



Alpha Kappa Alpha Sorority, Incorporated®
Rho Chi Omega Chapter



Committee Chairmen/ Co-Chairmen Workshop

**“Back to Basics:
Seeking to Serve with Pearlfection”**

Presented by the Basilei Council

Sunday, February 28, 2021
3:00 p.m.
Via Zoom

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Alpha Kappa Alpha Sorority, Incorporated®
Rho Chi Omega Chapter

Back to Basics: Seeking to Serve with Pearlfection



Committee Chairmen/Co-Chairmen Workshop

3:00 p.m.

*Presiding, Soror Cheryl K. Johnson, Former Basileus (1998-2001 and 2006-2009)
Chairman, Basilei Council*



Greetings and Basileus' Vision and Expectations

Soror Tonnesha M. Lewis
Basileus

Meditation

Soror Kecia Lambert, Co-Chairman
Spiritual Oversight Committee

Committee Chairmen/Co-Chairmen ~ Seeking to Serve with Pearlfection

Tools for Leading a Committee with Excellence

Soror Tonnesha M. Lewis, Basileus
Soror Thalia Love
Former Basileus (2004-2005)

Exemplifying Excellence in Finance

Soror Jacqueline Dennis, Tamiouchos

◆◆ Let's Move Around the House Activity ◆◆

Toolkit Documents on the Chapter's Website

Soror Lawanda Reynolds
Parliamentarian and
Technology Committee Chairman

Ivy Talk

Soror Robin Miller
Former Basileus (2016-2019)

Pink Table Talk with the Basilei Council (Questions and Answers)

Survey Time

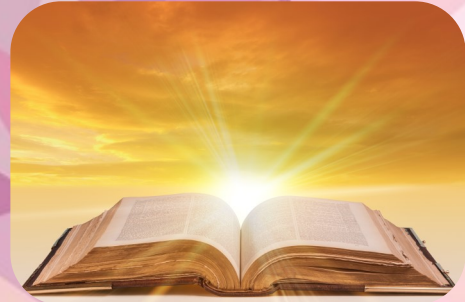
Soror Destiny Reynolds, Chairman
Standards Committee

GREETINGS



Soror Tonnesha M. Lewis

BASILEUS' VISION AND EXPECTATIONS



Meditation

Soror Kecia Lambert
Co-Chairman

Spiritual Oversight
Committee





Tools for Leading a Committee with Excellence

Soror Tonnesha M. Lewis, Basileus

Soror Thalia Love, Former Basileus (2004-2005)



**You've Been
Appointed to Lead,
Now What?**

**STANDING vs. AD HOC
Do you know the difference?**

Standing Committees

*Chairman **Co-Chairman + Cultivating Pearl

Archives

*Lenita Davis
**Monica Griffin

Audit

*LaRaine Gatrey
**Brandy Coachman

Bylaws

*Lawanda Reynolds
**De'Onah Norfleet+

Connection

*Phyllis Campbell
**Thalia Love

Courtesy

*Tiffany Richardson
**Samone Jones

Finance

*Jacqueline Dennis
**Kay Cutts

Founders' Day

*Erica Ignont
**Katrina Hale

Handbook

*Thalia Love

Leadership Development

*Cheryl K. Johnson

Membership/Mentoring

*Ayanna Lampley
**Tameika Royal
**Rachel Phillips+
**Mallory Hayes+

Program

*Gloria Flowers
**Tiffany Richardson

Protocol

*Pamela Scott

Publicity

*Robin Miller
**Kaleta Brown

Sisterly Relations

*Lawanda Reynolds
**Nyah Brown
**Kecia Lambert
**Jasmine Butler+

Standards

*Destiny Reynolds
**Tracee Jordan

Technology

*Lawanda Reynolds
**Lenita Davis

Ad Hoc Committees

*Chairman **Co-Chairman + Cultivating Pearl

Target 1 - HBCU for Life

*Kimberly Holmes
**Katrina Hale
**Velma Grant+

Target 1 - #CAP (College Admissions Process)

