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| (Alphabetical by Chapter) **2022 STATE CONVENTION CHAPTER JOB ASSIGNMENTS** | | |
| **Chapter** | **Representatives** | **Job Description** |
| 1 Alpha | Jean Kiyabu | f **Centerpiece:** With consideration of the state convention theme, create a simple centerpiece that will be used for the breakfast, lunch, and banquet on Saturday. Committee will be responsible for placing the centerpieces on the tables for the breakfast/lunch and to reset it for the banquet. Chair needs to make arrangement with the banquet MCs as to who will receive the centerpiece at the end of the banquet. |
| 2 Beta | Kristina Lee  Kathy Shiramizu | m **Opening Ceremony:** Plan the morning program and select an emcee with the State President. Schedule the events including welcome**;** introduction of guests, SWRIVP, and color guards**;** introduction of 3-Ps and parade**;** seek speakers with consent of the President**;** and possibly an energizer. Coordinate the 3-P parade with the Banner committee. Provide a copy of the program to the Printed Program Committee. |
| 3 Gamma  (Maui) | Christine Hondo  Diane Orikasa | o **Printed Program:** Plan, organize, prepare, and produce the copy of the convention booklet. Be sure all information is proof-read to eliminate mistakes; include the convention chairs and cadre. Contact all committees with information that are to be included in the program with deadline and formatting information. |
| 4 Delta  (Hilo)  *(work with*  *16 Sigma Archives)* | Diane Kosaki  Lynn Holub | g **Chapter Sales:** Prepare an information flyer or letter to be included in the Registration Packet. Indicate the times and rules for the sales, and that the profits must be used towards chapter altruistic or scholarship projects. Set a deadline for signing up, and that requests will be accepted on a first**-**come basis as there may be a limit on the number of tables available. Coordinate with State Convention chairs – provide a map of the selling area, number of chairs and tables needed. Be available to direct and help with setup. Chapters will also be responsible for securing their products during non-sales times. Committee chair should coordinate the chapter sales with the archive committee. Oversee cleanup. |
| 5 Epsilon | Mari Ann Arveson  Robbie Umeno | b **Altruistic Project:** The State President decides on a convention altruistic project. Prepare an informational flyer for the convention packet explaining the convention altruistic project. Set-up a table located at registration to promote the altruistic project and receive donations during the convention. Make arrangement with the registration committee to include the donation on the form. Arrange to have a speaker from the altruistic organization to speak briefly at the convention luncheonand present the total amount collected to the organization representative at the end of the luncheon. Inform Luncheon Committee to include the presentation on the program. |
| 6 Zeta | ~~Clare Ho~~ | e **Banquet, Program, & Installation:**  Plan and organize the Banquet Program and Installation Ceremony with the SWRIVP and President-Elect Susan Okano. Decide if entertainment is needed. Provide a Banquet printed program. Plan the seating arrangements with the President-Elect. Submit an audio-visual equipment needs. |
| 7 Eta | Gail Watanabe  June Watanabe | q **Workshop:** Plan and coordinate the workshops for the convention. Plan ~~for~~ about 5-6 workshops, one of which may be an altruistic workshop. (Betty Jo Evers is planning to attend and will probably be able to do one or two workshops.) Set the workshop commitments by February 28 so you may prepare the Workshop Information Flyer for the convention packet. Assign participants to workshops, make a list of participants in each workshop, make a map of locations of workshops, devise a system for letting participants know which workshop they are assigned, e.g. workshop tickets. Assign 2 hostesses for each workshop to greet and orient the presenters, help in room, provide a bottle of water and cup, introduce the presenter, end workshop, and give thank you gift. (If there is late registration, adjustments must be made.) |
| 8 Theta | Brenda Freitas-Obregon  Mona Tokujo | k **Lei/Floral Arrangements:** Provide lei as needed. Floral lei will be appropriate for State President, outgoing President, President-Elect, SWRIVP, other International representative(s), speaker, and honorees. State President suggests that the yellow plumeria lei would be appropriate. Artificial lei would be appropriate for other recipients. Suggest developing a form to distribute to all committees asking for lei requirements and when they are needed. Let committees know when and where the lei may be picked-up. Might be a good idea to ask for artificial lei donations. Committee is also responsible for having a floral arrangement for the Officers head table (and/or podium). Seek donations for flowers and greens as needed. |
