

Team NCTA

Elevate Towards the

GOLD





Team NCTA



Elevate Towards the

GOLD

E-BOARD RETREAT

August 3, 2024

NCTA LEADERSHIP RETREAT



SCAN NOW

Simply Scan this barcode
with your Smart Phone to
sign-in.

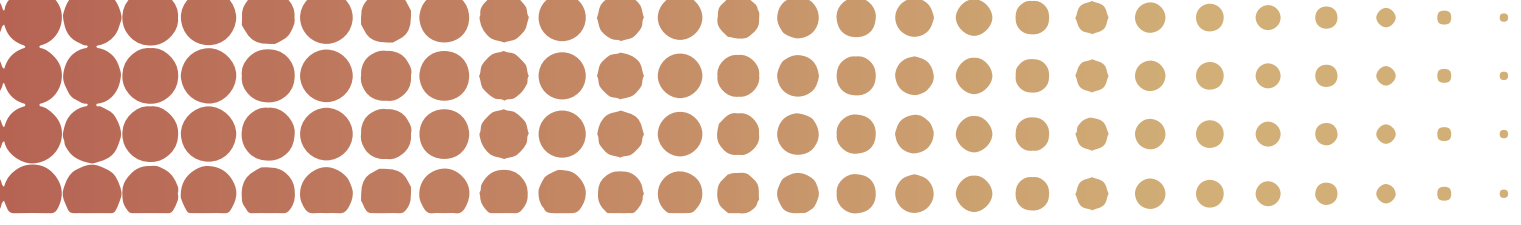
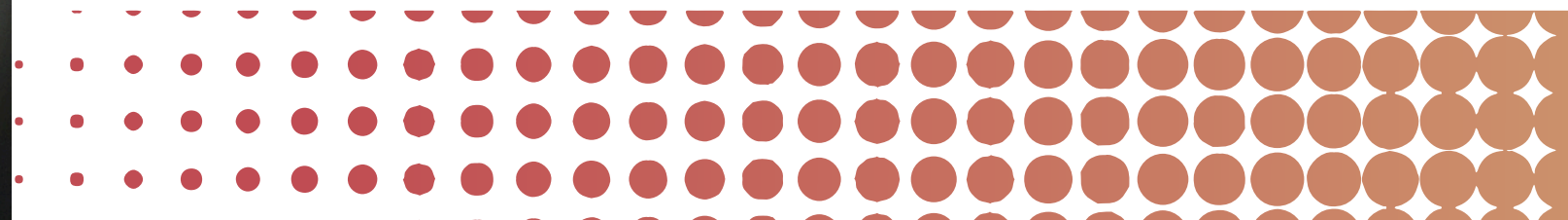


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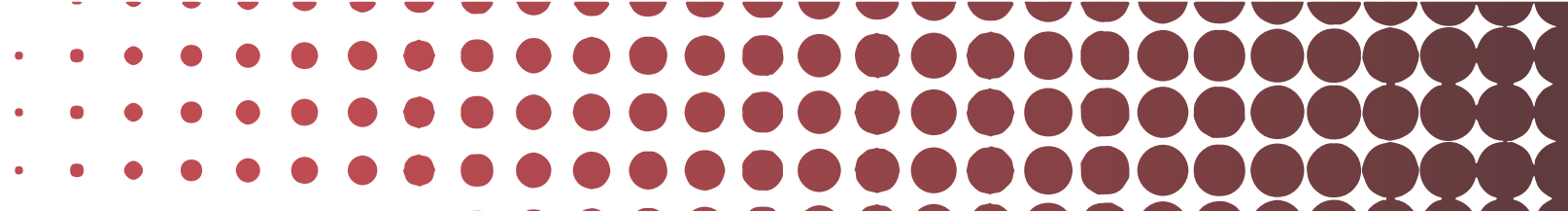
- 01. WELCOME AND PRAYER**
- 02. INTRODUCTIONS**
- 03. STRATEGY & FOCUS**
- 04. CHAPTER MANAGEMENT**
- 05. COMMITTEE MANAGEMENT**
- 06. LUNCH BREAK**
- 07. COMMUNICATION STYLE**
- 08. PARLIAMENTARY PROCEDURES**
- 09. SUPPORTING CAST MEMBERS**
- 10. QUESTIONS**



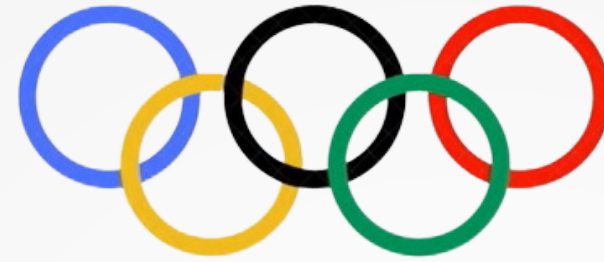


Retreat Objective

To ensure all co-chairs are aware of the tools and resources available to help them successfully manage their committees and execute their calendar events.



Meet Our Executive Team



Katrina Druery

Recording Secretary



Dr. LaShondra Manning

2nd Vice President



Vivian Thomas

President



Rae Jackson

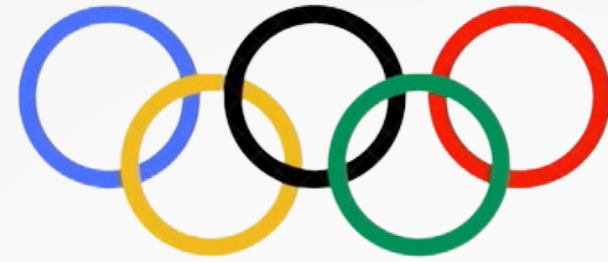
1st Vice President



TBD

Corresponding Secretary

Meet Our Executive (Finance) Team



Danielle Crawford
Financial Secretary



Tomica Hallums
Treasurer



Lora Ledbetter
Assistant Financial Secretary



ICE BREAKER

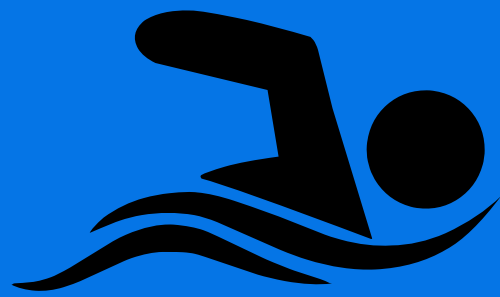
Soror Rae Jackson
1st Vice President



ICE BREAKER

DELTA SIGMA THETA

Delta
THE SWIM



Sigma
THE STRETCH



Theta
THE DUCK WALK



Team NCTA



CHAPTER MANAGEMENT

**Soror Vivian Thomas
Chapter President**





National Strategic Plan 2021 – 2026

ORGANIZATIONAL HEALTH

SOCIAL ACTION

APPRECIATION OF OUR CULTURE

COMMUNITY IMPACT

EMPOWERMENT OF WOMEN AND GIRLS

Goals in the Strategic Plan Owned by Chapters

Organizational Health

Goal 1: Cultivate timely and targeted education, engagement, and sustainability plans

Goal 3: Innovative and Transformational Member Development, Engagement & Recognition

Empowerment of Women and Girls

Goal 1: Equip Women and Girls with the skills to lead

Goal 2: Support the Overall Physical and Mental Well-Being of Women & Girls

Goal 3: Promote Economic Empowerment of Women and Girls

Goal 4: Extend Commitment of Physical & Mental Health to Members

Social Action

Goal 1: Leading Organization for Social Change

Community Impact

Goal 1: Deliver Programs

Goal 2: Sustained engagement and impact

Appreciation of Our Culture

Goal 1: Expand awareness, appreciation, and significance of Black Culture

Goal 2: Increase access to and promotion of positive culturally relevant content

Goal 3: Increase awareness and support of HBCU Cultural Programs.

NCTA Strategic Focus



Elevate Our Programs

Continue to offer signature events while improving the experience, expanding our reach in the community



Elevate our Brand

Develop new community partners and maintain our current partnerships with our local community college, D9 organizations, and corporate entities.



Elevate our Marketing Strategy

We will expand our digital and print marketing footprint by elevating our social media presence on Facebook and Instagram.



Elevate our Sisterly Bond

Increase membership participating and retention by establishing WHY (We Heard You) focus groups and develop intentional strategies to engage members



Elevate Future Leaders

Create a collaboration between Membership Services, LEAD Coordinators and the Nominating committee to establish a pipeline of future leaders.

KEY PERFORMANCE INDICATORS

2024 - 2025

Committee
Participation

50%

Chapter members will actively participate in at least one committee

Meeting
Attendance

50%

Chapter members will attend chapter meetings

Conference &
Convention
Registration

20%

Chapter members will register for National Convention and Regional Conference

Community
Programming

50%

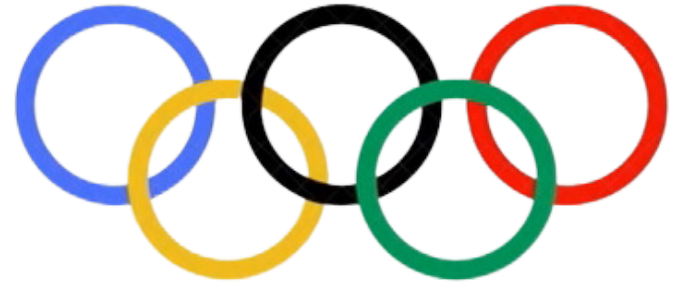
Programming scheduled will be open to the public



EXPECTATIONS

- **Be Respectful and Dependable**
 - **Collaborate with Other Committees and Organizations**
 - **Develop a 'Quality over Quantity' Mindset**
 - **Ask Questions**
 - **Plan Your Events 45- 60 Days in Advance**
 - **Submit Contracts and Branding Materials for Review**
 - **Respect Everyone's Time**
 - **Engage with Your Committee Members**
 - **Familiarize Yourself with The Policies and Procedures**
 - **Submit Your Committee Reports On Time**
 - **Schedule An Office Hour Appt, When Necessary**
- 

Team NCTA



COMMITTEE MANAGEMENT

**Dr. LaShondra Manning,
2nd Vice President**



Committee Duties & Responsibilities

Divide & Conquer

1. Work with the committee to carry out the programs of the Sorority and chapter;	7. Sign all committee POs/reimbursement vouchers before forwarding them to the president for signature before any fund disbursement;
2. Attend Executive Board meetings;	8. Ensure the president signs all contracts and letters to external parties;
3. Facilitate and coordinate tasks to get the work of the committee accomplished;	9. Advise the treasurer of all vendor payment requirements and timetables before deadlines;
4. Submit a budget for all programming no later than the requested date to the Budget and Finance Committee;	10. Ensure the chapter president secures/obtains general liability insurance for all programs or events attended by individuals that are not members of the chapter;
5. Prepare written committee report summaries and present the reports to the Executive Board and chapter;	11. Sign and submit all reimbursement vouchers with receipts at Executive Board, chapter meetings, or special called meetings designated by the president before fund disbursement; and
6. Approve only budgeted committee expenses;	12. Reconcile budget expenses before signing a committee member's PO/reimbursement voucher.