*Kim Moore
**Stacy Humes
**Bonnie Smith+

Target 2 - Breast Cancer Awareness and Prevention and Care for Caregivers

*Sheryl Gilbreath
** Annie Whittle
**Casey Thompson+

Target 2 -Heart Health/ Nutrition and Wellness

*Angel Boyd
** Phyllis Jones
**Felicia McCarty
**Tiffany Loggins+

Target 2 - Pink Impact 2.0

*Felicia West
**Janis Domingo+

Angel Pageant

*Kimberly Wright
**Robin Miller
**Utevia Nobles+
**Ariel Abrams+

Awards 2021

*Acacia Sturdivant
**Gloria Flower

Awards 2022

*Juronica Arch
**Monica Griffin
**Gloria Flowers

Breakfast Club

*Jacqueline Dennis
**Cynthia Johnson +

Chapter Anniversary

*Robin Miller
**Melinda Sanders

Decorations

*Kay Cutts

Family Celebration

* Kaleta Brown
**Geraldine Burwell-Bailey

First Responders

*Lashawn Gardener
** Loryn Dobbins

Target 3 - Building Your Economic Legacy

*Regina Ivey
**Lenita Davis
**Brenda Davis-Wright+

Ad Hoc Committees

*Chairman **Co-Chairman + Cultivating Pearl

Target 3 - Operation AKA Assist

*Alicia Williams
**Arica Whitlow
**De'Onah Norfleet+

Target 4 - The Arts

*Chandra Marsh
**Tamera Lowe-Preer
**Travia Holder+

Target 5 - Global Impact Act, Global Assistance, RAAP

*Brandy Coachman
**Samone Jones
**Janis Domingo+

Target 5 - Global Impact: Soles4Souls and Eye Glasses

*Adaira Collins
**Tracie Moore

Target 5 - Global Impact: Pillowcase Project

*Norma Reeves
**Yvette Edmonds

Fundraising

*Katrese Darrington
**Q. Chynell Gray

Graphics

*Chandra Marsh
**April McDaniel

Hospitality

*Kay Cutts
**Shana Freeman

Ivy Reflections (Choir)

* Jackie Abrams

Prince to King

*Tiffany Richardson
**Saleeta Spencer-Thomas

Risk Management

*Tawanna Harris
**Felecia Johnson+

Scholarship—HBCU & Dr. Olivia H. Sanders Academic Scholarship

*Albanie Bolton-Bennett
**Duana Shears

Spiritual Oversight

*Angelen Brooks
**Kecia Lambert

Strategic Plan

*Ayanna Lampley
**Albanie Bolton-Bennett

Defining Your Toolkit

Tips for Laying Your Foundation



Committee Leaders should meet prior to assembling the whole committee

- **Know the Committee's Purpose**
- **Define the Goals**
- **Discuss your Budget**
- **Create the Agenda**
- **Look at the Final Committee Report**

Defining Your Toolkit

Tips for Laying Your Foundation



The Agenda, like the *Hammer*, is the staple of the toolkit. In order to be most effective as a committee, the hammer works best with the nail. Think of your ***Committee Goals*** as the *Nails*.

The Agenda, like the hammer to the nail, is used to guide the goals of your committee, to help reinforce whatever is being built or achieved, to keep it from falling apart and to keep everyone focused.



Defining Your Toolkit

Tips for Laying Your Foundation



The Recorder, like the *Flat head Screwdriver*, is an essential tool used to carry out a variety of projects. The best use of the screwdriver is for the screwdriver's tip to engage the head of a screw. Think of your Committee actions as the screws.

Assign a ***Recorder*** at each committee meeting to capture minutes and take attendance. Use the Recorder, like the Flat head Screwdriver, to capture actions, motions, and the assignment of duties in the minutes to help execute the goals of the committee.



Defining Your Toolkit

Tips for Laying Your Foundation



The Moderator, like the *Phillips head Screwdriver*, will help you work with sorors when the flat head screwdriver is focused on actions. Like the Flat head Screwdriver, the Phillips head Screwdriver is an essential tool in this virtual environment.

Assign a ***Moderator*** at each committee meeting to help with technical issues, monitor the chat box for questions, comments, motions, and to make the Committee Chairman aware of any reactions such as raised hands and the tallying of votes.



Defining Your Toolkit

Tips for Laying Your Foundation



The Measuring Tape, is a flexible ruler to remind you to employ flexibility when measuring or sizing things. The small metal clip on the end is to remind you to hook onto your sorors during committee meetings and allow them to offer ideas. As a Committee Chairman, do not forget to size up your committee members before embarking on huge do-it-yourself-project!

The Survey, like the Measuring Tape, is important because it allows you to get an accurate measurement from the chapter of how well the committee did on a project and to see where improvements can be made before beginning the next project.



Defining Your Toolkit

Tips for Laying Your Foundation



Like the Needle nose Pliers are used to snip and grip, ***Taking Pictures*** to record the activities conducted by the committee is essential!

