

Alpha Kappa Alpha Sorority, Incorporated®
THETA RHO OMEGA CHAPTER

2026

OFFICER AND CHAIRMAN WORKSHOP

SOAR to *Excellence*

OUR FINAL FLIGHT



Role of Committee Chairman

- **know members name, email, phone number**
- **Know the objective and tasks of committee**
- **Know your budget and track your expenses**
- **Preside over meetings**
- **Keep agendas/minutes in binder for EOY reporting**
- **Motivate members to volunteer on committee tasks**
- **Attend Executive Meetings**
- **Present at Executive Meetings:**
 - **Upcoming committee activities**
 - **Completed committee activities**

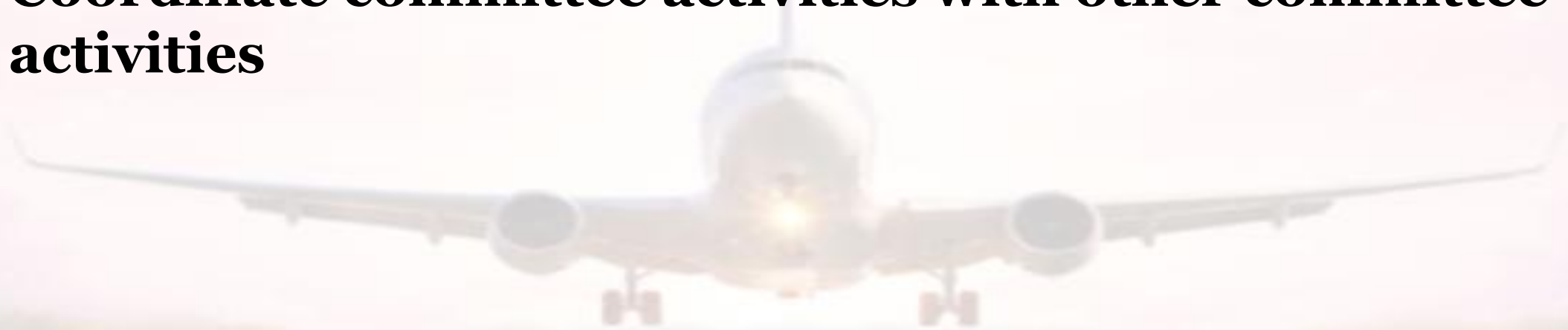
THE **Role of Committee Member** CHAPTER

- **Attend committee meetings**
- **Be on time for committee meetings**
- **Inform committee chairman if you are unable to attend committee meetings**
- **Volunteer for committee activities**
- **Complete tasks assigned**
- **Attend committee activities**



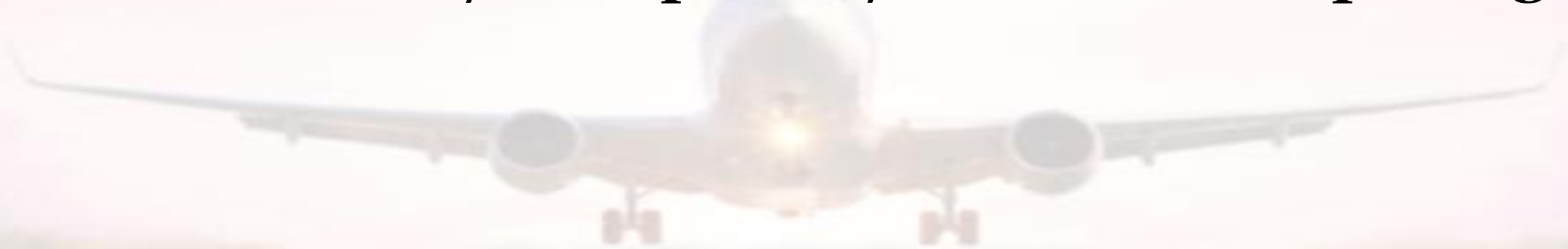
Committee Meetings

- **Have an agenda for each committee meeting**
- **Send agenda to members prior to meeting**
- **Record your meeting minutes and member attendance**
- **Send meeting minutes to members**
- **Set a standard meeting day and time**
- **Zoom meetings: periodic or recurring**
- **Obtain volunteers for committee activities**
- **Coordinate committee activities with other committee activities**



Committee Activities

- **Know the objective and tasks of committee**
- **Inform chapter members of activity**
 - **Name**
 - **Date**
 - **Location**
 - **Other items of importance**
- **Obtain volunteers for committee activities**
- **Have a sign-in sheet/save for EOY reporting**
- **Take committee/event picture/save for EOY reporting**



Role of Program Committee Chairman

- **Obtain AKA Portal required information from Program Chairman**
- **Record AKA Portal activity information after activity**
- **Provide quarterly AKA Portal information to Program Chairman-timely**
- **Attend monthly Program Chairman meeting**



Role of Standing Committee Chairman

2026

OFFICER AND CHAIRMAN WORKSHOP

SOAR to Excellence

Grammateus
Membership
Standards
Tamiouchos
Technology

- **Obtain AKA Portal required information from Basileus**
- **Record AKA Portal activity information after activity**
- **Maintain activity information for EOY Reporting**

