

Alpha Kappa Alpha Sorority, Inc.®  
Zeta Upsilon Omega Chapter  
**Officers Roles and Responsibilities**

**A. Basileus**

1. It is her responsibility is to conduct the business of the chapter and develop an overall program related to our community and to our International Programs.
2. She provides the agenda for the meetings, ensure due observance of the most recent edition of the Constitution and Bylaws and the Manual of Standard Procedure of Alpha Kappa Alpha Sorority, Incorporated. In addition, she is responsible for conducting Chapter business under the Bylaws and the Adopted Standing Rules of the Zeta Upsilon Omega chapter.
3. She is the official representative of the chapter on all occasions, and she appoints all committee chairmen.
4. The Basileus or her designee shall be the chapter's official representative at Cluster, Regional, and International (Leadership, Boule, Founders Day) events.

**B. First Anti-Basileus**

1. She presides in the absence of the Basileus.
2. She serves as chairman of the Program Committee and is responsible for providing leadership for the implementation of the International Programs.
3. She is responsible for the implementation and timely reporting of all Corporate Program activities.
4. Coordinates and submits timely end of the year reports.

**C. Second Anti-Basileus**

1. She serves as community coordinator and liaison between AKA/ZUO, the AKA AKAdemy and the Youth Development Foundation of Pinellas County, Inc.

**D. Grammateus**

1. She is the recording secretary of the chapter and is responsible for keeping and editing detailed and accurate minutes of the chapter and Executive Board meetings.
2. She is responsible for keeping minutes in a bound book and she shall provide a written copy of the minutes to the Epistoleus, Executive Board and Technology Committee.
3. She is responsible for maintaining membership intake documents and shall assist the Membership Committee with expediting the submittal of the Membership Intake Process applications to the Corporate Office and other duly designated individuals.
4. The Grammateus serves on the Bylaws Committee.

**E. Anti-Grammateus**

1. Assist with the responsibilities of the Grammateus.
2. Serves in the absence of the Grammateus or when the Grammateus is unable to perform the duties of this position.

**F. Epistoleus**

1. Serves as the correspondence secretary for the chapter.
2. She is responsible for reviewing and distributing all correspondence received by the chapter.
3. At the direction of the Basileus, she is responsible for transmitting all current communication utilizing a variety of media.
4. She informs members of all regular, special, and voting meetings.
5. She shall also ensure that all chapter documents are properly disposed of after the chapter meetings.

**G. Tamiouchos**

1. She serves as the treasurer of the chapter and is the guardian of chapter funds.

2. She is a bonded officer of the chapter and shall follow the Alpha Kappa Alpha Sorority Inc. *Fiscal Fitness Guide for Chapter Financial Operations*.
3. She is responsible for disbursing all chapter funds and for keeping accurate records of deposits and disbursements.
4. She will present the annual operating budget of estimated income and expenditures to members for approval.
5. The Tamiouchos shall provide a written report of chapter finances upon request at both Executive Committee and chapter membership meetings.
6. She is the chairman of the Budget and Finance Committee.

#### **H. Anti-Tamiouchos**

1. She is responsible for assisting with the responsibilities of the Tamiouchos and is bonded officer of the chapter.
2. She serves in the absence of the Tamiouchos.
3. She is a member of the Budget and Finance Committee.

#### **I. Pecunious Grammateus**

1. She is responsible for receiving and receipting all chapter funds and is a bonded officer of the chapter.
2. She is responsible for distributing tickets for fundraising activities and keeping a current record of membership dues.
3. She is a member of the Budget and Finance Committee.

#### **J. Anti-Pecunious Grammateus**

1. She assists with the responsibilities of the Pecunious Grammateus and is a bonded officer of the chapter.
2. She serves in the absence of the Pecunious Grammateus.

#### **K. Hodegos**

1. She is the official hostess for chapter proceedings and events.
2. She is responsible for receiving and introducing visiting sorors to the chapter.
3. She serves as the chairman of the Social/Courtesies Committee and is responsible for maintaining and updating the hostess group list.