Committee Meetings: Before, During, & After

Before

- Create a recurring meeting invitation
- Send a reminder in GroupMe
- Check roster to ensure member is active
- Send the agenda a week before the meeting

During

- Set the tone, listen and encourage participation
- Review responsibilities, objectives and goals of the committee at the first meeting
- Review list of activities for the calendar year
- Plan for upcoming events (2-3 months in advance)
- Delegate tasks
- Assign sub-committees

After

- Send notes within 72 hours
- Contact members who missed the meeting
- Prepare committee report and motion, if applicable

Event Management

Event Management Checklist

The purpose of this form is to help manage upcoming committee events.

- It provides an at-a-glance look at what tasks are needed, who is responsible for performing the tasks, timeline and monitors the progress.

MEMORANDUM of UNDERSTANDING

ARTICLES

This Memorandum of Understanding (hereinafter referred to as the "Agreement") is entered into on November 30, 2023 (the "Effective Date"). It will end on January 31, 2024 (the "End Date") by and between Delta Sigma Theta Sorority, Inc., North Central Texas Alumnae Chapter, with an address of PO Box 824021 North Richland Hills, TX 76182 (hereinafter referred to as the "NCTA"), and Jubilee Theatre, with an address of 506 Main Street, Fort Worth, Texas 76102 (hereinafter referred to as the "Jubilee Theatre"), collectively referred to as the "Parties".

PURPOSE

This Agreement is entered into for the following reasons: The AIDS Monologues featuring a Red and White Table Talk is a FREE event to bring awareness to the prevalence of HIV/AIDS in the African American community in recognition of World AIDS Day. The event will be held on Sunday, January 21, 2024, from 3 p.m. - 5 p.m. at the Jubilee Theatre, 506 Main Street, Fort Worth, TX 76102. It is open to everyone to attend.

BACKGROUND OF DELTA SIGMA THETA SORORITY, INC., NCTA CHAPTER

Delta Sigma Theta Sorority, Incorporated is a private 501c7 organization that aims to aid and support through established programs in local communities worldwide. Programming is based upon the following five-point programmatic thrusts: Economic Development, Educational Development, International Awareness, and Involvement, Physical and Mental Health, and Political Awareness and Involvement. The sorority has 1,000 collegiate and alumnae chapters in the United States and abroad.

Delta Sigma Theta Sorority, Incorporated is an organization of college-educated women committed to the constructive development of its members and public service with a primary focus on the Black community.

The North Central Texas Alumnae Chapter was chartered on April 27, 2014, to Denton, Wise, and Tarrant Counties. With major global employers, increasing population trends in the Greater Tarrant County area, and state funding shortfalls in education and congressional redistricting, the need for Delta Sigma Theta's presence and services became more viable. The chapter's service areas include Bedford, Blue Mound, Colleyville, Euless, Grapevine, Haltom City, Hurst, North Richland Hills, Rowlett, Lake Worth, North Richland Hills, Rowlett, Saginaw, Southlake, and Watauga.

Esther O. Fasanni, Pharm.D., BCIDP, BCPS, AAIHVP



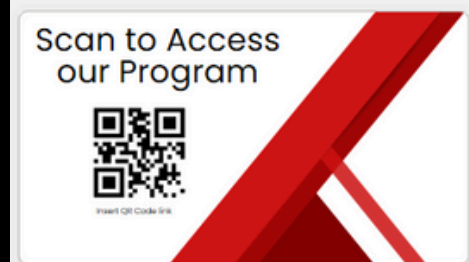
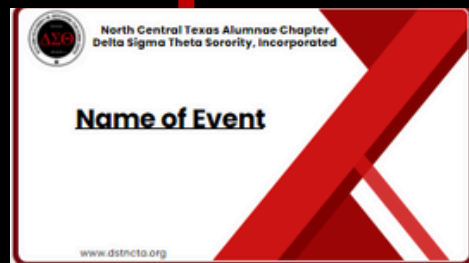
Clinical Pharmacist - Ambulatory (HIV/Hepatitis C)
JPS Health Network
Fort Worth, Texas

Esther Fasanni is a clinical pharmacist responsible for providing pharmacotherapeutic care for those living with HIV and viral hepatitis. She is a preceptor for family medicine medical residents, pharmacy residents, and students and serves as a clinical expert for other healthcare providers. Dr. Fasanni received her Doctorate of Pharmacy from Texas Southern University College of Pharmacy and Health Sciences. After earning her doctorate, she completed pharmacy practice post-graduate residency training at the Xavier University of Louisiana and a second-year residency training program specializing in HIV pharmacotherapy at the University of Oklahoma Health Sciences Center. Dr. Fasanni is board-certified in pharmacotherapy and infectious diseases and credentialed as an HIV Pharmacist® (AAIHVP).

Dr. Fasanni is currently employed at JPS Health Network which is an institution that serves the underserved population of Tarrant County. She works primarily at this institution's HIV and hepatology clinics and serves patients living with HIV and viral hepatitis at the Tarrant County correctional health clinic. Her responsibilities include providing comprehensive clinical pharmacy services through a robust collaborative practice agreement with prescribing privileges. She presently also has an appointment with the University of North Texas Health Sciences Center as an Adjunct Clinical Assistant Professor.

Dr. Fasanni is a current active member of the American Academy of HIV Medicine (AAHVM), American College of Clinical Pharmacy (ACCP), Society of Infectious Disease Pharmacists (SIDP), and American Association for the Study of Liver Diseases (AASLD).

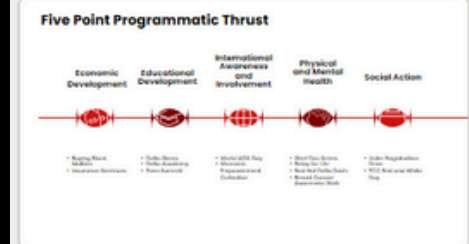
Time Flow	Focus	Lead	Set-Up
3:00-3:15 p.m.	1. Welcome-Jubilee 2. Prayer & Moment of Silence for people who have lost their lives to AIDS 3. Overview of Delta, NCTA & Event 4. Introduce Co-Chair & Committee, FHM Members & IA Committee, NCTA Sorors 5. Acknowledge: <ul style="list-style-type: none"> Jubilee Board Members, Sponsors, Jubilee & Anonymous Donors, Representatives AIDS Outreach Center, The Alya Center, & JPS, Elected Officials Divine 9 Organizations in attendance 	1. Wambui Richardson & Janar Wilks-Beard, Jubilee Staff 2. Debra White, NCTA Chaplain 3. Jennifer Clark, NCTA President 4. Shanelle Davis, NCTA (MC) 5. Shanelle Davis, NCTA (MC)	Soft music prior to beginning of event. (4) Vendor Tables: AOC, The Alya Center, JPS, & NCTA- Rhinos & committees NCTA Pop Up Banner outside door Two tables up front for 4 speakers.
3:15-3:30 (15 min)	6. Instructions- Post-it notes on the back of seats. Collect notes (confidential questions) and give to ushers, or pass the mic. 7. The Performance 8. Audience Questions Remarks about the monologue from the speakers	6. Shanelle Davis, NCTA (MC) 7. Kris Black Jasper 8. Shanelle Davis, NCTA (MC)	Monologue: "Before it Hits Home" Questions on notes are given to Shanelle Davis to be read. 2-4 NCTA members will be available with mics.
3:30-3:45 (15 min)	9. Intermission (Play music). Audience go to tables/socialize	9. Intermission-Jubilee Audience	Intermission (Play music). Audience go to tables/socialize
3:45-3:55 (10 min)	10. Speakers. Introduce Themselves	10. Kelly Allen Gray start	Speakers. Introduce themselves in the order they are sitting
3:55-4:05 (10 min)			



About Us

The North Central Texas Alumnae Chapter was chartered on April 27, 2014, to Denton, Wise and Tarrant Counties. With major global employers and increasing population trends in the Greater Tarrant County area, as well as with state funding shortfalls in education and congressional redistricting, the need for Delta Sigma Theta's presence and services became more viable. The chapter's service areas include Bedford, Blue Mound, Colleyville, Euless, Grapevine, Haltom City, Hurst, Justin, Keller, Lake Worth, North Richland Hills, Rowlett, Saginaw, Southlake, and Watauga.

Charter Members



Contact Us

The North Central Texas Alumnae Chapter wants to stay in touch. Please follow us on social media and the chapter website.

- www.dstncta.org
- info@dstncta.org
- For more details visit our website (link to website)
- dstncta.org
- dstncta.org
- nctar013

Milestones
Committee Planning
Determine the topic and speaker
Confirm the date and time.
Decide which committee members want to participate
Select music that will play when attendees enter the call
Determine the location, for in-person events
If in-person, submit the In-Person Event Form to the State Coordinator (Social Action only)
Get music approved
Connect with Technology Committee re: flyer
Speaker *
Contact the speaker and confirm the program flow (agenda)
Determine if there's a speakers fee
Determine if the speaker has a slideshow presentation
Determine if the speaker would like the results of the speaker related survey questions
Discuss having a run of a show session with the Technology department
Budget
Determine allocated budget for the event
Compare your budget amount with the Treasurer's Committee Budget Report
Determine if there is a speakers event or a participation fee
Discuss budgetary needs with VP2 before submitting a motion
Submit a motion, in advance, to request additional funds
Submit voucher request for expense reimbursement or advancement
Marketing
Submit a communications request form
--Decide on text reminder verbiage and timeline
--Attach flyer for approval
--Decide on different communication methods (i.e. weekly newsletter, text reminder, etc.)

Flyer Created & Finalized
Post information on chapter website
Post flyer on NCTA's social media platforms
Advertise the event in the Southwest Region newsletter
Encourage chapter members to post on their social media platforms*

Presentation
Complete the PowerPoint presentation, if applicable
Create a welcome slide to display when the attendees log in
Display QR code on the last slide
Create a fun facts slide show, if applicable (while guests are waiting)
Get the speaker's slideshow presentation
Submit the presentation to the Soror President for approval
Technology
Request assistance with creating a flyer
Request Zoom and reserve day/time
Complete Zoom form to ensure all attendees enter call on mute
Send reminder to Technology and President to request email reminders are sent via Zoom
Send previous attendees an email
Contact Technology to send reminder emails to individuals 1 week/3 days/day of
Schedule the "Run of Show" session (day/time) with technology
Survey
Create a survey
Create a QR code to link to the survey
Include QR Code in the presentation for easy access
Run Of Show Session
Determine day/time for a run-of-show session with speaker, technology and committee members
Schedule a 2nd walk-through session, if needed
Wrap-Up
Submit voucher request for Speaker fees**
Review survey results
Send survey results to Soror President and 2nd VP
Present high level overview of survey results in the next E-board and chapter meeting
Discuss survey results with committee members and lessons learned
Discuss plans for next similar event

Marketing Steps

**Create
Flyer**

Submit a flyer request to Technology outlining details for the flyer. (60 - 90 days before event)

**Submit for
approval**

Email flyer to Soror President for approval. (60 - 90 days before event)

**Create content
for media
platforms**

Create content for social media and text reminders

**Submit
Communications
Form**

Once flyer is approved, complete communications form to publish in newsletter, social media, and / or send remind texts. Be sure to include links.


**Send flyer to
Committee
Members &
PP&D
GroupMe**

Send approved flyer to committee members with verbiage to post on their social media sites

**Send to
Soror
President**

Send approved flyer to Soror President to send to SW Region and NPHC - Tarrant County

Sponsorship Packet




THE AIDS MONOLOGUE

Featuring A Red & White Table Talk

DATE/TIME:
Sunday
January 21, 2024
3:00 p.m. - 5:00 p.m.


