

Executive & Committee Chair Position Descriptions

Listed in alphabetical order.

Alum-Collegiate Committee Chair: serves as liaison between HAA Alumnae Chapter and local/area collegiate chapter. Annual responsibilities include Mock Recruitment in March; Founders' Day Ceremony and Initiation in October; Senior Service in December and April.

Book Club Committee Chair: responsible for planning and coordinating all details associated with book club, including restaurant reservations. Annual responsibilities include meeting every third Wednesday of the month for book club; collecting recommendations for the year.

Caring Crowns Committee Chair: sends greeting cards to ladies who have been member of the Houston Alumnae Association for many years and keeps up correspondence with ladies who may not be able to attend events.

Communications/Newsletter Committee Chair: responsible for collecting monthly information from members for the newsletter, promptly sent on the first of each month. Provides notifications using Facebook and/or other social media platforms. Chair should be comfortable with technology and organized.

Corresponding Secretary Executive Chair: responsible for writing thank you cards, announcement notes to the new collegiate and welcome home notes. Act as the external secretary for our members and sending written cards for major life events.

Fundraising/Philanthropy, Vice President III Executive Chair: Fundraising Executive or 'Think Pink Chair' will coordinate HAA's activities and involvement in support of our national philanthropy (breast cancer awareness and education). Coordinate Fundraising Committee and oversee the planning of fun and diverse fundraising activities that exceed all Crown Chapter expectations and meet/exceed chapter's annual fundraising goal which occurs in October.

Historian/Reporter Executive Chair: maintains annual history/archives of the alumnae chapter by taking photos at HAA events. Required to send chapter news report to IO in November and May. This position requires the Chair to own a camera. (IO does not accept mobile phone pictures.)

Ladies Dine Out Committee Chair: responsible for planning, making the reservation at the restaurant, and coordinating all details associated with the supper club. Annual responsibilities include meeting every third Tuesday of the month for the supper group.

Membership Coordinator, Vice President II Executive Chair: recruits new alumnae members by coordinating the recruitment events. Inspire and coordinate ongoing recruitment; establish programs and incentives for current members to recruit year-round. Communicates to new members and encourages membership. Annual events include setting-up and hosting the Membership Kick-Off Drive the second Tuesday of August.

Panhellenic Committee Chair: represents ZTA Houston Alumnae Association at Houston Alumnae Panhellenic Association meetings and events/activities. Serve in ZTA's designated office/role within the Alumnae Panhellenic Association. Coordinate Panhellenic activities and responsibilities with Alternate Panhellenic Delegate.

Panhellenic Alternate Committee Chair: responsible for learning all details of this position to lead it the following term, if applicable, and assist with any duties and responsibilities necessary. All persons in the committee report to the Panhellenic Chair and provide support as necessary.

Parliamentarian Executive Chair: ensures the alumnae association keeps and maintains our bylaws and ensures that the board meeting run smoothly. No annual events other than attending Board Meetings.

President Executive Chair: responsible for defining officer responsibilities; coordinate officer training, chapter and officer goal setting and calendar planning. Preside at all meetings and plan meeting agendas. Work closely with all the chapter officers and committee chairs, to ensure they are accomplishing chapter goals, individual goals and responsibilities and completing and submitting reports in a timely fashion. Maintain regular communication with the District President. Emphasize and inspire Zeta loyalty and pride. Annual events include Board Meetings, Convention, and as many HAA events as possible.

President Elect Executive Chair: serves as the assistant to the President and learns the responsibilities and commitment required to be President for the following term. In this position, you want to be President, and this role will prepare you. Required to attend gatherings, functions, events, etc. that the President cannot.

Programming Day, Vice President I Executive Chair: Day Chair(s) is responsible for planning day gatherings (aka meetings) and assisting at joint gatherings throughout the term. Gatherings are open to all ZTA's in the area. Each gathering should be well planned, have a theme/speaker (a speaker is not required), and shared with members a month prior, should include a host, snacks, agenda, etc. at the gatherings. Annual Events include planning gatherings for the second Tuesday of September, October for Founders' Day (optional), November, December is a joint hosted by Night Chair, January, March is a joint hosted by Day Chair, April for Office Installments.

Programming Night, Vice President IV Executive Chair: Night Chair(s) is responsible for planning night gatherings (aka meetings) and assisting at joint gatherings throughout the term. Gatherings are open to all ZTA's in the area. Each gathering should be well planned, have a theme/speaker (a speaker is not required), and shared with members a month prior, should include a host, snacks, agenda, etc. at the gatherings. Annual Events include planning gatherings for the second Tuesday of September, October for Founders' Day (optional), November, December is a joint hosted by Night Chair, January, March is a joint hosted by Day Chair, April for Office Installments.

Public Relations & Social Media Committee Chair: responsible for HAA's online presence focusing on social media. A person who will assist with e-blasts and committees that need assistance when creating messages to be sent internally and externally. Chair should have a working knowledge of social media and technology.

Reference/Recruitment Committee Chair: responsible for assisting high schoolers complete recruitment requirements and help find a ZTA that can write a REC letter, is possible. Annual events include attending the HAPA Recruitment Round-table in February and being available during recruitment time by phone and email to assist as needed.

Service Committee Chair: coordinates service projects and volunteer service opportunities throughout the year. Coordinate alumnae chapter service project/assignment(s) for Zeta Day, supports national

philanthropic activities and more. Annual events include assisting with ZTA & NFL Crucial Catch as needed, Making Strides Against Breast Cancer as needed; coordinating Dress for Success: Houston donations at the April Gatherings and a first quarter volunteer activity.

Sisters Who Sip Committee Chair: responsible for planning, making the reservation at the bar/restaurant, and coordinating all details associated with the happy hour group. Annual responsibilities include meeting every first Thursday of the month.

Social Committee Chair: responsible for Social in April which is the end of the year celebratory party for dues-paying members. Maintain the Social budget and coordinating donations, volunteers, etc. associated with social events.

Technology/Website Committee Chair: maintains the HAA website, Chair must be comfortable with website creation and the Wix platform. Works with Historian and other appropriate Executive Committee officers to coordinate social media channels and maintain/update website. Keeps the ZTA Master directory well maintained. In addition to daily updates, annual event includes creating the directory in November.

Treasurer Executive Chair: responsible for creating an annual budget and maintaining financial records for HAA. Treasurer will receive and efficiently disburse chapter funds, collect and processes membership dues, monitor all donations. In addition, complete and submit alumnae Tax Report to International Office (IO) by deadline, submit operating fees and list of dues-paying members to IO by deadlines, submit ZTA Foundation contributions in a timely manner and submit additional fees/dues to IO and other obligations by deadline.

ZiesTA Committee Chair: responsible for keeping a list of all legacies known to the HAA members and inviting them, along with their parents, to the annual event to celebrate ZTA members, collegiate and legacies. This event takes place the third Saturday of December and is typically hosted at Taste of Texas.