

Creating Excellent Committee Culture in Your Chapter

Alpha Kappa Alpha Sorority, Incorporated[®]

Soror Glenda Glover, Supreme Basileus

Soror Lucretia Payton-Stewart, Chairman

International Leadership Development Committee



AGENDA

- Learning Outcomes
- What is a Committee – Definition, Types, Membership and Purpose
- Effective Committee Operations
- Functions of a Committee
- Committee Chairmen
- Committee Reports
- Committee Meetings
- Summary



LEARNING OUTCOMES

- Gain a better understanding of the roles and responsibilities of committees
- Ensure your chapter functions effectively together and makes decisions wisely
- Encourage the best mix of committee members
- Ensure accountability of chapter, committees, Basileus
- Change, improve and learn from the past
- Conduct business ethically and professionally, with integrity



WHAT IS A COMMITTEE

Definition:

A committee is a body of one or more people, elected or appointed by an assembly or society, to consider, investigate, or take action on certain matters or subjects, or to do all of these things.

Membership:

Every member of the committee should be given a specific assignment. The chairman should learn the strengths and specific areas of expertise of each of the members and use these assets in making the assignments.

The Chapter Basileus serves as *ex-officio* members of every committee with the exception of the Nominating Committee.



WHAT IS A COMMITTEE

Types

- *Executive Committee*
 - Composed of the Chapter's officers, the chairs of the standing committees and a number of members as specified in the bylaws
 - Members are either elected by the entire Chapter or are appointed by the Chapter Basileus
- *Standing Committee*
 - Established on a permanent basis. Analyzes issues within their areas of jurisdiction, makes recommendations, also monitors and evaluates
- *Ad-hoc/Task Force/Working Groups*
 - Special committees are appointed, as the need arises, to carry out a specific task

Purpose

- Provides opportunity for issues to be discussed so that recommendations can be presented to the full membership
- Provides Sorors the opportunity to comfortably speak their opinion early enough in the planning process that all options can be considered equally
- Allows the membership to have organized, well thought out and planned activities
- Facilitates full participation
- Serves as the training ground for Chapter leaders



EFFECTIVE COMMITTEE OPERATIONS

What is required?

- A specific commission
- An effective chairman
- Committee members thoughtfully appointed
- Committee Rules
- Specific Terms of Reference
- Reports
- Evaluation/Review



FUNCTIONS OF A COMMITTEE

Policy Work

- Review and evaluate current policies relevant to the committee's responsibility
- Identify problems with and recommend changes to existing policy for the Chapter's review and approval
- Draft new policies related to the committee's mandate for the Chapter's review and approval



FUNCTIONS OF A COMMITTEE

Operational Work

- Review the prior work of the committee
- Review or establish committee goal and objective statement for the current year
- Develop strategy and action plans to achieve committee goals
- Prepare committee budgets if required and gain proper approvals
- Monitor ongoing work and report to the Chapter with reference to established objectives and action plans
- Research new problems or needs and recommend solutions and actions



FUNCTIONS OF A COMMITTEE

Terms of Reference Work

- Review the current terms of reference for direction and understanding
- Evaluate the committee's work
- Recommend revisions to the terms of reference
- Prepare a final report or the Chapter's review and consideration



COMMITTEE CHAIRMEN

The Committee Chairman is responsible for the productive functioning of the committee and acceptance is considered a commitment to serve.



COMMITTEE CHAIRMEN

An Effective Chairman should:

- Positively motivating others;
- Understands the decision-making process;
- Enable the committee to arrive at appropriate decisions;
- Prepare ahead of time;
- Transparent with the group;
- Tactful and responsive;
- Identify the strengths and weaknesses of committee members
- Schedule regular committee meetings;
- Monitor the committee is productive;
- Determine and manage the committee's budget.