LOCATION:
Jubilee Theatre
506 Main Street
Fort Worth, TX 76102




SPONSORSHIP OPPORTUNITIES

The North Central Texas Alumnae Chapter has made the following sponsorship levels and incentives available to businesses and individuals who are willing to make a financial contribution towards our AIDS Monologue event.

	Gem \$250	Jewel \$500	Pearl \$1,000	Diamond \$1,500
Logo on Signage/Printed Material	Included	Included	Included	Included
Ticket & Recognition at Event	Included	Included	Included	Included
Social Media Content	Excluded	Included	Included	Included
Sponsor Table	Excluded	Excluded	Included	Included
Premium Seating	Excluded	Excluded	Included	Included
Logo or Company Name on NCTA Chapter Website	Excluded	Excluded	Excluded	Included
Opportunity to Address Audience	Excluded	Excluded	Excluded	Included



DONATION OR PLEDGE FORM

Contributions to The Delta Foundation are deemed charitable under section 501(c)(3) of the Internal Revenue Code as an organization described in Section 501(c)(3). Please consult your accountant for any clarifications. Payments must be received before the end of the year to be eligible for a tax deduction in that year. There is no minimum contribution amount. Checks must be made payable to The Delta Foundation. Checks made payable to other payees or multiple payees will be returned.

I. CONTRIBUTOR INFORMATION (Your personal information is kept confidential)

First Name _____ Last Name _____
 Street Address _____ City _____ State _____ Zip _____
 Preferred Phone _____ E-mail _____

I, _____ am committed to contribute financially to The Delta Research and Educational Foundation \$ _____ to the very best of my ability. *Please Initial*

II. DONATIONS

A ONE-TIME DONATION, IN THE AMOUNT OF:
 ___\$5,000 ___\$2,500 ___\$1,000 ___\$500 ___\$100 ___\$50 Other: _____

A REOCCURRING DONATION, AS FOLLOWS:
 A sum of the \$ _____ Once Every _____ Month _____ Quarter _____ Year, amounting to a Total of \$ _____

III. PURPOSE

Unrestricted to The Delta Foundation Restricted to Chapter Educational/Charitable Programs
 In Honor of _____
 In Memory of _____ Restricted Other _____

IV. METHOD OF PAYMENT

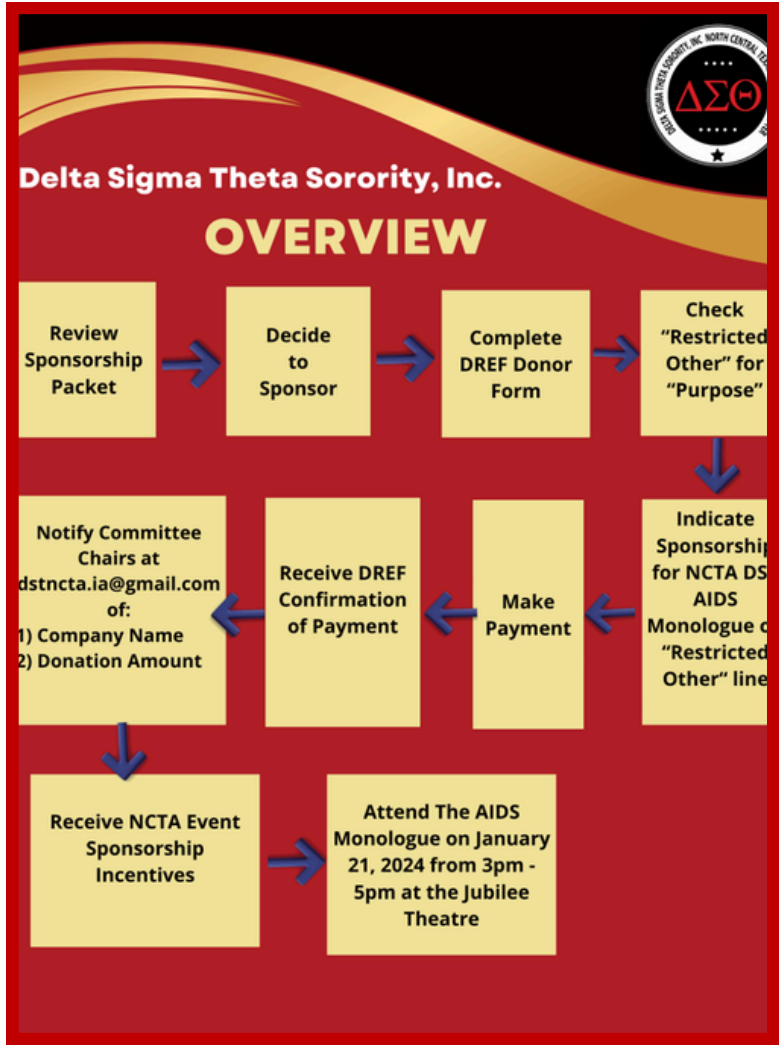
Check enclosed. Please make checks payable to "Delta Research and Educational Foundation"
 Please bill my credit card: Card type: Visa MasterCard American Express Discover

Account number: _____ Expiration Date: _____ CSC/CVV2: _____
 Billing Address: _____ City: _____ State: _____ Zip code: _____
 Authorized Signature: _____


V. CERTIFICATION

I am aware and acknowledge that when making this gift and future gifts to the Foundation or any of its funds, I am making it of my own free will and that once the asset is transferred it becomes the property of The Delta Foundation to be used for charitable and educational purposes as outlined by the Foundation, subject to such approved donor restrictions as are permitted by law. I understand that unless approved in writing by the Foundation, my requests regarding the Foundation's use of my contribution is a non-binding request and that the Foundation's Board of Directors makes all grant decisions at its sole and independent discretion, subject to applicable law and approved donor restrictions. I certify that if grants are distributed from my donation, they will not fulfill a pre-existing pledge. Further, neither I, nor any other individual, will receive any goods, services or other private benefit from the organization as consideration for the amount of the contribution that is tax deductible. We will not share your personal information for marketing or promotional purposes to unaffiliated entities. Please see Privacy Policy <http://www.deltafoundation.net/about-us/privacy-policies-terms-and-conditions>.

Authorized Signature: _____ Phone: 202.347.1337
 1703 New Hampshire Ave., NW Fax: 202.347.5001
 Washington, DC 20009-2501 ce@deltafoundation.net




Thank You

 North Central Texas Alumnae Chapter
Delta Sigma Theta Sorority, Incorporated

THANK YOU

The AIDS Monologue

ft. A Red & White Table Talk



www.dstncta.org

THANK YOU TO OUR SPONSORS

To: Wambui Richardson & Janee Willis Beard, Jubilee Theatre

Dr. Erika Thompson, UNTHSC Institute for Health Disparities

On behalf of the North Central Texas Alumnae Chapter of Delta Sigma Theta Sorority, Inc., please accept our sincere thanks for sponsoring The AIDS Monologue, featuring a Red & White Table Talk. The event included more than 60 attendees, 2 community AIDS vendor organizations, 8 volunteers, and 2 sponsors to provide an afternoon that combined AIDS education with the arts. We are proud of our first annual event. This event would not have been successful without sponsors who generously donated funds towards our program. Your generosity is priceless and appreciated. We look forward to working with you again. Thank you for your sponsorship.

-NCTA DST

THANK YOU

**Jubilee
Theatre**



**NCTA DST,
Speakers, &
UNTHSC**



**UNTHSC &
Community**





Forms



- 1. Committee Report Form**
- 2. Motion Form**
- 3. NCTA Flyer Request Form**
- 4. Communication Request Form**
- 5. Voucher: Payment/Reimbursement**
- 6. Announcement Form**
- 7. Zoom Sign-Up Form**
- 8. Property Request Form**

Committee Report Form

Committee Report to the Executive Board



Delta Sigma Theta Sorority, Inc.
North Central Texas Alumnae Chapter

_____ Committee Report to the Board
Month and Year

E-Board Information:

Will you need to report at E-Board?
If yes, who will represent the committee?
Do you need to present an **Informational Report** or **Educational Moment** at chapter meeting?
If yes, who will report at chapter meeting?
Do you have a motion to present? If yes, complete and attach the motion form.
Did you have a quorum present at your committee meeting?

Budget Information:

Annual Budget	
Outstanding Receipts	
Budget Used Year-to-Date	
Remaining Budget	

Committee Members

[Chair (s)]
[Committee Members] Sorors:

[Date, Time, and Location of Committee Meeting] [Provide simple documentation of any meetings of the committee in whatever mode and format, e.g., virtual, conference call, etc.]

- Date of Last Meeting:
- Date of Next Meeting:

Attendance at Committee Meeting(s) since Last Report [List who attended, in full and in part, and who did not attend].

Monthly Summary

- Name of event, Date of event, Time of event, and Summary of what the event entailed.

Committee Report to the Executive Board

Outstanding Calendar Event(s):

- **Event Name & Date:**
 - Zoom Time/Date Secured:
 - Flyer approved:
 - RSVP/Payment link created:
 -

Note: This report is due by 9pm the Friday (1 week) before Executive Board to the following: president@dstncta.org, vp2@dstncta.org, and r.secretary@dstncta.org.



Motion Form

Any matter requiring a motion must be presented to the Executive Board prior to the motion being placed before the chapter. Please complete this document and return to the President at president@dstncta.org and Recording Secretary at r.secretary@dstncta.org after the Executive Board meeting or prior to the beginning of the chapter meeting. Motion forms will be available at the meeting at the Record Secretary's desk.

Thank you for your cooperation.

Motion Submitted by	
Date Submitted	
Issue Related to the Motion	

Motion

Result of vote	For	Against
Status of Motion	Pass	Failed

Committee Chairs @ E-Board Meetings



Committee Reports

- **Applicable if there is a motion.**
- **2-3 mins.**
- ***You will be timed.**



Informational Reports

- **Provide awareness or details about an upcoming event.**
- **2-3 mins.**
- ***You will be timed.**



Educational Reports

- **Used to share educational tips with the chapter.**
- **4 mins. (*President's Discretion-5 mins. max)**
- ***You will be timed.**



Vote

- **1 Vote per Standing Committee (Ch. Mgt. Handbook, 2023, p. 105).**
- **Special Committees cannot vote (NCTA P&P, p. 6).**



High-Level Overview

Flyer Request Form

NCTA Flyer Request Form

Pre-Requisites: This form should only be submitted for events/initiatives on the PP&D Calendar or have been approved by Soror President. If these requirements are not met, please contact Soror President for approval before submitting the form.

THIS FORM SHOULD BE SUBMITTED 6 WEEKS PRIOR TO DEADLINES FOR SOCIAL MEDIA POSTING, WEBSITE POSTING, & NEWSLETTER PUBLICATION (Please contact technology@dstncta.org for exceptions.)

lashondra.manning@gmail.com [Switch account](#)

* Indicates required question

Email *

Your email _____

Is this initiative on the PP&D Calendar or approved by Soror President *

PP&D Calendar

Approved by Soror President ; Approval Date _____

Date the Flyer is Needed? *

Your answer _____

Committee Name: *

Your answer _____

Committee Email Address: *

Your answer _____

Committee Contact Person: *

Your answer _____

Event Title and/or Flyer Heading: *

Your answer _____

Event Date and Time: (if applicable)

Your answer _____

Event Venue Information - Name, Address, Room# (any applicable location information)

Your answer _____

Concise Event Details to be Highlighted: (If you have images you would like included, email to technology@dstncta.org.) *

Your answer _____

Event Open to Public

Yes

NCTA Sorors Only

NCTA Sorors & Other Delta Members Only

Registration Required: *

Yes

No

Registration Method (Zoom, Jotform, Eventbrite, Sign-up Genius, etc.)