Snipping pictures to include with articles for the Chapter and Regional newsletters, Ivy Leaf submissions as well as Regional Conference Award books and PowerPoint presentations tells the story of Rho Chi Omega!

Upload pictures to the *Chapter Activities* page.



Defining Your Toolkit

Tips for Laying Your Foundation



The Final Committee Report, like Tweezers, is used for picking up small objects or details that can be easily missed or forgotten if not captured.

This is a reminder to completely fill out *The Final Committee Report* remembering to include survey results, *committee planning and event hours, soror and non-soror volunteer hours, as well as any in-kind donations.*

This information is essential to End of Year Reporting!



Sharpening Your Tools

Sisterly Reminders & Helpful Hints



- Sign up for the committees you lead
- Know your budget
- Provide meeting notices in advance
- Take attendance & capture minutes at committee meetings
- Attend conferences
- Get approval for all E-Blasts, text messages, and social media posts
- Check the chapter calendar before scheduling committee meetings

Sharpening Your Tools

Sisterly Reminders & Helpful Hints



- Send calendar invitations to rhochiomega1908@gmail.com
- Submit a Google form for all Graphics Committee requests
- Present committee reports to the EC prior to presenting to the Chapter
- Send the Grammateus written committee reports
- Coordinate with Standards Chairman to conduct an event survey
- Complete and submit Final Committee Reports within 7 days after the event
- Committee meetings must not be conducted via email



The Real Pearls of Madison
Making Your Tools Work

Sample Agenda

The Real Pearls of Madison Committee Meeting

Sunday, February 28, 2021



Agenda

- I. Call to Order
- II. Meditation (optional)
- III. Minutes
- IV. Budget Report Sub-Committee Reports
 - A. Promotion and Publicity
 - B. Logistics
 - C. Registration
 - D. Fee Collection
- V. New Business
- VI. Follow up Next Steps/Upcoming Meeting Dates
- VII. Adjournment

Common problems

1. Lack of agenda – need topics and timings; meeting can run off course
2. Being unprepared
3. Poor time management – objective not accomplished; members stop participating—assign time keeper
4. Failure to handle action items—document action items



Carrying a Motion



Soror Pink: “I move that we purchase 10 ivy plants at \$5 each.”

Soror Green: “I second the motion.”

Soror Chairman: “It has been moved and seconded that we purchase 10 ivy plants for \$5 each. Is there any discussion?”

Soror Chairman: All those in favor say “Aye. Opposers say “Nay”.

Soror Chairman: “The motion carries/passes with 5 yes votes and 2 no votes.



Questions?



SOROR DESTINY REYNOLDS



Exemplifying Excellence in Finance

**Soror Jacqueline Dennis
Tamiouchos**

Exemplifying Excellence in Chapter Finances



Jacqueline Dennis
Tamiouchos

Alice Kay Goodloe-Cutts
Anti Tamiouchos

DeShannon March
Pecunious Grammateus

Sheryl Gilbreath
Anti Pecunious Grammateus

Discussion Points

- Planning and Budgeting
- Budget Development and Execution
- Disbursement of Funds
- Voucher Execution
- Allowable Expenditures
- Documentation - Documentation - Documentation
- Financial Resources
- Questions

Budget Overview

The budget for the sorority is based on its fiscal year January 1 through December 31 of each year.

The budget shall be presented and approved prior to the beginning of the new year as it determines the dues necessary for operations of the chapter doing the year.

The budget is only an estimation of revenue and expenditures for the upcoming year and may need to be adjusted depending of the number of sorors active for the year.

Funds collected for dues must be used for all chapter operational purposes unless a special assessment is voted on for a special activity.

Chapter must use funds raised through the community exclusively for their scholarships and /or community service projects. These funds must be budgeted separately and maintained in a separate bank account.

Planning and Budgeting

The process for budgetary planning and request for funding usually takes place during the latter half of the year. The steps to request funding for the upcoming year are below.

- Committee meets in September to plan activities for the upcoming year.
- Committees submit budget plan and request for funding to Tamiouchos to be included in the proposed budget.
- Proposed budget submitted to the chapter for review (October of each year).
- Special call meeting to discuss additional concerns.
- Submit budget to chapter for approval (November of each year).

Special Note

- Local dues are used to support the Operations Budget.
- Funds from outside sources or special assessments are used to operate the Fundraiser Budget.

