




AUSTIN ALUMNAE CHAPTER

Delta Sigma Theta Sorority, Inc.



COMMITTEE CHAIR TRAINING

A G E N D A

- Welcome
 - Ice Breaker | Introductions
 - Objectives
 - Where to start
 - Committee meeting
 - Executive Board meeting
 - Chapter Meeting
 - Budget and Finance
 - Communications
- 





Getting started

- **AAC Calendar**
- **Current chapter roster**
- **Committee roster (previous year)**
- **Transition meeting (if applicable)**

Tools to start

Committee roster

- Communicate with committee
- Used to determine quorum

3

Calendar

- Dates of respective programs
- Meetings--E. Board | Chapter | Committee*
- Deadlines—Correspondence | Technology | Social media

1

Transition meeting

- Program (s) details
- Action items
- Budget

4

Current AAC Roster

- Download most updated roster
- Check to see that previous committee members are on roster
- Always check before adding sorors to communications

2



Committee meeting - BEFORE

When

Date → Time → Frequency *(not always necessary to meet monthly)*

Inform

Email save the date or calendar invite

When sending emails to five people or more**, or to groups that include both members and non-members, it is a best practice to use the 'bcc' (blind carbon copy) option. This allows each recipient to only see their email address. Do not forward email that includes the previous recipient's email address. **(Delta Technology Guidelines)

Plan

Agenda



Committee meeting - DURING

Roll call

Take attendance / establish quorum (25%)

Scribe

- Identify someone to take minutes
 - Date / time scheduled
 - Time called to order / adjourned
 - Names of sorors in attendance
 - Synopsis of conversation
 - Decisions
 - Action items
 - Recommendation(s)
 - Next meeting

Minutes



**Economic Development Committee
Austin Alumnae Chapter
Delta Sigma Theta Sorority, Inc. | Wednesday, January 12, 2022 @7:00 P.M.**

Δ Call to Order: Meeting called to order at 7:02 P.M.

Δ Members present noted with checkmark.

✓ Sylnovia Holt-Rabb, Chairperson	Kimily Johnson		
✓ Avis Gipson, Chairperson	Kerri Lang		
Alta Alexander	✓ Akeia Madyun		
✓ Autumn Caviness	Janet Marshall		
✓ Tashia Coleman	Crystal Robinson		
✓ LaVonna Floreal	Tamela Saldana		
✓ Donna Jackson	Patricia Shorter		
	Audrey Washington		

Δ Prayer: Soror Sylnovia Holt-Rabb

Δ Business Items/Agenda:

- **Recap of Jingle and Mingle**
 - Five vendors participated in the December 4th Jingle and Mingle. Attached is the vendor's activity and sales report.
 - Donna Jackson will serve as 2022 coordinator.
- **Recap/Feedback on January 11th Red Bag Lunch and Learn Webinar**
 - Waiting on official report from the technology committee, however we had more attendance from the public present at webinar than chapter members.
- **Budget adjustments**
 - Discussion was held for budget adjustments for the remainder of the fiscal year, none identified.
- **2022-2023 Program Calendar and Collaboration with Social Action**
 - All committee chairs have received communication from Soror Hanson, Second Vice President encouraging everyone to consider only planning for two events for 2022-2023. Discussion was held on how that would impact our quarterly Red Bag Lunch and Learn Webinars. Soror Gipson will contact Soror Hanson to discuss.
 - Social Action has contact Economic Development with the proposal of collaborating on a program event in 2022-2023. We will schedule a meeting and bring report back to committee.

Δ Adjourn: Meeting adjourned at 7:40 P.M.

Δ Next meeting: Wednesday, February 9, 2022, at 7 PM.

Executive Board meeting - BEFORE

Attendee

Identify who will represent committee

Report

- Determine need to report vs. an announcement
- Prepare report using template
- Review recommendation(s) / prepare for questions
- Submit report – president, recording sec., & technology
- Prepare slide / submit to technology
- Review minutes of prior month's E. Board



Delta Sigma Theta Sorority, Inc.