Your answer _____

Zoom Meeting Link Needed: *

Yes (Please submit Zoom Sign-up Form)

No

Additional Information / Comments

Your answer _____

Communication Request Form

Communication Distribution Request Form

Instructions: (must be submitted by Friday @ 9 pm to appear in chapter communication the following week)

Sorors can use this form to request a communication to be distributed to the chapter. After identifying the proper modality of distribution, use this form to write the request and send to the President to be approved, denied or returned for revisions. Sorors should submit one form per message. There is a five day turnaround for distribution. Please be sure to follow all steps below to prevent delays. If your request is returned for revisions, you will have to make the revisions, resubmit this form, and the five day turnaround will start over.

Below is a list of the sections included in this form, and instructions for completing each.

- **Requesting Soror's Information:**
 - Requesting Soror – name of Soror requesting communication to be distributed
 - Committee – committee of Soror requesting the communication to be distributed
 - Submission date – date Communication Distribution Request Form is submitted to the President
 - Requesting Soror Contact Information – email and phone number of requesting Soror
- **Communication Modality:**
 - Email – message written and distributed to Soror's email address
 - Website – message written to be added to the chapter website as a banner
 - Remind Text– 140 character written message to be distributed to Soror's cell phone
 - Graphic – If a graphic is to be included with the message it must be in .jpeg or .png format
 - JotForm - requesting a JotForm for your committee project
 - Other - Please Specify (i.e. Eventbrite, NPHC, Texas Metro News)
- **Communication Details:**
 - Submission date – when the communication will be distributed
 - Start date – when the communication should be posted (website message only)
 - End date – when the communication should be removed (website message only)
 - Time – the time of day the communication will be distributed (Remind text only)
 - Tab to be Updated – Include the tab name on the website to add message
 - Message – Content/information to be distributed (140 character maximum for Remind texts)
- **Notes** – additional information provided by the requesting Soror
- **President's Section** – to be completed by the President only

Communication Form (2023 - 24)

Requesting Soror Name: LaShondra Manning

Email: vp2@dstncta.org

Phone Number: (903) 742-2451

Committee: Program Planning & Development

Submission Date: 07-09-2024

Start Date: (communication begins): 07-09-2024

End Date (communication concludes): 07-19-2024

What is the communication modality? Remind Text
Social Media
Website
Newsletter

Is a graphic (.jpg format) attached? Yes

Upload File: [Delta Academy Flyer.pdf](#)

Notes: *Please include this jotform link with all postings:
<https://form.jotform.com/232255672674159>

Newsletter-Please include in 7/10 & 7/17 newsletters.

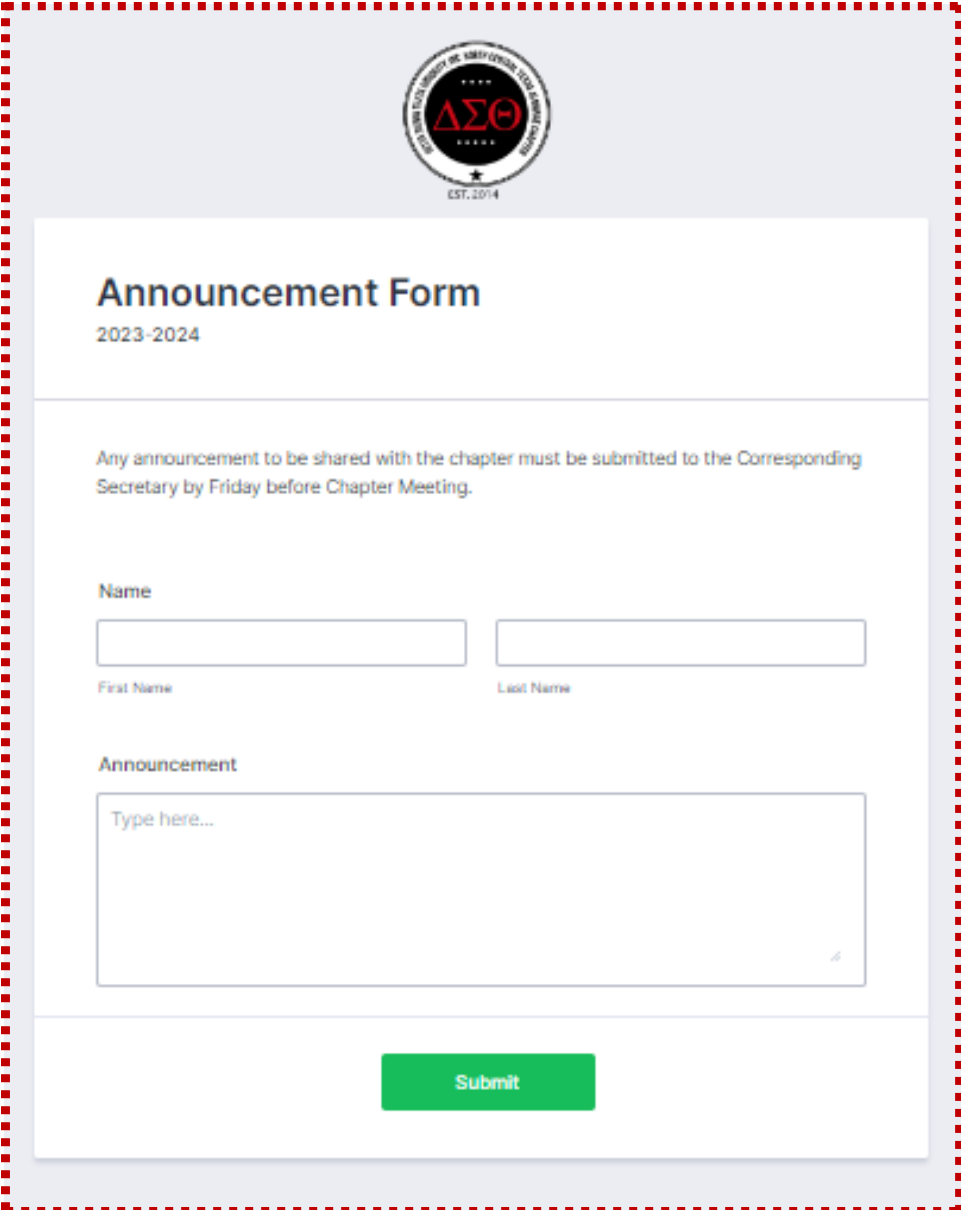
Social Media-Registration is open for NCTA's Delta Academy program, girls aged 10-13. Tell all the parents & girls you know!


Remind Text: Registration is open for NCTA's Delta Academy program, girls aged 10-13. Tell all the parents & girls you know! (Please post 7/10, 7/15, & 7/19).

Voucher Form

North Central Texas Alumnae Chapter		
<i>Delta Sigma Theta Sorority, Inc.</i>		
Voucher		
		Check Number: _____
Date: _____	Amount Requested \$: _____	
Please select one:		
<input type="checkbox"/> Payment	<input type="checkbox"/> Reimbursement	<input type="checkbox"/> Other
PLEASE WRITE LEGIBLY & ATTACH ITEMIZED RECEIPTS		
DESCRIPTION OF SERVICES	COMMITTEE/BUDGET LINE	AMOUNT
TOTAL		\$0.00
Please make check payable to: _____		
Address: _____		
Signatures (All 3 Signatures are Needed):		Date:
Committee Chair: _____		_____
Treasurer: _____		_____
President: _____		_____
For Budget and Finance Committee Use Only:		
Date Check was Issued: _____		
How was check issued (circle):		
<input type="checkbox"/> Hand Delivered		<input type="checkbox"/> Mailed
If Hand Delivered - Signature of Reciept: _____		
If Mailed - Date Mailed: _____		
Date Check Cleared Bank: _____		

Announcement & Zoom Sign-Up Forms




EST. 2014

Announcement Form

2023-2024

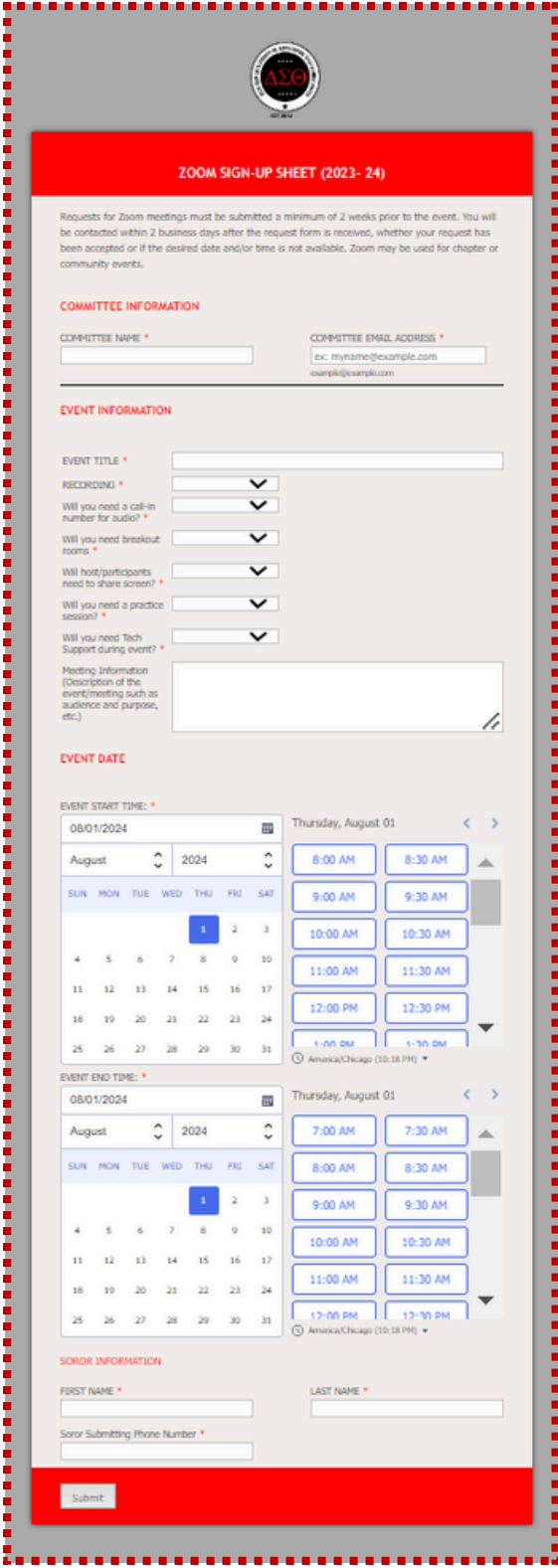
Any announcement to be shared with the chapter must be submitted to the Corresponding Secretary by Friday before Chapter Meeting.


Name

First Name Last Name

Announcement

Type here...




EST. 2014

ZOOM SIGN-UP SHEET (2023- 24)

Requests for Zoom meetings must be submitted a minimum of 2 weeks prior to the event. You will be contacted within 2 business days after the request form is received, whether your request has been accepted or if the desired date and/or time is not available. Zoom may be used for chapter or community events.

