

## 2022-2023 COMMITTEE SIGN UP SHEET

Please read about the various committees and consider being a Chairman, Co-Chairman, or a committee member. This is a wonderful opportunity for you to meet and work with various members from other chapters and grow in Beta Sigma Phi. **Please turn this in to the Council President by the March Council Meeting.**

1. Audit: \_\_\_\_\_ Chairman
  
2. Bylaws:                    PARLIAMENTARIAN                    Chairman  
   \_\_\_\_\_ Co-Chairman
  
3. City Council Directory: \_\_\_\_\_ Chairman  
   \_\_\_\_\_ Co-Chairman
  
4. Fall Event:                    \_\_\_\_\_ Chairman  
   \_\_\_\_\_ Co-Chairman  
   \_\_\_\_\_ Committee Mem.
  
5. Friendship:                    \_\_\_\_\_ Chairman
  
6. Heritage:                    \_\_\_\_\_ Chairman  
   \_\_\_\_\_ Co-Chairman
  
7. Historian:                    \_\_\_\_\_ Chairman
  
8. Membership:                    Vice President                    Chairman  
   \_\_\_\_\_ Co-Chairman

9. Notebook of HCC Procedures:

\_\_\_\_\_ Chairman  
\_\_\_\_\_ Co-Chairman

10. Photographer:

\_\_\_\_\_ Chairman

11. Publicity:

\_\_\_\_\_ Chairman

12. Service:

\_\_\_\_\_ Chairman  
\_\_\_\_\_ Co-Chairman

13. Summer Social:

\_\_\_\_\_ Chairman  
\_\_\_\_\_ Co-Chairman  
\_\_\_\_\_ Committee Mem.

14. Sweetheart Event:

\_\_\_\_\_ Chairman  
\_\_\_\_\_ Co-Chairman  
\_\_\_\_\_ Committee Mem.

15. Website

\_\_\_\_\_ Chairman  
\_\_\_\_\_ Co-Chairman

16. Wick

\_\_\_\_\_ Chairman

## HOUSTON CITY COUNCIL COMMITTEES AND THEIR DUTIES

2023-2024

- 1. Audit:** This committee shall consist of one qualified member to examine the Treasurer's financial records. She will be available to the Treasurer for consultation at any time. The Audit report shall be made at the June Council Meeting.
- 2. Bylaws:** The Committee shall be open to the HCC members who wish to participate on the committee. The Committee shall review the Bylaws annually and present recommended updates to the membership. The Parliamentarian is the chairman of this committee.
- 3. City Council Directory:** This committee shall be responsible for publishing the City Council directory and posting a password protected electronic copy on the HCC website. The use of the City Council directory shall be strictly for the information of Beta Sigma Phi members. Paper copies of the directory may be ordered in advance and shall be paid for (unless free or donated) when delivered at the August HCC meeting. A complimentary paper copy shall be presented to the President and included in the Executive Board budget (unless donated).
- 4. Fall Event:** The committee shall formulate and execute all plans for a Fall Event in October or November.
- 5. Friendship:** This committee shall be responsible for extending the hand of friendship through appropriate and reasonable outreach to Beta sigma Phis and their families who visit Houston for hospitalization (or family emergencies). The Committee will also be available to visit or correspond with HCC Members who are incapacitated due to illness or weather related hardships (like hurricanes, flooding). The committee will be available to facilitate gatherings once or twice a year to foster Friendships in our Council. The committee will be available to visit Chapters for their Meetings or Socials upon invitation from the Chapters, to also foster Friendship in our Council.

- 6. Heritage:** The committee shall be responsible for interviewing past and present HCC members, and gathering information, documents, and pictures related to the history of HCC. They shall arrange for storage of any tangible items which need to be preserved in their current form and for preparing electronic data to be posted on the HCC Website. Custodian of all Council properties.
- 7. Historian:** The Historian shall compile a paper or electronic memory book of the year's activities in accordance with the President's preference to be presented to her at the Summer Social or August HCC meeting following her term.
- 8. Membership:** This committee shall be responsible for keeping a current record of members eligible to progress; encourage progression; to maintain full chapter membership; and to execute any special rushing project deemed necessary. This committee shall function under the direction of the Vice President.
- 9. Notebook of HCC Procedures:** This committee is to collect notebooks from the outgoing committee chairmen, executive board, and Parliamentarian at the May HCC Meeting. An electronic copy of applicable information will be posted on the HCC Website.
- 10. Photographer:** The photographer shall be responsible for photographic coverage of City Council activities for any publicity or other purposes required and shall upload all photos to the HCC social media site approved by City Council.
- 11. Publicity:** This committee shall extend through the mediums of the press, radio, television, social media, and the International Torch of Beta Sigma Phi the aims and accomplishments of the Council's activities. All written publications shall be approved by the HCC President before being published. It shall at all times endeavor to give the public an accurate account and intelligent understanding of Beta Sigma Phi as an educational, social, and service factor. The committee shall keep a record of articles submitted and those appearing in local media and report to the membership.

- 12. Service:** If HCC has elected to have a Service Project for any year, this committee is activated and shall investigate, organize, and supervise any service and service fund raising project of City Council.

  - a.** A chapter wishing to purpose a service project to City Council shall send literature to the Service Chairman by the February Council Meeting.
  - b.** The Service Committee shall prepare a written presentation giving each proposal full explanation equitably. The written proposal(s) shall be submitted to each chapter at the March Council Meeting.
  - c.** The Service Project of City Council shall be voted on annually at the April City Council Meeting.
  - d.** All service funds shall be disbursed within the year earned prior to that year's audit.
- 13. Summer Social:** This committee shall be responsible for planning and hosting a summer social even in July.
- 14. Sweetheart Event:** This committee shall formulate an event that honors chapter Sweethearts in February.
- 15. Website:** This committee shall formulate and maintain the Council Website composed of information relevant to this Council and timely news items submitted by chapters and committee chairmen of Council. The Chair of this committee is referred to as the Webmaster. The Webmaster will make a backup of all data on the website whenever it is updated.
- 16. Wick:** This committee shall formulate and publish an electronic Council newsletter monthly composed of timely news items submitted by chapters and committee chairmen of Council.