



National Special Events Committee Overview for Rho Sigma Alpha Sorority

The National Special Events Committee within Rho Sigma Alpha Sorority is actively involved in organizing and planning various activities. Members of this committee take charge of ensuring that these events not only enrich sisterly relations but also contribute significantly to the overall well-being of our members.

Key Responsibilities:

1. Event Planning:

- Develop detailed plans for each special event, ensuring alignment with the sorority's mission and values.
- Coordinate logistics, including venue selection, catering, and any required permits.
- Organize and plan the annual Girls Trip, selecting destinations, accommodations, and planning itinerary activities.

2. Budget Management:

- Work with the treasurer to create and manage budgets for each special event.
- Ensure all expenses, including those related to the National Conference and Girls Trip, are within approved budget limits.

3. Coordination with External Vendors:

- Collaborate with external vendors for services required for special events, negotiating contracts and ensuring fulfillment.
- Oversee logistical details, including transportation and accommodations, for smooth experiences during the Girls Trip.

4. Promotion and Communication:

- Develop promotional materials for each special event, including the National Conference and Girls Trip.
- Coordinate with the Communication Committee to disseminate information to sorority members.

5. National Conference Planning:

- Work with the National President to organize and execute the annual National Conference.
- Oversee conference logistics, including venue arrangements, guest speakers, and workshops.

6. Participant Registration and Coordination:

- Implement and manage the registration process for sorority members attending special events, the National Conference, and the Girls Trip.
- Provide support for any registration-related inquiries and coordinate participant details for a seamless experience.



By effectively managing these combined key responsibilities, the National Special Events Committee aims to create memorable and enriching experiences for Rho Sigma Alpha Sorority members, fostering a sense of unity and celebration within the sisterhood during special events, the National Conference, and the Girls Trip.

Committee Dynamics:

- All members on the committee will serve a one-year term, from January 1 to December 31 of each year.
- The committee will have one committee chair within the sorority.
- The committee chair is responsible for delegating tasks and ensuring their completion.
- The chair will contact the National President for approvals on items that need to be purchased and handle contract approvals and signing.

Mission:

The National Special Events Committee within Rho Sigma Alpha Sorority aims to enhance connections among members, curating engaging events that foster a supportive and uplifting sisterhood. Through these events, we celebrate achievements, acknowledge individuality, and cultivate a strong sense of belonging among our members. By fulfilling these roles and responsibilities, the committee aims to create a warm, inclusive, and nurturing environment where every member feels valued and connected within the Rho Sigma Alpha family.

1. Alignment with Sorority Values:

- Ensure that all initiatives align with Rho Sigma Alpha's core values, principles, and mission.

2. Feedback Collection and Analysis:

- Regularly seek feedback from sorority members on the effectiveness of initiatives.
- Analyze feedback to refine and enhance sisterly relations programs.

3. Inclusivity and Diversity:

- Ensure inclusivity and diversity in planning and execution of all initiatives.
- Consider the varied preferences and backgrounds of sorority members.

4. Communication and Transparency:

- Maintain open communication channels within the committee.
- Keep the sorority members informed about upcoming initiatives and events.

5. Documentation and Reporting:

- Keep detailed records of events, initiatives, and feedback.
- Prepare periodic reports summarizing the impact and success of sisterly relations programs.

By delineating these roles and responsibilities, committee members can efficiently and collaboratively contribute to the success of the National Sisterly Relations Initiatives within Rho Sigma Alpha Sorority Incorporated.