

PROFESSIONAL & PERSONAL GROWTH (PPG) COMMITTEES & RESPONSIBILITIES

TREASURER:

4a. Committees who COLLECT & DISBURSE:

The State Convention Committee and the Professional and Personal Growth Committee set fees and are responsible for collecting the money from individual chapters. The committee's final financial report along with net balance shall be submitted to the State Treasurer to be passed on to the next committee. In addition, the Professional and Personal Growth Committee receives a budgeted allocation.

FACILITIES and SIGNS COMMITTEE: (Possibly two chapters)

Acquire site of PPG Conference; check the parking situation (handicap accessibility for parking and building); assign workshop room assignments (working with program and workshop committees); produce building and room signs, hang the AΔK banner.

REGISTRATION COMMITTEE:

Create and distribute PPG flyer/registration information and form to chapter presidents; collect forms from chapters; give checks to the PPG treasurer; maintain registration table (sign-ins and numbers actually present for each chapter).

SPEAKERS/PRESENTERS WORKSHOP COMMITTEE:

With input from chapters create a list of possible workshop presenters; contact them via phone call and confirm via letter; create the workshop lists with topics and bios; send workshop sign up form to chapter presidents with clear deadline; create lists of attendees by workshop and chapters; create passes for each workshop (mandatory for entry into room).

ALOHA COMMITTEE:

Procure lei and gifts for state president, keynote speaker, workshop presenters and classroom teachers.

PROGRAM COMMITTEE:

Create and print the program (cover, schedule, workshop presenters: topic, short bios, map of campus and location of rooms, message from state president).

HOSTESSES for WORKSHOP PRESENTERS:

Prepare hostess packets with workshop title, presenter, attendance sheet, evaluation forms and presenters' gifts. Meet and greet workshop presenters, collect money for fee-based workshops, if any, and present envelope to presenter, collect EXIT PASSES (evaluations).

REFRESHMENTS COMMITTEE:

Propose menus; costs to PPG Committee, procure food; set-up and clean up food area.

EVALUATION COMMITTEE:

Create evaluation form = EXIT PASS. Remind attendees in the room not to fill out the evaluation form while the presenter is talking; wait until workshop is finished (courtesy); summarize evaluation forms from attendees. Summarize recommendations from PPG committee members.