#### **L. Anti-Hodegos**

1. Shall assist the Hodegos with her responsibilities and duties.
2. She serves in the absence of the Hodegos.

#### **M. Philacter**

1. She is responsible for guarding the doors and ensuring the privacy of our meetings.
2. She supports the presiding officer in maintaining peace and order.

#### **N. Parliamentarian:**

1. She is responsible for advising the presiding officer in the interpretation of the Alpha Kappa Alpha Sorority, Incorporated *Constitution and Bylaws, Manual of Standard Procedure and Robert's Rules of Order Newly Revised (11<sup>th</sup> Edition)*.
2. She serves as chairman of the Bylaws Committee.

#### **O. Ivy Leaf Reporter**

1. She is responsible for attending and promoting the Sorority Programs and Events through local and international media.
2. She provides chapter news to our international periodical, the Ivy Leaf, South Atlantic Regional newsletter, and local publications.
3. She serves as chairman of the Publicity Committee.

**P. Historian**

1. She is responsible for keeping an accurate historical record of chapter activities and sending historical materials to the International Archives Committee.
2. She serves as a resource to the development of the Chapter's exhibits and works cooperatively with the Program Chairman and Ivy Leaf Reporter.

**Q. Chaplain**

1. She provides spiritual guidance to chapter members through meditation, invocation, and inspirational expressions.
2. If requested, she provides invocation and benedictions for public meetings and programs.

**R. Curator**

1. She is the Keeper of Properties and is responsible for taking care of any objects of value belonging to the chapter and other properties which the chapter automatically collects from time-to-time, such as plaques, emblems, and scrapbooks.
2. She shall devise procedures for use, for check out of properties and keep an updated inventory.

**S. Member-at-Large (2)**

1. The responsibilities are to serve as the liaison between the membership and the officers of the chapter.
2. They assume periodic duties as assigned by the Basileus. Based on the needs of the chapter as well as those of our Sorority, the duties of this office may change.

**T. Nominating Committee**

1. This committee is made up of five (5) members and shall be elected in November by a 2/3 majority of active members present.
2. The Basileus shall appoint the chairman.

**Committee Chairman and Co-Chairman Roles and Responsibilities**

- A. Effective Committee Chairman
- Schedules committee meetings & presides over meetings
  - Should be good at motivating others
  - Should be a good listener and a good speaker
  - Should be open and honest with group & have no hidden agendas
  - Should be tactful and responsive
  - Should be willing to seek an answer (if she does not know)
  - Should be responsive to ideas and input from others (be inclusive)

- Be committed
- Be willing to allow for free expression of feelings
- Encourage interaction and exchange of ideas
- Establish good rapport with committee members

#### B. Meeting

- Give adequate notice for your meeting
- Develop and send out an agenda
- Keep track of attendance (sign in sheet) – if conference/Zoom call, record the names and/or call roll at end of call
- Start meeting on time
- Appoint or have a designee to take minutes for the meeting, along with any recommendations
- Use proper procedures (Roberts Rules) when voting
- Set next meeting date prior to ending the meeting
- Submit your committee reports to Grammateus, Basileus and ZUO Technology for Executive Board and sorority meeting.
- Planning your event – (review Sorority’s Master calendar for date of event)
  - Create event budget (stay within budget, cannot obligate Chapter for more than \$25)
  - Gather information that will be helpful to committee
  - Secure committee assignments and any special instructions for Executive Board or Chapter members
  - Vouchers for expenses (should be submitted to Chair for approval)
  - Select location
  - Insurance
  - Logistics
  - Review the Budget to Actual Report from the Finance Committee
- Send flyers and information to be shared with the public to be approved by the Basileus in advance.

#### C. Chapter Committees

- Executive--- Program---Budget and Finance ---Standards ---Membership --- Courtesy/Social --- Bylaws --- Auditing --- Nominating --- Public Relations --- AKA Connection --- Technology ---Awards and Exhibits --- Protocol ---Risk Management – Scholarship--- Sisterly Relations ---Fundraising --- Awards --- Rituals/Basilei Council

*Please read the chapter bylaws for a complete description of all committees.*

#### D. International/Chapter Targets

- HBCU for Life and #CAP --- Women’s Health and Wellness --- Building Your Economic Legacy --- The Arts! --- Global Impact