

Chapter Management

Chapter Management is critical to its chapter success. Just as critical is the commitment that you make to manage your chapter. The management process will involve several ongoing activities, promoting the organization, and evaluating the each year's activities.

Beside National construction and governing articles, chapter officer and elections, executive board and general meetings, individual responsibilities and primary focus, perpetuation is the most important responsibility you have which includes, chapter membership and recruitment, chapter associated educational programs, national instruction handbooks and manuals, Alumnae organization.

Other programs and activities include professional attitude, financial responsibility, civic mindedness, service related and social means.

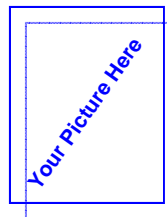
Zeta Phi Beta Sorority, Inc.—Colorado State
Zoe Grant-Lewis, Colorado State Director
14039 E. Jewell Avenue
Aurora, CO 80012



COURSE OF STUDY FOR THE YEAR 2009-2010



Chapter Management



www.zetasincolorado.org



**Instructor: Your name here
unless otherwise noted**

JULY



**TENTATIVE DATE JULY 2009
CHAPTER MANAGEMENT-101
Course Description:**

You will learn to the structure of your Zeta Phi Beta Sorority, Inc., important financial and legal things every chapter member should know, reference documents needed to operate your chapter, record keeping and doing business in the name of Zeta.

- I. National Structure
 - a. Responsibilities of Grand Basileus
 - b. Responsibilities of NEB
 - c. Responsibilities of HQ's
 - d. Responsibilities of RD
 - e. Responsibilities of SD
 - f. Responsibilities of Chapter Basileus
 - g. Responsibilities of Sponsoring Graduate Chapters
 - h. Responsibilities of Chapter Members
- II. Things Every Chapter should Know
 - a. P.O. Boxes
 - b. Bank accounts
 - c. Tax ID #'s
 - d. Chapter Officer Positions
 - e. Advisors
- III. Review of Reference Documents Needed at Every Level
- IV. Bank Accounts and Fiscal Year
 - a. Use of SS#'s
 - b. Name on accounts- how they should read
 - c. Signature requirements
 - d. Financial reporting
 - e. Submission of 990 form
 - f. Officer's to be on Account
 - g. Explanation of fiscal year and membership year
 - h. Understanding how to establish chapter membership fees

- V. Dispelling Common Myths About Zeta
 - a. Explanation of Sorority as a non-profit
 - b. Our relationship to the NEF
 - c. Our relationship with PBS
 - d. Membership Clarifications (life members, associate members, international chapters, MIP certification, ZOL certification, financial status)

- VI. Record Keeping
 - a. what to keep and for how long?

- VII. Doing Business in the Name of Zeta
 - a. Contracts
 - b. LOA's (Letter of Agreement)
 - c. Greek Nomenclature
 - d. Insurance Certificate

Who Should attend:

Any member wanting to extend their skills for future offices and for those who want to understand how their chapter should operate.

Prerequisite:

None

INSTRUCTOR DISCLAIMER:

YOUR NAME HERE, is _____

Any questions or concerns that can not be figure out in class, she guarantees to get a full answer with explanation and location in the RONR book.

This course of Study and its name was created by YOUR NAME and gathered materials from Sorors across the States.