Chairperson duties:

> Give Pres. Elect, Lynn Reilly, the total head count for the meeting by the <u>Tuesday</u> prior to the meeting date. Report by email at slpreilly@aol.com or by phone at 448-1548.
>
> Send the count to the President, Susan Mattoon at descmatt@msn.com. (Phone number is 435-3504)

➢ **If not listed in the program yearbook, please send President, Susan Mattoon the name of the program and speaker and/or activity (approximately 20 minutes for program length).**

➢ **Guest speakers can be given a stipend if requested by the host committee (fill out an expense voucher to give to Treasurer, Audra Shaw)**

➢ **Please share this information with anyone on your committee without email access.**

Other duties to be <u>shared</u> by host committee members:

- **Work together to obtain a program speaker and/or project.**

- **Contact all members with the meeting information.**

- **IMPORTANT! Use the <u>most recent calling list which is attached or is available on our website at http://www.alpha-nu-wa.org/calling-list.</u>**

- **Collect breakfast money from attendees. Checks are made out to Alpha Nu and are given to Treasurer, Audra Shaw. The cost is $25.**

- **Please bring change.**

- **Be prepared to collect and deliver altruistic items for the monthly altruistic project.**

- **As members check-in, request that those who donate to the monthly altruistic project, fill in item(s) donated and the value on the monthly Meeting Donation Form to help the committee complete the In Kind Form.**

- **Estimate the cost of donated items or use the Monthly Meeting Donation Form to list the cost of donated items on the In Kind Form and send the completed form to Altruistic Recorder, Misty Smith, at her home address.**

- **Complete Host Committee Form to give to Audra Shaw, Treasurer.**

- **Purchase 1 to 2 door prizes (optional for each host committee) to be raffled off by Sergeant-At-Arms, Jane Smedley.**

Updated 9/01/22   *Thanks so much for doing your part in making Alpha Delta Kappa a terrific organization! – Susan and Stevie!*