Development Schedule

Action	Process	Completion Date
Budget Development and Execution	Budgeting and Planning Budget Execution Disbursement of Funds Reimbursement of Expenditures Overview of Chapter Budget Financial Resources Questions	09/12/2020
Budget Development All committees should meet and develop proposed budget for next fiscal year. Current and historical activity reports and financial data is gathered to formulate budget request	Basileus-Standing Committees Anti-Basileus-Programs Committees Tamiouchos-Fundraiser Committees and general expenditures All fundraiser budget committee must submit line-item budget to committee. (Budgets that do not have line-item support will not be include in proposed budget)	09/24/2020
Proposed Budget Review	Tamiouchos submits draft to Finance Committee Committee ensure that draft in in line with Strategic Plan, Risk Management Financial guidelines	10/01/2020
Proposed Budget Submitted	Tamiouchos submit proposed budget to chapter (No other actions can be taken)	10/10/2020
Call meeting	Call meeting is held for budget review and adjustments (Recommendation for line item adjustments can be made with majority vote)	10/22/2020
Final Finance Committee Review	Finance Committee does final review and adjustments	10/29/2020
Budget Approval/Dues confirmation	Tamiouchos submits to chapter for vote and approval	11/02/2020

Budget Execution

- Basileus appoints chair usually January of each year. Some appointments are done earlier depending on the nature of the activity. (Angel Pageant, Founders' Day for example)
- Committee chair facilitates the planning of all financial matters during the initial meeting of the year.
- Document all actions that require the disbursement of funds.
- Chair takes or appoints a committee secretary to take minutes especially for actions that require the disbursement of funds.
- Expense funds only by authorization of budget chair with committee prior knowledge or consent.
- Committee members should submit voucher with proper documentation to chair for approval (manually or virtually).

Disbursement of Funds

Virtually

- Submit voucher with proper documentation to Tamiouchos (manual or virtually). Please make copies of all receipts especially store generated receipts. Original documentation should be mailed to chapter post office box or mailed to Tamiouchos.
- Tamiouchos reviews and approves voucher and process reimbursement check. Original documentation should be mailed to chapter post office box or mailed to Tamiouchos.
- Tamiouchos submits to Basileus for signature and approval (within 14 business days).
- Checks returned to Tamiouchos for disbursement to soror.

Voucher Execution

ALPHA KAPPA ALPHA SORORITY, INCORPORATED ® RHO CHI OMEGA CHAPTER CHECK REQUEST VOUCHER	
Date of Request: <u>8/5/2020</u>	Voucher/Check #: _____ <small>Automatic Entry - Nonfillable</small>
Requestor: <u>Jacqueline Dennis</u>	
Payable To: <u>Alpha Kappa Alpha EAF</u>	
Mailing Address: <u>5656 South Stony Island Avenue Chicago, IL 60637</u>	
In Payment of	
Reason for Request:	<u>Payment of Chapter Assessment to the Cultured Pearls of Rho Chi Omega Endowment Fund</u>
Availability of Funds	
Budget Amount	<u>3,850.00</u>
Less Amount Already Expensed	_____
Voucher Amount	<u>3,675.00</u>
Balance in Budget	<u>175.00</u>
Approvals	
Name of Committee	<u>Finance</u> <small>(Program Committee or General Expense)</small>
Committee Chair Signature	<u>Jacqueline Dennis</u> <small>(Please omit for all general expenses)</small>
Tamiouchos Signature	<u>Jacqueline Dennis</u>
Basileus Signature	<u>Tomesha M. Lewis</u>
Processing	
Date Paid	_____
Source of Funds	<input type="checkbox"/> Operations <input type="checkbox"/> Fundraiser
<small>* All reimbursements requests must be supported by invoices, original and copy of receipts or other supporting documentation to be paid. * Please do not intermingle items on receipt which are paid from separate accounts i.e. Items for Operation and Fundraiser are not to be process on the same receipt. * Please do not intermingle items for separated accounts on the same voucher i.e. Operation and Fundraiser expenses should not appear on the same voucher. * Vouchers submitted with all the required documentation and approval will be paid within two weeks of receipt of voucher. * Expenses submitted in excess of the approved budget are subject to non-payment. All funds requested in excess of approved budget must be submitted to and approved by the Finance Committee.</small>	
<small>Revised May 2019</small>	

- ♦ Verify balance in budget before processing invoice. Previous months' balances can be found on the chapter's webpage. All chairs should keep a running total of all available funds.
- ♦ Vouchers can be emailed with required signatures or mailed to the Tamiouchos.
- ♦ Tamiouchos will approve and process vouchers when proper documentation is received.
- ♦ Vouchers are submitted to Basileus for signature and approval.
- ♦ Checks are returned for disbursement and voucher filed for chapter records.