COMMITTEE INFORMATION

COMMITTEE NAME * COMMITTEE EMAIL ADDRESS *
ex: myname@example.com
example@vanku.com

EVENT INFORMATION

EVENT TITLE *

RECORDING *

Will you need a call-in number for audio? *

Will you need breakout rooms? *

Will host/participants need to share screen? *

Will you need a practice session? *

Will you need Tech Support during event? *

Meeting Information (Description of the event/meeting such as audience and purpose, etc.)

EVENT DATE

EVENT START TIME * Thursday, August 01 < >

August 2024

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8:00 AM 8:30 AM
9:00 AM 9:30 AM
10:00 AM 10:30 AM
11:00 AM 11:30 AM
12:00 PM 12:30 PM
1:00 PM 1:30 PM
AlphaChiapp (10:18 PM)

EVENT END TIME * Thursday, August 01 < >

August 2024

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7:00 AM 7:30 AM
8:00 AM 8:30 AM
9:00 AM 9:30 AM
10:00 AM 10:30 AM
11:00 AM 11:30 AM
12:00 PM 12:30 PM
1:00 PM 1:30 PM
AlphaChiapp (10:18 PM)

SCORER INFORMATION

FIRST NAME * LAST NAME *

Scor Submitting Phone Number *

Approved Survey Questions

Revised Program Survey Questions - 2023

Below are approved survey questions for NCTA events/activities. We recommend using all questions that apply to your specific event. **Note:** If there are multiple speakers, be sure to personalize questions #5 and #6 for each speaker.

1. How would you rate the overall event?
 - a. Very Good
 - b. Fair
 - c. Needs Improvement (Please specify)
2. How did you hear about the event?

a. Facebook	e. Website
b. Instagram	f. Guest of NCTA Member
c. Twitter	g. NCTA Chapter Member
d. Email	h. Other (Please specify)
3. What information did you find most useful?
4. What information did you find not as useful and why?
5. Was the speaker (*insert speaker's name*) knowledgeable?
 - a. Yes
 - b. No
6. How engaging was the speaker (*insert speaker's name*)?
 - a. Very Engaging
 - b. Somewhat Engaging
 - c. Not So Engaging
 - d. Other
7. Was the agenda organized effectively for the time allocated?
 - a. Yes
 - b. No
8. If you answered 'No' to question #7, how can the agenda be changed to be more effective?

9. **Note:** Select only one of these questions based on the frequency of your event.
 - A) **Select this question if your event is recurring.** Are you likely to recommend this event?
 - a. Yes
 - b. No
 - B) **Select this question if this is a one-time event.** How likely are you to attend / recommend future events?
 - a. Likely
 - b. Somewhat Likely
 - c. Highly Unlikely
 - d. Somewhat Unlikely
10. Please provide any additional feedback you'd like to share about the event.
11. What topics or events would you like to see discussed in the future?

5 Pt. Thrust Committees Only: PP&D Quarterly Assessment Tool

Chapter Internal Program Planning Assessment Tool

Chapters may use this strategic planning tool to help identify strengths, weaknesses, opportunities, and threats related to program and project planning. It is designed to assist chapters in specifying the objectives of their programs/projects, and identifying the internal and external factors that are favorable and unfavorable to achieving objectives.

Internal Analysis: You may consider the following questions when discussing the strengths and weaknesses of your chapter or committee.

STRENGTHS

- What resources are readily available, i.e. people, money, technology, etc.?
- What are your advantages over similar organizations?
- What is expected impact?
- Does program align with National Initiatives?
- What are communication channels?
- What are benefits/gains for others?

WEAKNESSES

- What resources do you lack?
- Is this the first year for your program? If not, what are you doing differently this time?
- Do you have Chapter support and buy-in?
- Are you allowing enough time?


External Analysis: You may consider opportunities and threats outside of your chapter or committee commonly found in your community.

OPPORTUNITIES

- What is the best time/season of the year?
- What are your advantages over similar organizations?
- Who are potential partners?
- What does the community need?
- Are social/demographic changes favorable?

THREATS

- What are competing events, i.e., college football game?
- Does the community calendar have events already planned for same time?
- Do you have a contingency plan for weather?


DELTA SIGMA THETA SORORITY, INC.
SOUTHWEST REGION
ARKANSAS • JAMAICA • LOUISIANA • NEW MEXICO • TEXAS

PROGRAM PLANNING ASSESSMENT TOOL

Event/Program: _____

Which Programmatic Thrust/National Initiative does the event/program align with: _____

Assessment Date: _____ Event Date: _____

Number of estimated Sorors: _____ Actual number of Sorors: _____

Number of estimated guests: _____ Actual number: _____

Budget amount for event: _____ Did you go over budget? YES NO

If YES, why and by how much?

Did the event/program meet objective or goals? YES NO

If NO, why not?

Do you recommend that the chapter continue the event/program for the next sorority year?
YES NO

If NO, why not?

	Helpful to achieving the objectives	Harmful to achieving the objectives
Internal (attributes of the organization)	<u>Strengths</u>	<u>Weaknesses</u>
External (attributes of the environment)	<u>Opportunities</u>	<u>Threats</u>

Due: December, February, & June

GroupMe

- **Committee GroupMe**
 - Use the calendar for meeting/event reminders.
 - Use polls for voting.
 - Sub-Committees can have their own folder.
 - Post flyers & verbiage for committee members to share.
 - You can mute, but check often.
- **PPD GroupMe**
 - All Elected & Appointed Positions and Committee Chairs are apart of the PPD GroupMe.
 - Check often for updates.
 - In PPD GroupMe, only post content that pertains to all committees.
- **Sorors President, VP1 & VP2 should be included in all Committee GroupMe(s).**



LUNCH BREAK

15 MINUTES



Team NCTA



Communication Styles: Colors Test

**Dr. LaShondra Manning,
2nd Vice President**



What Color are You?



Blue



Relationships



Gold



Responsibility



Green



Competence







Orange



Freedom & Fun

Your Color in a Nutshell



	VALUES	STRENGTHS	STRESS	I AM - CAN BE	I COMMUNICATE	YOU SHOULD
ORANGE PEOPLE  FREEDOM & FUN	Flexibility Practicality Decisiveness Adventure	Resourceful Acts urgently Results oriented Takes risks	Impulsive Belligerent Angry Abrupt	Decisive - Impulsive Funny - Insensitive Stylish - Inappropriate Motivating - Pushy	With confidence Loudly In a casual manner With brevity	Challenge me Give me an audience Lighten up Use sound bites
BLUE PEOPLE  RELATIONSHIPS	Perceptiveness Collaboration Harmony Optimism	Inspirational Nurturing People oriented Peace maker	Depressed Emotional Withdrawn Neglectful	Sociable – Too talkative Good listener - Nosy Genuine – Over-emotional Concerned - Smothering	In personal terms In a friendly manner To be helpful Emotionally	Show you care Be congruent Include me Listen for feelings
GOLD PROCESS  RESPONSIBILITY	Dependability Loyalty Organization Trustworthiness	Organized Attention to detail Follows direction Accountable	Self-righteous Controlling Complaining Bossy	Consistent – Inflexible Responsible – Controlling Stable – Narrow-minded Resolute - Stubborn	In writing Purposefully Detail oriented Task focused	Outline priorities Be specific Plan ahead Stay on point
GREEN PROCESS  COMPETENCE	Logical Privacy Knowledge Systematic	Sees big picture Abstract Analytical Innovative	Cynical Reserved Perfectionist Indecisive	Analytical – Aloof Observant – Critical Rational – Unemotional Intellectual – Know-it-all	Logically I think first Big picture Theoretically	Not repeat yourself Give me time Paint the big picture Debate me, it's fun

Leadership Style

Blue

Gold

Green

Orange

Relationships

Responsibility

Competence

Freedom & Fun

Leadership Style...

- Expects others to express views
- Assumes "family spirit"
- Works to develop others' potential
- Individuals oriented
- Democratic, unstructured approach
- Encourages change VIA human potential
- Change time allows for sense of security
- Expects people to develop their potential

Leadership Style...

- Expects punctuality, order, loyalty
- Assumes "right" way to do things
- Seldom questions tradition
- Rules oriented
- Detailed/thorough approach - threatened by change
- Prolonged time to initiate any change
- Expects people to "play" their roles

Leadership Style...

- Expects intelligence and competence
- Assumes task relevancy
- Seeks ways to improve systems
- Visionary
- Analytical
- Encourages change for improvement
- Constantly "in process" of change
- Expects people to follow through

Leadership Style...

- Expects quick action
- Works in the here and now
- Performance oriented
- Flexible approach
- Welcomes change
- Expects people to "make it fun"

HOW COLORS SPEAK

BLUE

In Conversations with others, Blues:

- Love to talk
- Tend to be direct and honest
- Talk about how they feel
- Voice appreciation to others
- Avoid issues that might end in conflict
- Are verbally expressive and outgoing
- Ramble and get off the subject
- Are willing to talk about anything and everything
- Prefer dealing with people concerns, not facts
- Are very sympathetic
- Pay attention to nonverbal communication
- Personalize the situation

GREEN

In Conversation with others, Greens:

- Tend to rely on the facts
- Ask many questions
- Say things only once
- Avoid small talk
- Take a long time to make up their mind
- Argue both sides of an issue
- Use large vocabulary
- Wander from idea to idea
- Take logical approach
- Worry they are not understood
- State things in overly technical terms
- Are unaware of nonverbal cues
- Appear to be indecisive

ORANGE

In conversations with others, Oranges:

- Say just the right thing
- Use languages as a tool to make their point
- Dominate what is being said
- Cut in on others
- Get right to the point
- Make decisions quickly
- Want to know what has been done already
- Want to get on with things
- Want to limit the conversations to the basics
- Argue for argument sake
- Create energy and excitement
- Focus on results

GOLD

In conversations with others, Gold:

- Use clear and precise language
- Reach conclusions quickly
- Do not want to get sidetracked
- Want to keep the conversation in order
- Want to follow an agenda or plan
- Establish goals for follow-up
- Focus on things that need to be done
- Talk about fulfilling duties
- Focus on how efficient things are
- Cut the small talk



Others May See You As...