Austin Alumnae Chapter

Committee Reporting Template

Committee Name:
Committee Chair(s):
Date/Time of meeting (MM/DD/YYYY):
Attendees:

Committee Decisions: (limit 500 characters)

Recommendation(s) to Executive Board: (limit 500 characters)

Next month's activities: (limit 500 characters)

Volunteer Activities (include Date/Participants/Time): (limit 500 characters)

Signature of soror making the committee report: _____
Date of report to Executive Board/Chapter: _____
Date/Time of next scheduled committee meeting: _____



EXAMPLES

- Reminder upcoming program
- Program updates
- Push fundraising efforts / goals / ticket sales
- Solicit help / volunteers for upcoming program
- Relay timelines

Executive Board meeting - DURING

Attend

Chair(s) or committee representative

Report

- Report edits from previous month's E. Board (*if applicable*)
- Give report –Committee decisions and recommendation(s)
- Make your recommendation–“I MOVE TO...” (*remember to MOVE with authority*)
- After finishing your report, yield to the president to entertain questions

Voting

- Only ONE person per committee votes



Chapter meeting - BEFORE

Report

- *When applicable-- amend recommendation(s) to reflect E. Board outcome*
- Submit report to president, recording sec. **and** technology
- Prepare / submit slide to technology

Minutes

- Review prior month's chapter meeting minutes



Chapter meeting - DURING

Attend

Chair(s) or committee representative

Report

- Report edits from previous month's chapter meeting (*if applicable*)
- Give report –Committee decisions and recommendation(s)
- Make your recommendation – “I MOVE TO...” (*remember to MOVE with authority*)
- After finishing your report, yield to the president to entertain questions

YOUR
MONEY
LINE



Budget and Finance

01

Meetings 7 PM

Aug 10, 2023

Oct 11, 2023

Mar 13, 2024

Sep 26, 2024

02

Budget

Download from AAC
website

Know your line item

03

Ledger

Accessible via
Google Drive link
Track spending
Submit with each
voucher

04

Reimbursement

Voucher
Receipts (DST
items ONLY)



**Delta Sigma Theta Sorority, Incorporated
Austin Alumnae Chapter**

Voucher/Check Request

Date Requested: _____ Submitted By: _____ Total Requested: \$ _____

Issue Check Payable To: _____

Address/City/State/Zip: _____

Committee/Office: _____ Activity: _____

List each expense item separately.

Vendor	Type of Expenditure	Amount
	TOTAL	\$

Approved By:

Committee Chair: _____ Date: _____

President: _____ Date: _____

Treasurer: _____ Date: _____

To be Completed by the Treasurer

Check #: _____

Date Issued: _____

Amount: _____



AUSTIN ALUMNAE CHAPTER

Delta Sigma Theta Sorority, Inc.

Communications Team

Team Members

Correspondence

- Corresponding Secretary **La' Kisha Crenshaw**
- Assistant Corresponding Secretary **Courtney Nolan**

Technology

- Co-Chair **Kathy Foster**
- Co-Chair **Khaison Reed**
- Technology Committee Member **Avis Gipson**

Journalism

- Journalist **Autumn Caviness**



Technology

Now called the
**Communications
Request Form**

Requests



Meetings



Slides for Chapter and
eBoard **due 1-week
prior**

All events to be posted
to the Chapter Website
and Band

Events



Social Media



All public events can be
posted to SM; **due at
least 1 month prior to
the event.**

Ensure all members
have accounts and are
logged in to see events

Website



Communications Request Form



Estimated Production Time

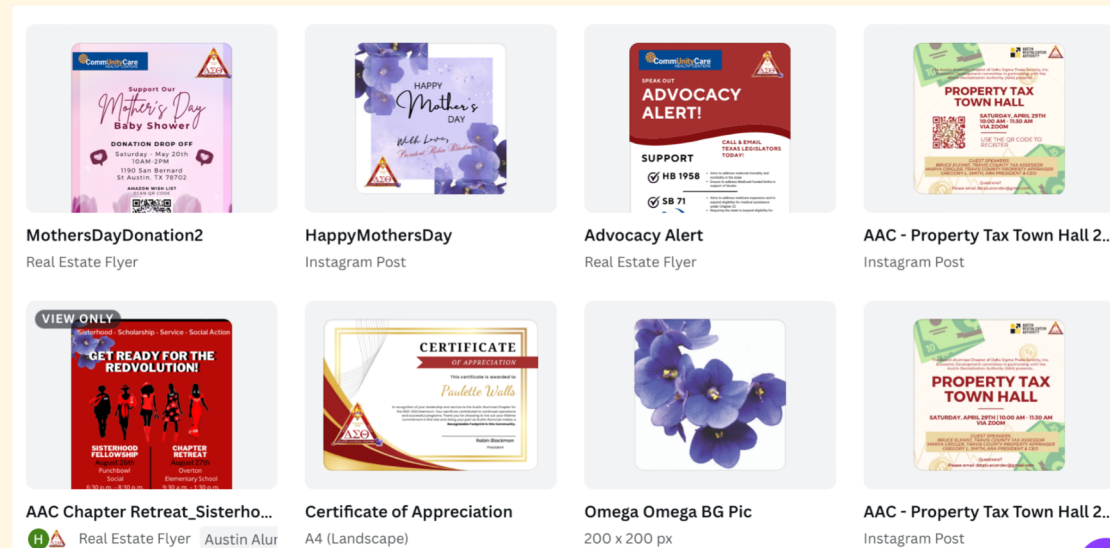
- Flyers/Graphics: 5-7 business days
- Forms/Polls/Survey: 5-7 business days
- Video/Reels: 7-10 business days *Depending on the length
- Zoom Meeting Link: 3-5 business days
- On chapter website under the Reach Out section



