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Officer/Committee Chairman Report

Name: Suzi Bonifay

Position: GA VPM

Date: 4-14-2022

Officer Responsibilities

* Collected GA 104 and 105s
* Analyzed data from H-114
* Zoomed with Membership Team – helped draft SMART goals
* Collected membership materials from D Boswell
* Participated in ongoing Telecommunication Team Zooms with Boswell, Hudson & Rogers
* Participated in Newsletter training Zoom
* Participated in June Exec Board meeting via Zoom
* Participated in July Leadership Retreat via Zoom
* Downloaded files from International and shared with Boswell, Hudson & Rogers
* Updated changed email addresses in spreadsheets
* Sent emails to all CPs requesting a change from school to personal email addresses
* Corresponded with individuals and chapters regarding transfer requests and interest in joining requests
* Helped review Policies and Procedures
* Created YouTube training video for Membership Chairs
* Participated in a series of four Zooms with International and the NWR on the creation of Collegiate Clubs (solicited participation form sisters working at the post secondary level)
* Communicated bi-weekly during August with CPs, MCs and periodically with District Chairs
* Participated in District Zoom trainings for MCs with Golden Isles, Heart of Georgia and Albany
* Participated with Gulf Region SMCs and Debby Stubing via zooms and emails regarding membership information, forms, reports and ideas
* Prepared the CNA report for distribution
* Crafted a monthly article for the state newsletter
* Crafted a Membership Newsletter to be distributed periodically
* Crafted documents to address the needs identified on the CNAs to include attendance, recruitment, reinstatement, retention, new chapter development, leadership and programs
* Worked with two chapters regarding struggles and options that include revitalization, merging or disbanding via multiple phone calls, emails and zooms
* Zoomed with the Membership Team on CNA results, CCs, and struggling chapters
* Assisted local Fidelis chapter in hosting a zoom for their September meeting

October 2020-April 2021

* Successfully assisted Alpha Chi and Alpha Xi in merging with Beta Theta and Alpha Nu, respectively
* Continued monthly Gulf Region membership Zooms and crafted responses for a yet-to-be published Membership Consultant’s Toolbox--items 2 & 4 (methods for determining if assistance is needed and steps/examples to engage in active listening).
* Participated with Jamaica sisters in their meeting and fundraiser
* Participated in regular communication team meetings/zooms and more recent Fun Day meetings/zooms
* Participated in spring District meetings and shared membership updates
* Continued newsletter articles
* Provided Zoom trainings and distributed e-packets for New Member & Reinstatement International dues registration/payment
* Tracked those trained via spreadsheet
* Logged calls with MCs and CPs regarding new member registration and other
* Apprised CMCs about change in CNA due date
* Helped chapters and/or individuals problem-solve
* Shared updates with the Membership team via email or zoom
* Hosted Fidelis Alpha zoom

April 2021—September 2021

* Wrote newsletter articles
* Participated in monthly Gulf Zoom meetings and hosted the July meeting for Minie
* Apprised CMCs about the CNA reports due in May-June 2021
* Tabulated all CNA results
* Crafted CNA summary charts and distributed to State Exec Bd and District Directors
* Helped chapters and/or individuals with issues
* Held zooms or phone conferences with Chapter Presidents, as needed
* Developed an Excel Training Document for the CNA for International and shared with Betty Jo Evers
* Submitted information to Gulf & International as requested
* Sent emails regarding recruitment, reinstatement & retention to CPs and MCs
* Sent information regarding Collegiate Clubs to interested chapters
* Sent cards, emails and other messages to those in need

September 2021—April 2022

* Wrote newsletter articles
* Participated in and hosted monthly Gulf Region Zoom meetings
* Assisted chapters in answering questions and resolving issues
* Zoomed with chapters having membership issues
* Crafted and launched a Georgia Membership Campaign
* Provided a program for Alpha Gamma on Membership and Collegiate Clubs
* Attended a number of District Meetings in person, via zoom or sent a report to be shared
* Provided information to the Membership Team as needed
* Participated in the District Chair Zoom meeting
* Sent email to CPs and MCs regarding membership
* Completed membership information for the Cornucopia Awards
* Collected data and tabulated results for Membership Campaign
* Prepared for First Timers session for State Convention

Conferences and Conventions

* Participated in the All Regions Virtual Conference and break-out sessions on August 28, 29 & 30, 2020
* Participated in Georgia Alpha Delta Kappa’s One Day Celebration, September 2020
* Participated in Georgia Alpha Delta Kappa’s Fun Day, April 2021
* Participated in the International Convention, July 2021

Other Activities

* Attended Executive Board meeting in Atlanta, June 2021

Closing Statement/Goal

My goal is to help Georgia Alpha Delta Kappa fulfill the membership goals for the 2020-22 biennium; assist chapters in answering questions and handling all of their membership duties and responsibilities; craft and submit reports on time; participate in local, district, state, regional and international events; and build a stronger and more vibrant membership.