BLUE

BLUE ATTRIBUTES

Mediators	Need to Feel Special
Optimistic	Always has a kind word
Caretakers	Enjoys symbols of romance
Passionate	Strong sense of spirituality
Peacemakers	Sensitive to needs of others
True Romantics	Peace harmony and relationship

BLUE MAY SEE SELF AS:

Warm	Affirming
Caring	Expressive
Compassionate	Caretaker
Romantic	Idealistic
Spiritual	Empathetic
Creative	Inspiring
Likes to Please	Social Expert

OTHERS MAY SEE BLUE AS:

Over-Emotional	Aloof, unfeeling
"Bleeding Heart"	Too Trusting
Mushy	Smothering
Other-worldly	Slick,
Flaky	Manipulative
Hopelessly Naïve	Ignores policy
Chatterbox	Easily Duped
	Teachy

GOLD

GOLD ATTRIBUTES

"Be Prepared"	Strives for a sense of security
Loves to plan	Punctual, predictable, precise
Detailed oriented	Value order and the status quo
Service oriented	Duty, loyalty, useful, responsible
Values family traditions	There is a right way to do everything
Helpful and trustworthy	Tends to be left-brain and analytical
Conservative and stable	Strong belief in policies, procedures and rules
"Shoulds" and "Should not"	Most comfortable with control at environment
Never breaks the speed limit	

GOLD MAY SEE SELF AS:

Stable	Executive type
Provides security	Dependable
Firm	Always has a view
Efficient	Realistic
Decisive	Orderly, neat
Good Planner	Punctual
Organized	Finish what starts
Realistic	

OTHERS MAY SEE GOLD AS:

Rigid	Limited flexibility
Controlling	Uptight
Dull, boring	Sets own agenda
Stubborn	Predictable
Opinionated	Rigid idea of time
System-bound	End justifies the means
Unimaginative	
Judgmental	Limited

ORANGE

ORANGE ATTRIBUTES

Playful	"Let's Make a deal"
Energetic	Natural Entertainer
Charming	High Need for mobility
Risk Taker	Visual and kinesthetic
"Just do it"	Pushes the limits
Tests limits	Natural Non-Conformist
Quick Witted	Thrives on Competition
Master Negotiator	Likes tangible rewards
Creative, Inventive	External locus of control
Impulsive	Appreciates immediate feedback

ORANGE MAY SEE SELF AS:

Fun Loving	Enjoys Life
Spontaneous	Here & now
Flexible, adaptable	person
Carefree	Multi-Tasker
Proficient	Eclectic
Problem Solver	Can deal with chaos
	Curious

OTHERS MAY SEE ORANGE AS:

Irresponsible	Manipulative
Flaky	Wishy-washy
Scattered	Cluttered
Not serious	Uncontrollable
Indecisive	Disobeys rules

GREEN

GREEN ATTRIBUTES

"Should I be able to"	Visionaries, futurists
"Why?"	Can never know enough
Intellectual	Cool, calm, collected
Theoretical	Work is play, play is work
Idea People	Often not in the mainstream
Philosophical	Abstract, Conceptual, Global
Very complex	Need for independence and private time
Perfectionists	Explores all facets before making decisions
Standard setters	Can spell and pronounce big words

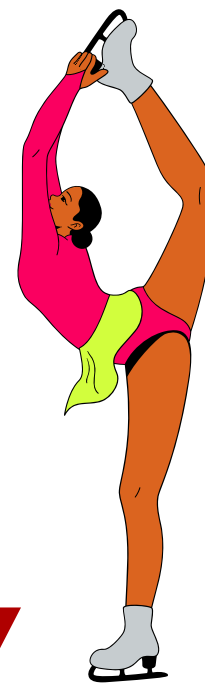
GREEN MAY SEE SELF AS:

Superior Intellect	Calm
98% right	Under control
Tough-minded	Precise
Efficient	Able to find flaws
Powerful	Creative
Organized	Seeking justice
Rational	

OTHERS MAY SEE GREEN AS:

Intellectual Snob	Cool, aloof, unfeeling
Arrogant	Afraid to open up
Heartless	Ruthless
Unrealistic	Not on my side
Eccentric	Weird
Unfair	Unappreciative

Team NCTA



PARLIAMENTARY PROCEDURES

**Dr. Stephanie Spears,
Parliamentarian**



Parliamentary Procedures



Meetings and Sessions

Purpose of Executive Board, Committee, Chapter, and Call Meetings



Making Motions



Understanding Motions



Writing Motions

Meetings and Sessions

Executive Board Meeting

- **Purpose:** Plan and help coordinate officers' and committees' work.
- **Chair:** Chapter President
- **Participants:** Elected and appointed officers, elected positions, standing committee chairs, and immediate past president.
- **Meeting Frequency:** Monthly
- **Quorum:** 25% of the Board.
- **Agenda:** The President prepares the agenda, which must be adopted.
- **Voting:** Chapter members may attend but may **NOT VOTE.**

Committee Meeting

- **Purpose:** Accomplish the chapter's work by deliberating, organizing, making decisions, coordinating efforts, and implementing plans.
- **Chair:** Committee chair(s)
- **Participants:** Committee members
- **Meeting Frequency:** Monthly
- **Quorum:** 25% of the committee members.
- **Agenda:** The Chair prepares.

Chapter Meeting

- **Purpose:** Discuss activities, review reports, and make collective decisions.
- **Chair:** Chapter President
- **Participants:** Chapter members and pre-approved sorors.
- **Meeting Frequency:** Monthly
- **Quorum:** 25% of the membership needed to transact business.
- **Agenda:** The President prepares the agenda, which must be adopted.
- **Voting:** Chapter members only.

Call Meeting

- **Purpose:** Ensure timely action on urgent matters.
- **Chair:** Chapter President
- **Participants:** Chapter members
- **Meeting Frequency:** As required with a 10-day notice.
- **Quorum:** 25% of the membership.
- **Agenda:** The President prepares the agenda, which must be adopted.
- **Voting:** Chapter members may vote.

Types of Motions

- **Original Main Motion** (Lowest motion)
 - How business is brought to an assembly
 - Requires a second
- **Subsidiary Motion** (Secondary motion)
 - Relates to the main motion.
 - Disposes of or perfects the pending motion (e.g., Move to Amend or Move to Order the Previous Question)
- **Incidental Motion**
 - For example, Parliamentary Inquiry
 - Divide the question (Requires a 2nd)
- **Privileged Motion** (Highest motion)
 - Related to the right of members
 - Not debatable (e.g., adjourn)

Making Motions (Steps 1 through 5)

1. **Member A raises her hand, and the Chair recognizes her.**
2. **Member A makes the Motion:**¹ *"I move that [insert]."*
3. **Member B seconds the motion:** *"I second the motion"* or *"Second."*
4. **The Chair re-states the question/motion:** *"It has been moved and seconded that [insert]."* (REPEAT)
5. **The chair pauses to see if Member A wants the floor; if yes, the Chair states:** *"The Chair recognizes Member A."*
 - Member A provides context.

1. The chair must recognize the member.



Making Motions (Steps 6 through 10)

6. The Chair opens the floor to debate: *"Is there any debate?"*

7. If yes, for example: *"The Chair recognizes Member C."* Member C addresses concerns to the Chair.

8. When debate has closed, the Chair ensures no one else wants to speak: *"Is there any further debate?"* or *"Are you ready for the question?"*

9. The Chair Puts the question to a vote: *"The question is on the motion that [insert]. Those in favor of the motion, raise your vote card."* The Chair pauses while the Recording Secretary counts the votes. *"Those opposed, raise your vote card."* The Recording Secretary counts the votes and shares results with the Chair.

10. The chair announces the result: *"The motion carries 30 to 5" or "The motion failed 5 to 30."*

Writing a Motion

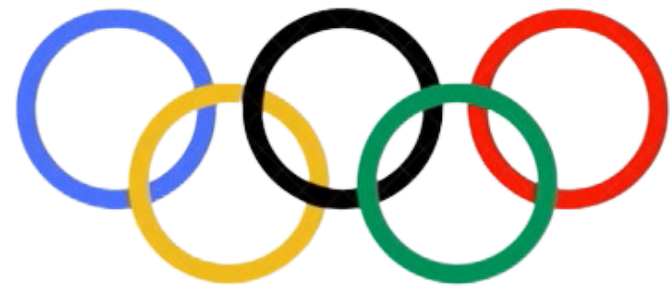
Main Motion

- Member A: “I move that the chapter allocate \$1,000 for the Alpha’s party.”
- Member B can “Second” or ...?
- What’s wrong with this motion?
- What’s the best course of action?

Subsidiary Motion

- Dispose or perfect the motion
- Member C: “I move to amend or dispose...”

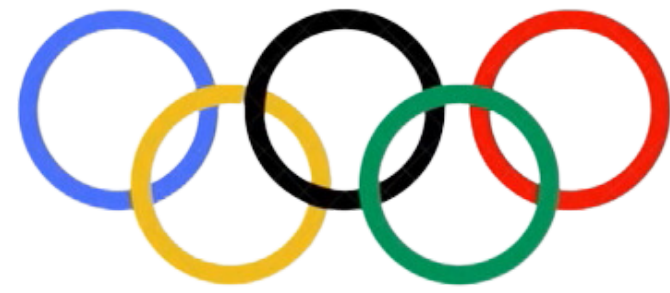
Team NCTA



ADMINISTRATION / SUPPORTING CAST



Team NCTA



Keeping the Record Straight

**Soror Katrina Druery,
Recording Secretary**



Keeping The Record Straight

Committee Meeting / Report

EBoard

Chapter Meeting

Finalize Documents for the Record

The Warm-up

- Conduct Committee Meeting
- Assign a recorder to take minutes
- **Submit Committee Report Monthly by 10 pm the Thursday before EBoard to Soror President, 2VP and Recording Secretary**

The Starting Line

- Committee Report Review
- Motions Finalized
- **Chapter Meeting Agenda Set**

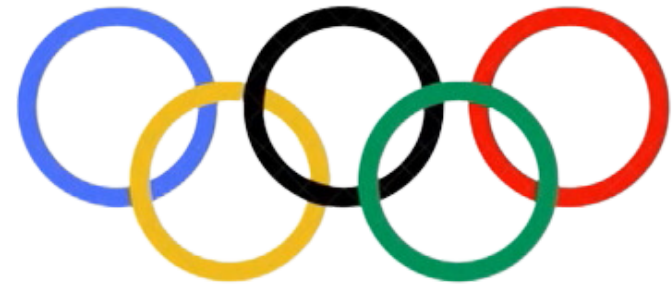
The Main Event

- Chapter Meeting Presentation **Ready**
- Chapter Meeting Documents **Ready**
- Chapter Roster **Ready** for Sign-in

Record Set!!!

- Obtain Signature for Previous Month Meetings and File
- Finalize Minutes for this Month's Meetings and post in preparation for next month

Team NCTA



FINANCE

**Soror Tomica Hallums,
Treasurer**



Teamwork Makes the Dream Work

Chapter Budget

- Chapters must have an approved budget by January 1 of the upcoming fiscal year
- Chapter budget starts at zero each year
- No allocation of funds from previous year are rolled over
- Proposed budget comes from local dues received

Annual Dues

- National and Local Dues will cover January 1 – December 31, 2025
- Pay dues by September 25, 2024, to allow time for processing in the Red Zone
- Dues received after September 30, 2024, will incur lates fees

