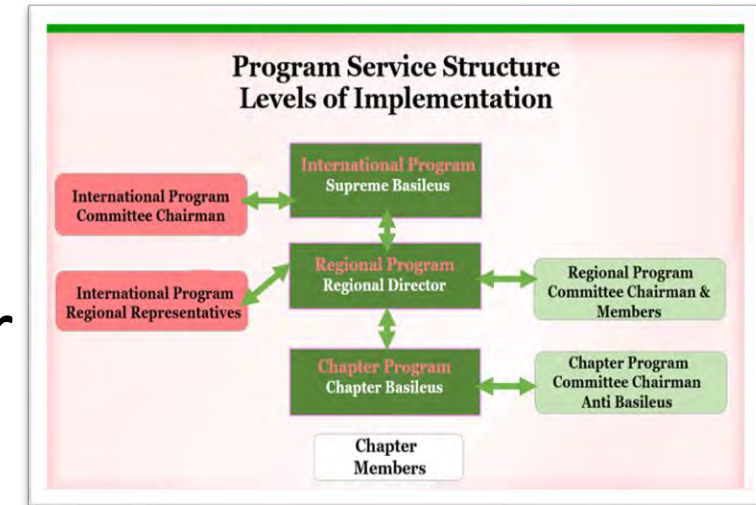
**BEST PRACTICES FOR CHAPTER PROGRAMS**



# Program Target Lead/Target Initiative Responsibilities

Structured program strategies create successful program implementation.

Leaders of program initiatives and chapter members should know their roles and responsibilities to function effectively.



**BEST PRACTICES FOR CHAPTER PROGRAMS**



# Program Target Lead/Target Initiative Responsibilities

- Knowledgeable of the assigned program target/initiative.
- Completes program activity report after each program activity.
- Assures sign-in sheets are available at each program activity to capture soror and non-soror participation.
- Reports should be completed and provided to the program chairman **within two weeks** of the completed program activity.



**BEST PRACTICES FOR CHAPTER PROGRAMS**

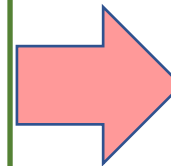




# Program Steering and Target Initiative Committees

## The Program Steering Committee

- Comprised of all program target/initiative chairman and the program chairman
- This committee is responsible for recommending the program to the executive committee and chapter, reviewing the international program, and assuring the chapter program is congruent with the international program.
- The chapter program committee members lead the process for conducting assessments and evaluations of the chapter program.



## Program Target/Initiative Committees

- Each Program target/initiative is assigned a leader and should have 5 -6 members on the committee.
- The goal of this committee is to determine and implement the predetermined activities for the initiative.
- The Chapter Basileus is responsible for all leadership appointments in the chapter, however this responsibility can be delegated to the Anti Basileus.





# Chapter Program Assessment Internal chapter member Assessment

## IVY Omega Chapter Program Assessment

CODE: 1 = Strongly Agree    2 = Agree    3 = Please Improve

1

2

3

### PROGRAM/COMMUNITY SERVICE

1. The chapter's program activities are consistent with the international program?

1

2. The chapter's program activities address local and community needs?

2



Suggestions for Improving Chapter Program Activities: \_\_\_\_\_



# BEST PRACTICES FOR CHAPTER PROGRAMS



# Community Assessment Choosing Community Partners

- Once the partnerships are identified, the program chairman schedules meetings with the partners to determine program activities for collaboration.
- The Alpha Kappa Alpha Sorority, Inc. International Program and chapter calendar should be readily available during the proposed partnership meeting for review and explanation to the partner.
- Once the Community assessment is complete. Share the information with the chapter.
- Save this information to include in your awards presentation.



**BEST PRACTICES FOR CHAPTER PROGRAMS**





# Community Assessment Choosing Community Partners

## Community Assessment – Choosing Community Partners

### Proposed Partners



AKA Program Initiative	State University	Regions Bank	American Heart Assoc.	Soles 4 Souls	Sister's Breast Inc.	Health Fair
HBCU for Life	X			X		X
Women's Health	X		X	X	X	X
Building your Economic Legacy	X	X				
Global Impact	X	X				X



**BEST PRACTICES FOR CHAPTER PROGRAMS**



# The Chapter Program Calendar



- The calendar is based on programs recommended by the chapter members and the program budget.
- The program calendar is integrated into the overall chapter operations calendar.
- The executive board and chapter should approve revisions to the calendar.
- Avoid overloading sorors with too many activities and conflicting activities.
- Provide partners with a copy of the chapters program calendar for areas of participation.
- Provide each chapter member with a copy of the program calendar.