COMMITTEE MEETINGS

- Committee meetings should have an agenda;
- Committee meetings are less formal and may have more discussing and brainstorming of ideas and suggestions
- At the conclusion of the discussions, conclusions must be drawn and summarized to ensure that everyone has the same understandings
- Action items, their assignment and due dates should also be confirmed
- **Conflict Resolution:** Whenever several people are involved in a project, there will likely be some disagreements. It is the responsibility of the chairman to resolve them. Ask the dissenter(s) to express her or their reasons for opposing the majority and listen carefully.
- **Minutes:** Generally, minutes should contain a record of business accomplished, **not what the various members said**. Notes taken must be objective, not subjective. Record in the third person.



COMMITTEE REPORTS

Once each of the members of the committee have completed the assigned work, the results are presented to the entire committee. This information is discussed, and final decisions or recommendations are made. Usually, a full report must be developed for submission to the person or persons to whom the committee is responsible. In most committees, this is the end of the assignment.

A Committee reports back to a chapter in three ways:

1. For information – when a committee wants to update the Chapter on an issue, event or ongoing work but no decision or input is required.
2. For discussion – when the committee wants to generate feedback and input from the Chapter on a particular issue, idea or plan, but is not looking for a decision.
3. For action – when the committee wants the Chapter to make a decision on an issue.



SCENARIO WORK & DISCUSSION

1. The Basileus establishes an Ad-hoc Committee for a special fundraising project. The fundraiser is scheduled to occur in November and has a set budget of \$1,000. The fundraiser is a success! The Ad-hoc Committee decides that since it was so successful, they should continue to operate and plans other projects for the remainder of the year. They should control the funds that they raised and make strong recommendations to the Chapter regarding how their money should be spent. The Committee also spends \$1,500.00 that they do not want to be subtracted from their profit.

-What is the purpose of an Ad-hoc Committee?

2. The Budget Committee decides that there is money in the Chapter's account that can be spent for miscellaneous items or projects. Even though there are members of the Budget Committee who object to this, the Chairman writes the check and gives it to the Basileus as she has requested. At the Chapter meeting, Sorors question the expenditure.

- Who are the official officers to write checks for the Sorority?



SCENARIO WORK & DISCUSSION

3. The Nominating Committee takes directions from the Basileus regarding who is eligible for office. The Basileus submits the names of candidates to the Nominating Committee.

- *Does the Basileus have the authority to take these actions?*

4. The Constitution and Bylaws Committee chairman does not follow the outlined procedures for introducing and recommending local Chapter Bylaw changes.

- *What actions can chapter members take ?*



IN CLOSING

- Chapter members serve as valuable stakeholders in moving Alpha Kappa Alpha's agenda.
- Increases Chapter's efficiency and effectiveness
- Provides an opportunity for all Sorors to lend their talents and time, resulting in increased accountability.

"If you want to go fast, go alone. If you want to go far, go together."

-African Proverb



INTERNATIONAL LEADERSHIP DEVELOPMENT COMMITTEE

Chairman, Soror Lucretia Payton-Stewart, South Atlantic Region

Directorate Liaison, Soror Jennifer King Congleton, Mid Atlantic Regional Director

Soror Sharilyn D. Franklin, Central Region

Soror Gwendolyn Kirtley, Great Lakes

Soror Desiree McNeil, North Atlantic Region

Soror Rina D. Neal, Mid-Western Region

Soror Diane Peete, Far Western Region

Soror Tiffany Moore Russell, South Atlantic Region

Soror Kimberley N. Tull, International Region

Soror Polly Turner, South Central Region

Soror LaShelle McCullough Vaughn, South Eastern Region

Soror Brenda Lilienthal Welburn, Mid-Atlantic Region

Soror Patricia Petty Wilson, Great Lakes Region



RESOURCES

- National Constitution and Bylaws (current edition)
- Manual of Standard Procedure (current edition)
- So Now You're Elected (current edition)
- Standards Resource Guide (current edition)



Module developed May 2020



CONTACT US

*If you desire additional information please
contact the Leadership Development Committee.*

Leadershipdevelopment@aka1908.com

