

DUTIES OF COMMITTEES

SOCIAL COMMITTEE

The **Social Committee**, guided by the chairman, shall meet within one month after its appointment. The calendar of the monthly social events for the year shall be outlined and submitted to the chapter for adoption. It shall work in cooperation with the Ways and Means Committee or any other committee where activities partake of the nature of both. The Social Committee shall meet as often as its duties require and shall do any and all things possible to stimulate and cement friendships and to encourage, plan, and execute affairs that are socially correct.

SERVICE COMMITTEE

It shall be the duty of the **Service Committee** to keep alert to opportunities for service and to make recommendations accordingly to the chapter. It shall work in cooperation with the Ways and Means Committee or any other committee where the service activities require the cooperation of such committees. The Service Committee shall meet as often as necessary to maintain the chapter program of service and shall do any and all things possible to further the Beta Sigma Phi ideal of loyal and loving service to others.

WAYS AND MEANS COMMITTEE

It shall be the duty of the **Ways and Means Committee** to review the Chapters' annual budget and to plan for moneymaking projects that will provide adequate fund to meet the chapters needs as set forth in its annual budget. The Ways and Means Committee shall work in cooperation with the Social Committee where activities partake of the nature of both. It shall keep alert to the financial welfare of the chapter and aim to anticipate its needs in the direction.

MEMBERSHIP COMMITTEE

The Membership Committee, guided by the Vice-President, shall pass on recommendation for membership under the provisions of the constitution and in the manner required under the rules and regulations of the Executive Council. It shall be the duty of the

PUBLICITY / SCRAPBOOK COMMITTEE

The **Publicity / Scrapbook Committee** shall extend through the news media the aims and accomplishments of the chapters activities. It shall at all times endeavor to give the public and accurate account and intelligent understanding of Beta Sigma Phi as an educational,

social, and service factor. All times for publication should relate to Beta Sigma Phi's purpose as an educational, social, and service organization and be presented in a concisely written, neat form. A member of the Publicity / Scrapbook Committee should try to be present at all chapter functions. Pictures should be taken of members and/or families participation in special events. Pictures and memorabilia should be compiled in a special scrapbook both for the chapter and President. If all committee members are unable to attend a meeting or special function, the committee is responsible for asking someone to take pictures for them

YEARBOOK COMMITTEE

The **Yearbook Committee** is responsible for the production of the yearbook to be used by all members throughout that year. The yearbook may include, but is no limited to, cover page, Presidents letter, list of officers, committees; including members and chairperson,; budget, calling tree, opening and closing rituals, chapter by laws, standing rules, calendar of events, and secret sister information.