**BEST PRACTICES FOR CHAPTER PROGRAMS**



## Exhibit: Example Chapter Program Calendar

Date	Program Activity	Sisterly Relations Activity	E-Board Meeting	Chapter Meeting	Other
<b>January 2021</b>					
Jan 7	Target 3: Financial Fitness with Regions Target 1: HBCU: Activity with Adopted HBCU				
Jan 9			11 AM		
Jan 15	Founders' Day Impact Day: AKA Reactivation Day	Sisterly Reclamation Day			
Jan 16				3PM	
Jan 18	Impact Day: MLK International Day of Service				
<b>February 2021</b>					
Feb 6			11 AM		
Feb 15	Target 2: Pink Goes Red for Heart Health				

### Remember:

- Don't overload
- Communicate
- Involve sorors
- Combine targets
- Inclusive of other chapter events

**BEST PRACTICES FOR CHAPTER PROGRAMS**





# Chapter Member Involvement



- Use all chapter communication mechanisms to invite chapter members to participate in community service activities.
- Give chapter members meaningful program assignments.
- Record soror participation in program activities by providing a sign in sheet.
- Recognize and reward sorors at every opportunity.

**BEST PRACTICES FOR CHAPTER PROGRAMS**





# Soror Centered Service Choose when you will Serve



- Encourages sorors to participate in service activities as a chapter to foster sisterly relations.
- Activities for most chapter programs usually occur on Saturdays.
- Create a system to track the hours of individual soror participation.
- The system provides credit to sorors for service support hours

## Soror Participation in Programs

Date: \_\_\_\_\_ to \_\_\_\_\_

Chapter \_\_\_\_\_

Soror \_\_\_\_\_

*Program Committee, I am recorded as attending the chapter program activities listed below.*

Program Activity Attended	Date of Activity	Comments







# Strategies for Excellence in Chapter Programs



**BEST PRACTICES FOR CHAPTER PROGRAMS**



# Strategies for Excellence in Chapter Programs



- Build your chapter program activities around the International **Program** targets, goals, and outcomes.
  - AKA will receive the 2022 – 2026 Program at the 70<sup>th</sup> Boule
- **Structure** and **Leadership** is key to planning and success
- Ensure the chapter implements activities in program target for the current administration.
- Involve chapter sorors in fun, sisterly program activities.
- Balance chapter operations and community service events.

**BEST PRACTICES FOR CHAPTER PROGRAMS**





*Alpha Kappa Alpha*  
SORORITY, INCORPORATED®



## BEST PRACTICES FOR CHAPTERS

### Implementing Award-Winning Chapter Programs

July 2022



**Purpose:**

- Express knowledge of the chapter program structure and leadership responsibilities.
- Determine how to best assess the needs of the local community to most effectively execute the Alpha Kappa Alpha Sorority, Inc.® program targets.
- Expand the chapter's reach and identify the best organizations for collaboration and partnership.

Soror Glenda Glover, Supreme Basileus  
Soror Ora Douglass, International Program Committee Chairman

ALPHA KAPPA ALPHA SORORITY, INCORPORATED® • 2021-2022 INTERNATIONAL PROGRAM CALENDAR

# Questions



# BEST PRACTICES FOR CHAPTER PROGRAMS

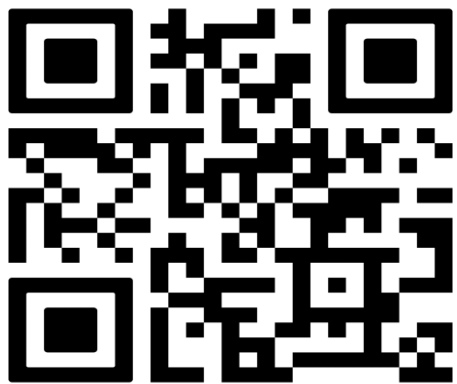


HELP ALPHA KAPPA ALPHA TURN SHOES INTO OPPORTUNITY!

AKA has teamed up with Soles4Souls to create opportunities all over the world. When you donate, you help us elevate women, ensuring they have the opportunities and recognition they deserve. For every donation made we are able to provide shoes investing in resources for women to start a small business.

PLEASE JOIN US

Let's kick off our Regional meetings by making a donation to support Soles4Souls right [here](#).



page:  
gn/aka-fundraiser

on to fish and they eat for a lifetime.”

less than \$2 a day.  
in resilience and resourcefulness.  
All manage to make do with what they have.  
than “making do”.