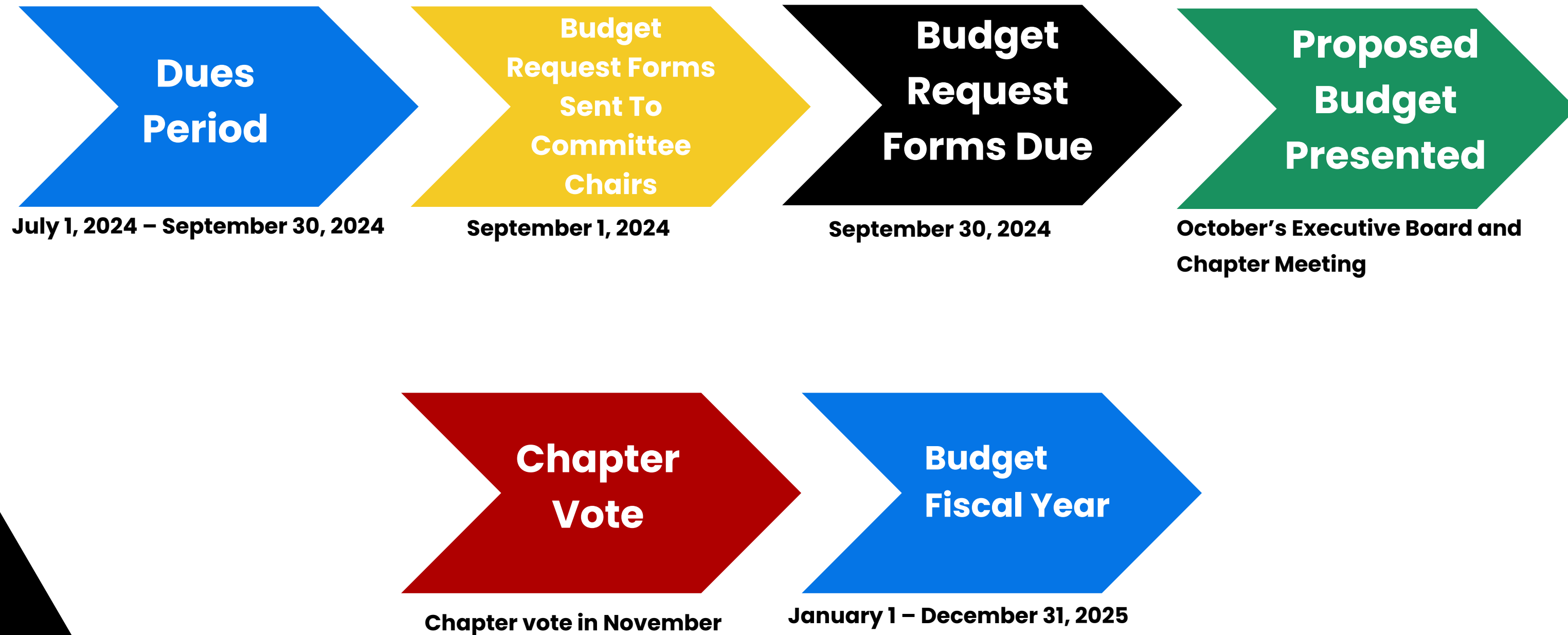
Voucher Submission

- Vouchers can be emailed or submitted in person
- Submit vouchers within 45 days of expenditure
- Cash checks within 90 days
- Receipts should only include chapter purchased items
- Check your math

Mailbox Visits

- First Saturday of the month from 11am – 1pm
- Two exceptions – August 17 and September 21 during dues period
- Vouchers will be reviewed, signed, and checks mailed

Budget Is Your Torch



Play Your Part



Profile in RedZone

Profile information in the RedZone should always be current



Pay Dues On Time

It's important to pay dues on time. This helps the Budget and Finance Committee prepare the proposed budget



Budget Planning

Committees Chairs meet with their committee to prepare the Budget Request Form and submit by the due date



Support Chapter Events

Support fundraisers & committee events, seek sponsorships, and share on social media



Financial Reports

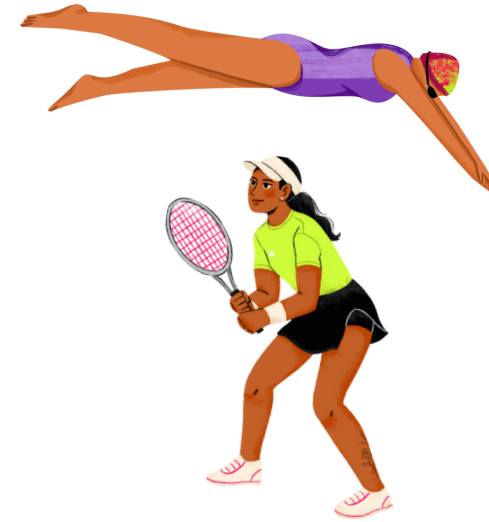
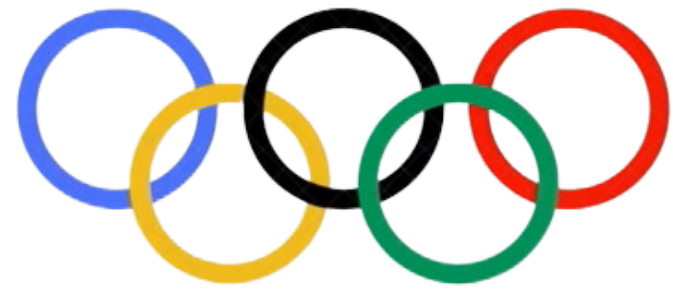
Review financial reports posted to Sorors only section of the website



Support Membership

Recruit inactive members

Team NCTA



TECHNOLOGY AND SOCIAL MEDIA

Dr Kimble Colbert, Tech Chair

&

Soror Jennifer Clark, Social Media

Coordinator



How We Serve

The purpose of this committee is to oversee and advise the Executive Board on matters of innovation and technology.

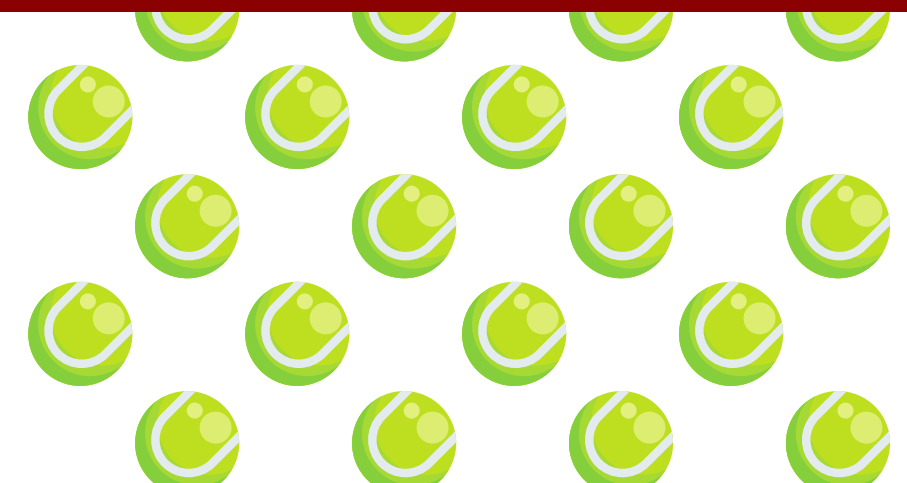


Responsibilities

Key responsibilities include:

- Updating the chapter's website
- Flyer creation
- Email account support
- Provide training to Deltas (mainly our Dears)

**During the sorority year, this committee supports other committees by assisting them with their technology needs.*



Technology Request Steps

Submit for approval your technology request

Form located in Members Portal

Upon approval Technology Committee will review

If any questions we will reach out to Committee Chair

Returned to Committee Chair for review

Allow Committee Chair to review to committee

Submit a communication request

This form is located in Member Portal and provide direction on when and where you flyer will be posted

Admins will post

Your request will get posted to where you requested



Flyer Design

- Chapter Name and Logo
- Event Title
- Date and time
- Attire
- Venue Address
- QR code (registration link)



APPROVED SOCIAL MEDIA PLATFORMS



FACEBOOK
@NCTADELTAS



INSTAGRAM
@DSTNCTA1913



TWITTER
NCTA1913



YOUTUBE



LINKEDIN



CONTENT RESPONSIBILITY

All information on the chapter's social media account must be reviewed and approved by the chapter president!



Signature



SOCIAL MEDIA POSTS SWIMLANE



**Review
chapter
calendar**

**Design your
flyer &
message**

**Seek approval
from Soror
President**

*45-60 days prior to
event

**Complete the
Communication
Distribution Form**

PREP

SOCIAL MEDIA POSTS SWIMLANE



**Flyers appear
in chapter
newsletter**



**Messages will be
posted**



**Committees and
chapter members
support event
*Sorors can repost**



**After event
communications
should be
submitted**

POST

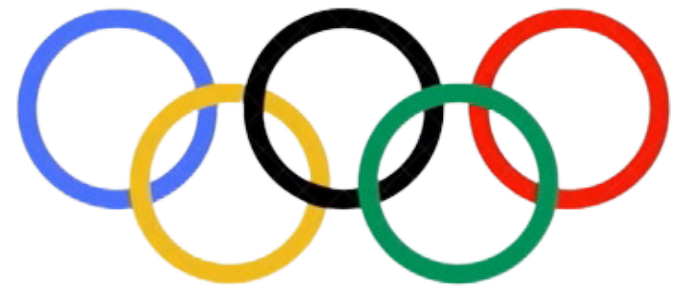
EXECUTION

NCTA'S *Winning Strategy*

- ▲ Increasing engagement
 - Mention/tagging community partners
 - Use of hashtags (i.e. #DST1913 , #NCTA1913 #Thatchapter #powerinourvoice #elevatewithncta
 - Use of canva suite to create campaigns
- ▲ Social media content calendar
 - Post will occur on every Thursday and Monday of the following week.
 - Post will appear on both social media channels
- ▲ Transition to Facebook business page



Team NCTA



Heritage & Archives

**Soror Nikeya Anderson,
Historian**



Photo Circle Process

Request

Requests your committee Photo Circle within five (5) days of the activity by texting (972) 467-1726 or emailing historian@dstncta.org

Flyer

Include the flyer in the Photo Circle

Use Photo Circle Created by H&A Account

By doing this, all NCTA photos can be accessed and downloaded in a central repository and aid in future transitions

Speakers and Non-Chapter Members

Please identify them by clicking on the picture to add a comment using the bubble in the lower right corner

Photo Circle Information and Guidelines

Why to Follow the Process

If a committee creates a Photo Circle, please remember, to upload the respective committee pictures to the official Chapter Photo Circle for the Heritage and Archives account. If not done, there is a chance the pictures will not become a part of the chapter's history and archives.

For NCTA Only

Do not give the Photo Circle link to non-members of the North Central Texas Alumnae Chapter.

Who are You

When uploading pictures, please use your name and or email address that is listed on the chapter roster.

Removal

If pictures are uploaded and the name or email address isn't recognized; the person will be removed from the Photo Circle and not allowed to upload any pictures.

Flattering Photos



Lighting

Natural light is most flattering, but if you're indoors, you can stand near a window or use a ring light.



Camera Angle

Position the camera slightly higher than the subject's eyes to create a slimming effect.



Pose

Leaning forward can create a slimming effect and soften the pose. You can also try keeping your shoulders relaxed and your back straight to look more confident.



Posture

Good posture can help you look confident in photos. Keep your shoulders relaxed and your back straight.



Background

Pay attention to the background. You can use portrait mode on a smartphone to gently blur the background while keeping the subject in focus.



Expression

Try to relax and be yourself in front of the camera. A genuine smile that involves the muscles around your eyes and mouth can make your face look more attractive.

NOTE: Upload complimentary photos by excluding pictures of backsides, cutting sorors out the pictures, pictures with bad lighting, duck lips, etc.

Chapter Display Request

- Request Eight Weeks in Advance
- Schedule Meeting with the Historian to discuss details of the display
- Historian requests artifacts from the storage
- Approve mock display set-up
- Agree to set-up time and breakdown time
- Historian verifies artifacts are returned back into the storage

Team NCTA



Custodian

**Dr. Jackie McNair,
Custodian**



Custodian



Custodian Introduction



Properties Reservation Link



The Properties Catalog



Check-Out Process



Transferring Properties

Custodian 2024-2026

Dr. Jacqueline "Jackie" McNair
601-392-9502
dstncta.custodian@gmail.com



Properties Reservation Link

<https://docs.google.com/forms/d/e/1FAIpQLSftZVA2EFtAcIdhVAcxVs3TSzG04I20ExEQwa0Yz2ryP4RqYg/viewform>



NCTA Properties Check-out

Please use this form to request needed properties from the storage unit 30 days prior to your event. If your event is not listed, please provide details of the event.