| 9 Iota  (Kona) | Irene Okada | d **Banner and 3-P Parade:** Prepare an information flyer or letter to the chapter presidents informing them of the Parade of 3-P during the Opening Ceremony. Include instructions for chapters to bring their chapter banner and where and when the 3-P should meet prior to the ceremony, a brief description of the ceremony, and any other pertinent information. Plan for the parade of presidents by havinga system of lining up all the participants in proper order. |
| 10 Kappa | Kelley Hirahara  Amy Loo | h **Evaluation**: Design conference evaluation form and determine how evaluation will be distributed and collected. Preferably, design the form so it may be returned as a hard copy form or electronically.  Also design a workshop hard copy evaluation form that may be distributed at the workshop session and collected at the end of the workshop session. Write up a summary, print and/or email copies to the State Convention Committee members and present findings to the State Convention committee at the final State Convention Committee meeting. |
| 11 Lambda | Chris Chun  Lori Endo | j **Gifts/Acknowledgements:** Develop and maintain a tentative list of gifts that will be needed and confirm with the various committees; list the guidelines for the gifts needed; and include a column indicating who will be the presenters of the gifts. (State President, SWRIVP and other Regional/International officers**,** color guards, workshop speakers/presenters, **Parliamentarian if there is one;** any other gifts needed; process requests for honorariums requested by the committee heads with the treasurer.) Obtain donations for items or money from the community. Include thank you notes to attach to all gifts. Write thank you notes to donating individuals and organizations. Suggest having a form for each committee making any requests. Submit a Gifts/Acknowledgement List to the Printed Program committee. |
| 12 Mu  (Kauai) | Heidi Tokuda | p **Registration Table & Packets:** Responsible for setting up the registration table and for distributing the convention packets according to the registration schedule. Committee may have to arrive early to prepare the packets for distribution. Make necessary registration signs, and distribute workshop tickets and meal tickets. Develop a registration plan so everything will go smoothly. (If late Registration is allowed, adjustments must be made.) |
| 13 Nu | Kathy Kiyabu  JoAnn Stepien | l **Luncheon:** Plan the lunch program to include emcee, script, speech by SWRIVP, Membership recognitions, Excellence in Education recognition, and possibly an Altruistic speaker. Entertainment is a possibility. Provide a copy of the program and menu to the Printed Program Committee. |
| 14 Xi | JoAnn Mastin  (*Aileen Mirchandan-aoli*) | i **Fun Night:** Plan to honor the outgoing State President and include participation by all the chapters. Plan should include socialization, interacting and bonding among sisters; plan the food menu and audio/visual requirements with the convention chairs. Prepare a Fun Night Flyer to be included in the convention packet**.** Flyer should include the tentative Program/Agenda for the event. |
| 15 Pi | Karen Victor | n **Pages/Gopher:**  Provide necessary help just before, during, and right after the convention; assisting with needed help, carrying supplies, doing mini errands, setting up, packing, etc., as needed by the convention committees. Serve as a “page” for speakers (SWRIVP, President, convention chairs, tech coordinator, as needed.) Provide a contact name and cell number. |
| 16 Sigma  *(work with #4Chapter Sales)* | Puanani White | c **Archives:** Prepare an information flyer or letter to the chapter presidents asking them to display a chapter archive (scrapbook, video) and if electrical outlet is needed. The archive for the biennium is the preference, but if that is not ready yet, they may display the archive from the previous biennium or another recent archive. Indicate the days and hours for the display and the Chapter’s responsibility for bringing the archive and picking it up by the designated deadlines. Coordinate the archive table set-up with the Chapter Sales Committee. Chapters are responsible for bringing their own extension cord, if needed. Chair is responsible for making sure the chapter archives are picked up by the designated deadline. |
| **Cadre** | Responsible Person TBA | r **Registration Packet:** Prepare REGISTRATION PACKET – conference registration form with instructions for completing and returning forms and money, hotel registration info, and/or info of how to register with hotel. Include workshop information and registration form for workshops that should be sent directly to Workshop Committee. Include flyers for Altruistic Project provided by the State Altruistic Chairperson, Chapter Sales, and Fun Night info. Collect and turn over money to State Convention Treasurer. Compile a list of participants to be shared with the REGISTRATION TABLE Committee, State President, Chapter Presidents, WORKSHOP Committee, and LEI/FLORAL ARRANGEMENTS Committee. |
| **All Chapters** | |  |

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