\$20 in economic impact, as it enables us to  
erprise program.

# To Do: South Eastern Regional Conference

## Target 5 – Global Impact

### Global Assistance Activities

- We are proud to have partnered with Soles 4 Souls over the past 4 years to not only collect shoes, pillowcase dresses and shirts but to raise funds to support women entrepreneurs.
- 2022 Regional Service Projects asked Sorors to donate to S4S online and thus far AKA has donated \$2,600.
- Sorors are reminded ***When donating please make sure to note their chapter and region because the Regions will be recognized at the Boule.***

## Can You Donate at Least \$1.00?

### Scan the QR code.

### Use your smart phone.





To Do:  
South Eastern Regional Conference

## **Target 3 – Building Your Economic Legacy** **Soror Business Directory**

- There are 2,998 entries in the Directory for Soror Businesses.
- There is a final push to increase these numbers through Regional Conference Service Projects
- Sorors are being asked to update their businesses on AKA1908.
- Soror Business Directory unveiled at 70<sup>th</sup> Boule – Be in it!



Inaugural Alpha Kappa Alpha [Online Membership Business Directory](#).

Alpha Kappa Alpha Sorority, Incorporated®

HOME MY ACCOUNT PROGRAMS RESOURCES NEWS & EVENTS ONLINE STORE INBOX LOGOUT

EXEMPLIFYING Excellence THROUGH SUSTAINABLE SERVICE

MY PROFILE

MEMBERSHIP DIRECTORY

MEMBERSHIP BUSINESS DIRECTORY

Search Member Business

Business Type:  
Please select

Business State:  
Please select

Business Name:  
Member First Name:  
Member Last Name:

Go

sorors are encouraged to update and add to the Membership *Business* Directory



# BEST PRACTICES FOR CHAPTER PROGRAMS



# International Program Chapter Award



## International Program Committee



Soror Ora B. Douglass  
Program Committee  
Chairman

Jasmyne E. McCoy  
Second Supreme  
Anti-Basilus

Andria S. Daniels  
South Atlantic  
Representative

Tjuana C. Byrd  
South Central  
Representative

Princess Faith  
Singleton  
Far Western  
Representative

Jane Jackson  
South Eastern  
Resource

Audrey J. Owens  
Far Western  
Resource

Tonja L. Ringgold  
North Atlantic  
Representative

Angela Reed  
Great Lakes  
Representative

Tresa Dunbar Garrett  
Central  
Representative

Jourdon Bowe  
International  
Representative

Edith Peterson  
Mitchell  
North Atlantic  
Resource

Wanda Wall Spivey  
Great Lakes  
Resource

Renita Allen  
Dawson  
Mid Atlantic  
Representative

Ashley M. Tarrant  
South Eastern  
Representative

Tanesha Thompson  
Mid Western  
Representative

Phillis Nichols  
Anderson  
South Central  
Resource

Chiyemelle Proby  
Nomin  
Central Resource

Hollye J. Weeks  
South Central  
Resource

# THANK YOU SORORS!

## BEST PRACTICES FOR CHAPTER PROGRAMS





# BEST PRACTICES FOR CHAPTER PROGRAMS



# BEST PRACTICES FOR CHAPTER PROGRAMS





# Sisterly Relations Workshop

## **Sustaining Excellence in Sisterly Relations**

**This workshop focused on the importance of maintaining Sisterly Relations from day one. Are you ready to be a sister? How can you be a better sister? What do you do to maintain a sisterly atmosphere?**

*Soror Velma Grant, Delegate*





# Awards and Recognitions



# RCO EXCELLED IN PROGRAM EXECUTION BY WINNING CHAPTER AND INDIVIDUAL AWARDS



**Large Chapter 151-300 members**

# INDIVIDUAL AWARD



Alpha Kappa Alpha Sorority, Incorporated ®  
**Rho Chi Omega Chapter**

*Silver Star*

*Soror Lawanda Reynolds*

**Phi Iota Omega  
Silver Soror of the Year  
Award**



# INDIVIDUAL AWARD

*Alpha Kappa Alpha Sorority, Incorporated®  
90th South Eastern Regional Conference*



