

Phi Theta Kappa

Alpha Sigma Alpha Chapter

Committee Proposal

Created by Jarren Lu and Bia Mattos, Spring 2011

How should this document be used?

This is only a starting point. I have asked all of you to read this document so that we can turn this idea into something awesome by working together. Please consider everything in this document up for debate and open to improvement!

Why do we need a bunch more committees?

We do a lot of things as a chapter, but if you compare what we do to how many members we have, it isn't really that much at all. The problem is that we have low participation. These committees are a way for us to get more done by involving more people and bringing in more ideas.

Should we have non-officers on the committees?

Yes! Since the committees are meant to increase chapter activity and participation, they must have a lively, diverse group of members. Many of the members of each committee should be non-officers.

Another issue we have is that our officer corps starts fresh each year. Committees like this will create more continuity among the officers, since committee members are far more likely to be elected than non-members. In fact, if the rules allow it, we could even consider making committee membership mandatory for election to a few specialized officer positions.

How should the committees be organized?

As a starting point, each committee should have a chairperson who leads discussion and is generally in charge. This person could be elected by the committee, or could just be appointed. They should also consider having a liaison to the officer board and someone to record minutes and count votes.

Each committee could either be an executive committee or an advisory committee. Executive committees do real things and make real decisions. An executive committee might publish all press releases, or organize all service outings. Perhaps executive committees should be chaired by officers to preserve the chapter authority structure.

Advisory committees could be formed more easily, and could be temporary. They could do things like plan an event, or investigate a topic and present it to the chapter as a whole. Perhaps advisory committees could be led by anyone who can do the job well, including non-officers.

What committees should we make?

Here is a basic list that Jarren and I started:

- Marketing
- Membership
- Fundraising
- Service
- Honors in Action (HIA)

Marketing / Publicity Committee

Why

Promote the chapter. Show other people on a local and regional level what we do and who we are. Help explain what PTK is and make a good name for the organization.

Who

- Communications VP
- Webmaster
- Awards VP

How

- 1 Creation of advertising materials. Materials may include: flyers, brochures, business cards, etc...
- 2 Work closely with the chapter website to ensure that the website is up-to-date with all upcoming events and adequately publicizes the chapter's and/or region's and international's events and projects.
- 3 Work in conjunction with other committees to create an effective advertising campaign and advertising materials related to specific events and projects.
- 4 Report the progress of committee-specific projects to the chapter at the regularly scheduled chapter meetings.
- 5 Hold regular committee meetings.
- 6 Inform members about the committee functions and recruit any interested members.
(Work closely with the Membership Committee)

Membership (Outreach) Committee:

Why

To outreach to the De Anza Student Body and inform potential members about Phi Theta Kappa and encourage them to accept membership upon being invited.

Get existing members involved with chapter activities. Show members the possibility of leadership.

Who

- Vice President of Membership
- VP of Leadership
- VP of Fellowship
- Interested Members

How

- 1 Hold events to inform potential members about Phi Theta Kappa and its benefits. Examples of events are:
 - Tabling
 - Informational Meetings
 - Workshops
- 2 Help with and present at new member orientations.
- 3 Plan, organize, and coordinate induction ceremonies.
- 4 Hold regular committee meetings.
- 5 Inform members about the committee's functions and recruit any interested members.

Fundraising (Finance) Committee

Why

To manage the funds of the chapter and explore avenues to raise additional funds.

Who

- Vice President of Fundraising
- VP of Operations
- Interested Members

How

- 1 Keep track of all incoming revenue and outgoing expenses for the chapter.
- 2 Set revenue goals for each quarter and for the year.
- 3 Attain these goals through fundraising events.
- 4 Allocate budget for Phi Theta Kappa events and projects. Ie. Regional Conferences, leadership summit...etc.
- 5 Determine and secure new methods of obtaining funds.
- 6 Hold regular committee meetings.
- 7 Inform members about the committee's functions and recruit any interested members

Service Committee

Why

To devise, implement, and lead this chapter's service projects.

Find meaningful volunteers projects and ideas.

Who

- Vice President of Service
- Interested Members

How

- 1 Coordinate with members, officers, campus faculty, campus administration, and/or off-campus organizations to organize service projects for the chapter.
- 2 Set goals for each quarter regarding the number of projects to conduct and when to conduct them.
- 3 Report the progress of committee-specific projects to the chapter at the regularly scheduled chapter meetings.
- 4 Hold regular committee meetings.
- 5 Inform members about the committee's functions and recruit any interested members.

Honors in Action (HIA):

Why

Lead the HIA project

Who

- Vice President of Service
- VP of Leadership
- VP of Scholarship

How

- 1 Read the topics and present to the chapter the more relevant ones.
- 2 After the chapter picks a topic, start the research and report to the chapter.