Criteria for Allowable Expenditures



Must be approved by majority of committee vote if applicable



Must have available funds in budget.



Activity must be applicable to Target or Committee goals and objectives.

- Voucher should be submitted no later than December 15 of current year.
- Please attach minutes to voucher when actions are made to disburse funds.
- Please make sure funds are available before funds are authorized to be expended.



Examples of Allowable Documentation

- Minutes from committee meeting
- Merchandise receipts (store receipts)
- On-line receipts (Amazon, Walmart)
- Credit card with attached invoice
- Sorority minutes
- Corporate Office receipts

Your Store Name

Address Line Here
Phone: 555-555-555555
Fax: 123-123-123456

Logo

Cash Receipt cashier

Cash Receipt Number: 56874 Date

Cash Received from Name Family of \$1000 paid in cash /

Customer's address: No. 1, First St., City, Country.

This Photo by Unknown Author is licensed under [CC BY-SA](#)

Who is a good steward of funds?

Soror Lola, the chair of Founders' Day Committee, expenses \$75.00 for purchasing stamps for the program. Tamiouchos files show a balance of \$150.00, but Soror Lola still has several vouchers in her possession that total more than the available balance. What should she do?

- a) Submit all the vouchers to the Tamiouchos and let the Tamiouchos decide who to pay.
- b) Submit invoices only to the extent of the available balance.
- c) Solicit funds from her committee to cover the overage.



Steps for Finding Budget Balances

Sign into the Chapter's web page: www.aka-rco.org

1. Members Only
2. Financial Documents
3. Tamiouchos Reports
4. Budget to Actual Report
5. Column 3 for remaining balance.

Note: Remember to check with committee chair before expending funds as she may have additional expenditures that have not been submitted to the Tamiouchos.

Allowable or Unallowable ???

In route to the Regional Conference, Basileus Tammy stops in Tunica to play the slot machines. Unfortunately, her luck is poor, and she loses her shirt as well as her cash. Upon returning home, she submits her voucher and receipts to the Tamiouchos for her gambling losses. Soror Tammy states that Basileus funds can be used at her discretion.

Should she be reimbursed for the gambling losses?

Yes - Why

No - Why



Financial Resources

- Alpha Kappa Alpha Constitution and Bylaws
- Alpha Kappa Alpha Manual of Standard Procedure
- Fiscal Fitness Guide for Chapter Financial Operations
- Regional, Leadership, and Boule Financial Workshop and Certification Courses
- Rho Chi Omega Chapter Bylaws and Standing Rules
- Rho Chi Omega Risk Management Plan
- Rho Chi Omega Strategic Plan

Questions

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Answers

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Directions:

- ♦ A riddle will be displayed on the screen.
- ♦ Once you figure out the item, seek and find it around your house.
- ♦ First one who returns with the correct item and displays it, wins a prize.

Time limit: 1 minute

Soror Cheryl K. Johnson

Former Basileus, (1998-2001 and 2006-2009)

Riddle 1

**When you strip off your
clothes,
whether frisky or tired . . .
Hang'em on me,
I'm wooden or wired.**



Riddle 1

Hanger

Riddle 2

**You love to sleep with me
every night. I can come
in handy in a slumber
party fight.**



Riddle 2

Pillow

Riddle 3

**I don't have any fingers,
but I'm made to grip your
cans. I can bust them
open if you twist me with
your hands.**



Riddle 3

Can opener

Riddle 4

**I'm never angry, though
my buttons you're
pushin'. If you're looking
for me, I'm probably
under a cushion.**



Riddle 4

Remote

Riddle 5

**I need a solid grip to
build things my way. I'd
really like to nail you; so
lets start pounding away.**



Riddle 5

Hammer



**Toolkit
Documents**
on the
**Chapter's
Website**



**Soror Lawanda Reynolds, Parliamentarian
Chairman, Technology Committee**

Ivy



Talk

Soror Robin Miller
Former Basileus (2016-2019)



Pink Table Talk
with the
Basilei Council
Questions and Answers





How to scan QR code

- Open the camera app on your iPhone or Android
- Make sure the **QR code** is inside the camera's viewfinder
- A pop-up will appear
- Tap on pop-up to be redirected to survey.



Thank
for coming
You