**Reva Allman  
Name That Soror  
Award**

**Soror Tiffany  
Richardson**

Rho Chi Omega Chapter  
Tonnesha M. Lewis, Basileus

# CHAPTER AWARD

*Alpha Kappa Alpha Sorority, Incorporated®*

90<sup>TH</sup> SOUTH EASTERN REGIONAL CONFERENCE



Rho Chi Omega  
Madison, Alabama

Tonnesha M. Lewis  
Basilgus

*Target 2*  
*Women's Healthcare*  
*and Wellness*

**Large Chapter  
Runner Up**



# CHAPTER AWARD

*Alpha Kappa Alpha Sorority, Incorporated*®  
90<sup>TH</sup> SOUTH EASTERN REGIONAL CONFERENCE



**TARGET 3:  
BUILDING YOUR ECONOMIC  
LEGACY AWARD**

**Large Chapter  
Runner Up**



Rho Chi Omega Chapter  
Madison, Alabama  
Tonnesha M. Lewis, Basilcus



# CHAPTER AWARD



*Target 5: GLOBAL IMPACT*

*RHO CHI OMEGA*

*Soror Tonnesha Lewis, Basileus*

**Large Chapter  
Winner**



# CHAPTER AWARD

*Alpha Kappa Alpha Sorority, Incorporated®*  
90<sup>TH</sup> SOUTH EASTERN REGIONAL CONFERENCE

**Large Chapter  
Runner Up**

*OVERALL EXEMPLIFYING  
EXCELLENCE THROUGH  
SUSTAINABLE SERVICE  
EXCELLENCE ACHIEVEMENT  
AWARD*

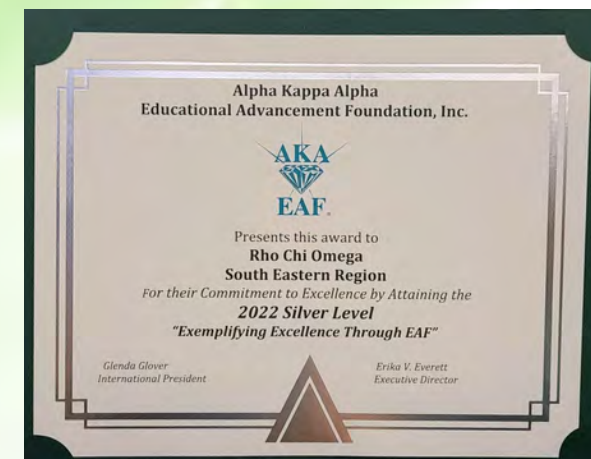
**Rho Chi Omega  
Madison,  
Alabama**

**Tonnesha M.  
Lewis  
Basileus**

# CHAPTER RECOGNITION



**2021 and 2022 Silver Level certificates for  
“Exemplifying Excellence Through EAF”**



# CHAPTER RECOGNITION



# CHAPTER AWARD



**Large Chapter  
Winner**

Alpha Kappa Alpha Sorority, Incorporated®  
90<sup>th</sup> South Eastern Regional Conference



*Delta Theta Omega  
Basilei Council*



Rho Chi Omega Chapter  
Madison, Alabama

Soror Tonnesha M. Lewis  
Basileus

Diamond Pearl Golden Silver



Soror Gwendolyn Redmon

Lisa Alexander  
Kecia Lambert  
LaShawn Gardner  
Linda Smith  
Valerie Britton  
Victoria Ijames  
Elizabeth Brown  
Sharon Fletcher  
Kimberly Holmes  
Fillis Walton

L-R: Sorors Sharon Rivers, Geraldine Bailey, Sheryl Gilbreath at the Diamond, Pearl, Golden, and Silver Soror Luncheon



# International Nominating Committee Member Elect



***Soror Kimberly R. Smith-Russ***



# South Eastern Regional Director-Elect

The **POWER** of US



*Soror Tracey Morant Adams*



# Q & A





# Leadership Development Committee

*Special  
Invitation*

**Monday, April 25**

**"You Will Never Learn AKA in a Chapter Meeting"**

**6:30 p.m. - 8:00 p.m.**

**Monday, May 23**

**"Did You Know?" (Parliamentary Procedures) and "Taking It Back to the Basics"**

**6:30 p.m. - 8:00 p.m.**

**Saturday, June 11**

**"All Things Boule" (Boule Protocol)**

**1:00 p.m. - 2:00 p.m. (after sorority meeting)**

**Monday, June 27**

**"Protecting Our Brand" (Risk Management) and "What are We Doing?" (Strategic Plan)**

**6:30 p.m.- 8:00 p.m.**

**Monday, September 26**

**"Being of Service: New International Programs"**

**6:30 p.m. - 7:30 p.m.**

**Monday, October 24**

**"What Have You Done for AKA Lately?" (Final committee reports and end-of-year reports)**

**6:30 p.m. - 7:30 p.m.**