Flyers & Graphics



- Canva is the tool used to create flyers/graphics
- Flyers/Graphics can be created by your committee members
- Flyers/Graphics require the Chapter Logo along with Soror President's approval
- Must comply with the sorority's Branding Style Guide & Writing Style Guide



Social Media



1. Include requested language for your posting with your submission.
2. Please submit your request in advance, so there is ample time to publicize it.
3. Once it is published, please reshare on your personal pages.
4. Please do not tag the chapter when posting photos from chapter events.



Odyssey & MIDpoint Message

Submission & Publication Dates (September - December 2023)

Odyssey

- **September**
 - Submission Deadline: **Friday**, August 18
 - Publication Date: **Tuesday**, August 29
- **October**
 - Submission Deadline: **Friday**, September 15
 - Publication Date: **Tuesday**, September 26
- **November**
 - Submission Deadline: **Friday**, October 20
 - Publication Date: **Tuesday**, October 31
- **December**
 - Submission Deadline: **Friday**, November 17
 - Publication Date: **Tuesday**, November 28

MIDpoint Message

- **September**
 - Submission Deadline: Tuesday, September 5
 - Publication Date: Friday, September 15
- **October**
 - Submission Deadline: Thursday, October 5
 - Publication Date: Sunday, October 15
- **November**
 - Submission Deadline: Sunday, November 5
 - Publication Date: Wednesday, November 15
- **December**
 - Submission Deadline: Tuesday, December 5
 - Publication Date: Friday, December 15

Questions? Sorors, please do not hesitate to email/call/text Soror Autumn Caviness (dstatx.journalist@gmail.com; 512.999.8765) – thank you!



Austin Alumnae Chapter
DELTA SIGMA THETA SORORITY, INC.

Email Correspondence

Maintain and make available all Chapter Correspondence

Issue Notice of Meeting and Chapter Activities Dates and Time

Prepare & Send Correspondence with President's Approval

Collect unopened Bank Statements and Mail;
Distributes mail to appropriate Committee Chairs & Officers

Maintain Chapter Communications Distribution List

Set up and check Chapter Post Office Box regularly



BAND APP



Austin Alumnae

Scan this QR code and join!

Exclusive to AA Chapter Members:

- Chapter Meeting Info
- Promote Committee Events
- Provide Quick Updates & Reminders



Band App Admins:

- **Courtney Nolan**
- **La'Kisha Crenshaw**
- **Robin Blackmon**



Austin Alumnae Chapter
DELTA SIGMA THETA SORORITY, INC.

Communications Liaison

Committee Chairs should:

- Identify 1 point of contact for all communications
- Identify 1-2 people on your committee to serve as your Zoom Support.

****We will send a google form at a later time to gather this information****



Wrap-Up

Proper Planning

Leads to

Imp**A**ctful

Programmi**N**g

Roster Password:
<AAC>R0S7ER!

Budget Password:
d5t^R3P097





Resources

AAC Policies and Procedures (dstatx.org)

Delta Writing Style Guide (www.DeltaSigmaTheta.org)

Delta Technology Guidelines (www.DeltaSigma.Theta.org)

ABCs of Parliamentary Procedure (dstatx.org)

Quick Reference Sheet *



NOTES

TIMELINESS

Attend DID Trainings