* Indicates required question

Email *

Record my email address with my response

Name *

Your answer

Complete the form as indicated for each section. The Committee section and the event name section both have drop-down menus. If the even name is not listed, please choose OTHER. If other is chosen, please provide event details in the other event details section.

Phone number *

Your answer

Committee *

Choose

Event Name/Date: *

Choose

Other event details

Your answer

Check-out Form

[NCTA Properties Catalog](#) Please list items and quantity. *

Your answer

Requested check-out date *

Date

mm/dd/yyyy

Properties return date - Please return within 1 week of your event *

Date

mm/dd/yyyy

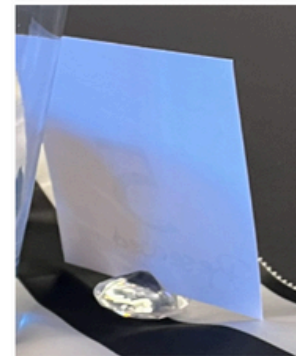
If properties are transferred to another Soror, please send an email * to the [Custodian](#) and CC the responsible Soror. Please include date of transfer, new event name, and the new anticipated properties return date.

Properties Catalog

One Red Chapter Tablecloth



19 - Table number holders - Clear Diamond shape



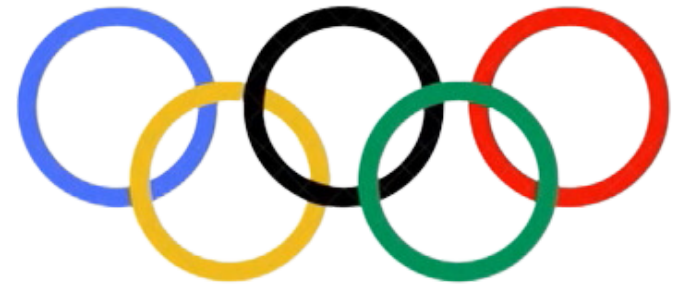
Black chair covers (4)



Transferring Properties

If properties are transferred to another Soror, please send an email to the [Custodian](#) and CC the responsible Soror. Please include date of transfer, new event name, and the new anticipated properties return date.


Team NCTA



Upcoming Events



Upcoming Events



OFFICER INSTALLATION SERVICE

 **CALLING ALL NCTA MEMBERS!**

Please plan to attend the **Virtual Called Meeting** on **Saturday, August 17** **10:00 to 11:30 A.M.** for the officer installation service



A Quorum is Needed!

The Called Meeting email will be sent on **August 4, 2024**



**NORTH CENTRAL TEXAS ALUMNAE CHAPTER
DELTA SIGMA THETA SORORITY, INC.**

**ELEVATE
THE WINNERS
CIRCLE**

AUGUST 24
10:00AM TO 12:00PM
FREE



**NCTA
CHAPTER
KICKOFF**



**TCC NE CAMPUS CENTER CORNER
NSTU 1615**
ATTIRE: DELTA CASUAL
SCAN THE QR CODE TO REGISTER

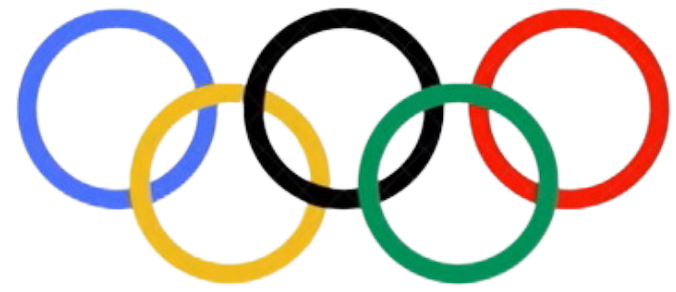


FOR QUESTIONS EMAIL: VP1@DSTNCTA.ORG
THIS EVENT IS FOR DELTAS ONLY

Evaluation



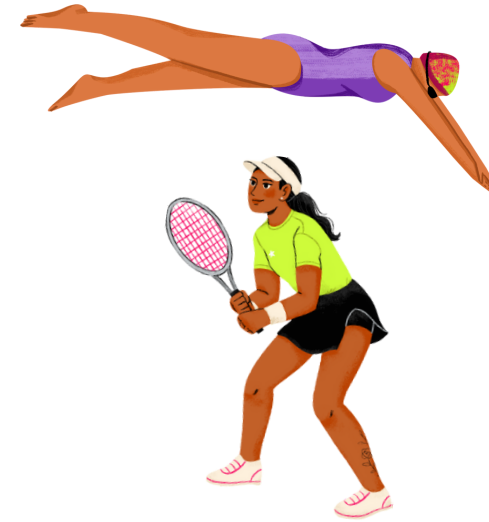
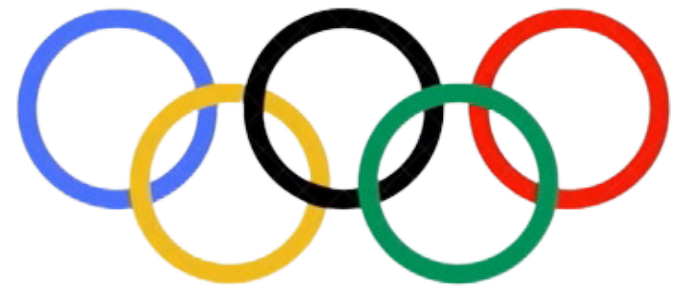
Team NCTA



Appendix



Team NCTA



TECHNOLOGY AND SOCIAL MEDIA, cont.

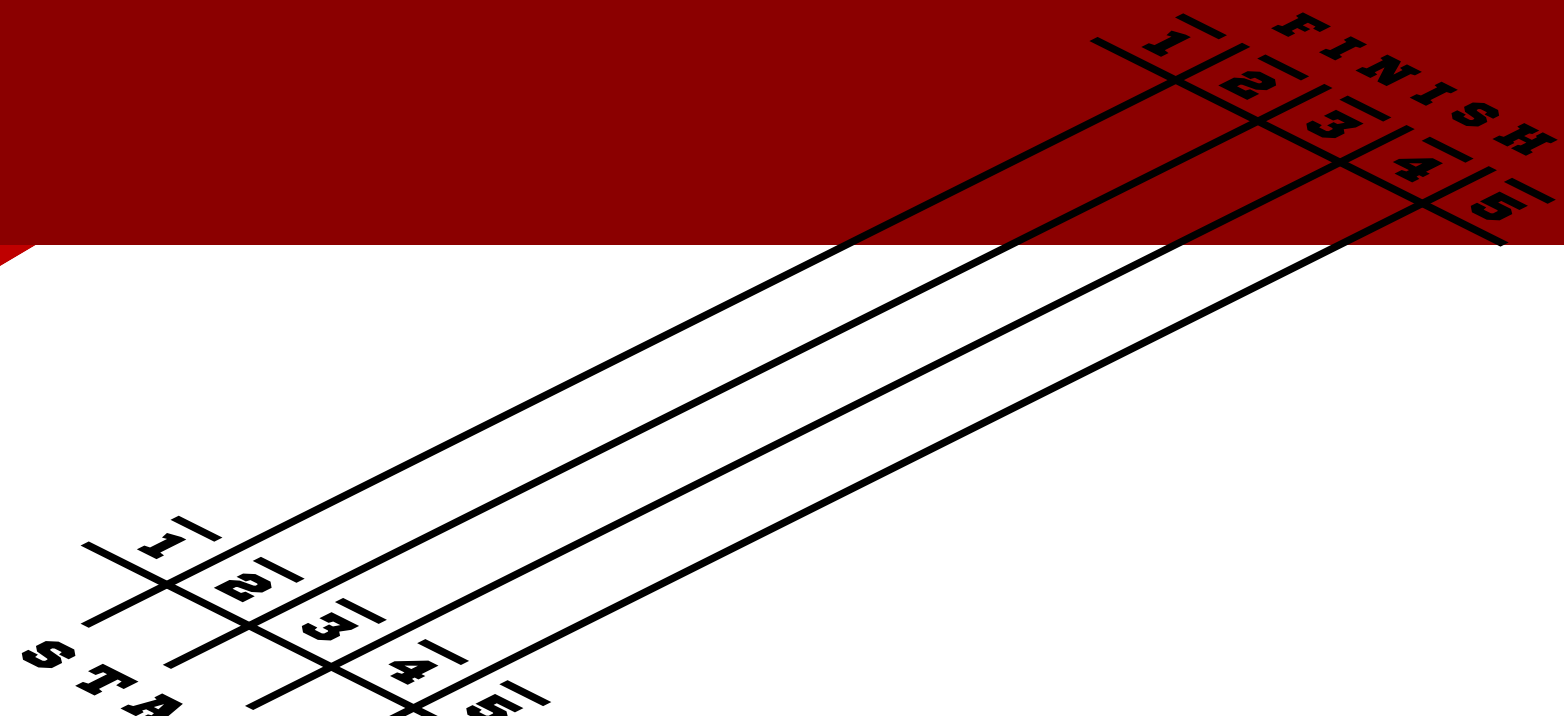
**Dr. Kimble Colbert, Tech Chair
&
Soror Jennifer Clark, Social Media
Coordinator**



Social Media Disclaimer

Delta's Code of Conduct applies to both online and offline activities. Violation of the Code may form the basis for disciplinary action.

**DONT
FORGET!**



SOCIAL MEDIA POSTS

✓ DO'S

- ▲ Fundraising events
- ▲ Community Service Events
- ▲ Public Sorority programs and events
- ▲ Founders Day Events
- ▲ Noteworthy accomplishments of members or sorors, or other related info of general interest
- ▲ Reclamation events
- ▲ Upcoming chapter meetings

✗ DON'TS

- ▲ Closed ceremonies
- ▲ Business or personal promotions
- ▲ Pre or post parties
- ▲ Membership Intake Activities





GOING FOR THE *Gold?*

PROMOTION

- Allow 1–2 weeks for flyer creation, review and approval
- If the committee is creating the flyer, all approvals are still required!

COMMUNICATION CASCADE

- How often should this be posted?
- include appropriate verbiage for the event

CREATIVITY

- How can this be set apart from others and draw in interested stakeholders?
- Use of other virtual applications (i.e. facebook live)



FAQs

1. Can I share social media content?

- a. Sorors and the general public are encouraged to use a platform's share feature or content reposting apps to distribute posts from national, regional, or chapter social media pages/accounts to their personal networks. However, do not edit official Delta social media posts (captions) prior to sharing on a personal social media page.

2. There have been a lot of discussion regarding member's negative social media post. Can I respond?

- a. No. This information should be reported to the Scholarship and Standards Committee, National First Vice President, and Executive Director by contacting dstemail@deltasigmatheta.org.

3. Does NCTA have a LinkedIn or Twitter/X account?

- a. NCTA does not have a LinkedIn account. The Twitter/X account is being removed

Refer to Section 7 Social Media Guidelines

Delta Technology Guidelines

Last Revised April 2021

TECHNOLOGY CONTACTS



DR. KIMBLE COLBERT
CHAIR, TECHNOLOGY



JENNIFER CLARK
SOCIAL MEDIA COORDINATOR

Contact us at:

technology@dstncta.org

dstncta.socialmedia@gmail.com

