

*Alpha Kappa Alpha Sorority, Inc.*  
*60th South Atlantic Regional Conference*  
*Pre-Conference Workshops*

**Thursday, April 18, 2013**

**PC-1 Graduate Advisor Certification – Level I (7:30 a.m. – 5:00 p.m.)**

This workshop is for sorors who plan to serve as a Graduate Advisor and Graduate Advisory Committee member and sorors in leadership positions who have never been certified. **Remember to complete and forward the designated Graduate Advisor's Certification forms inside of this packet as instructed.**

*(Lunch will not be provided; however, ample time will be allotted for lunch on your own.)*

**PC-2 Financial Officers' Certification (9:00 a.m. – 5:00 p.m.)**

The training is offered to current and aspiring Alpha Kappa Alpha Sorority chapter financial officers. This one-day, interactive, hands-on certification is designed to assist the graduate chapter Tamiouchos and Pecunious Grammateus in executing their operational responsibilities. Sorors will be trained in the proper implementation of financial procedures as outlined in the *Fiscal Fitness Guide to Chapter Financial Procedures* and referenced in several other sorority documents. A creative, learning approach will be used to enhance the core competencies of certification participants. Sorors who successfully complete this training will earn the designation of Certified Chapter Financial Officer.

- 90-minute break for lunch starting at 11:30 am. Lunch will not be provided.
- Participant Cost: \$30.00 - to cover cost of materials
- Registration will be limited to 50 sorors on Thursday, and priority should be given to chapter financial officers. **Remind sorors to bring lap top.**

**PC-3 Basilei Chat (2:45 p.m. – 4:30 p.m.)**

Chapter leaders share common concerns and tips to enhance Chapter Operations. This forum is a must attend for all Chapter Basilei.

**PC-4 First Time Attendees Conference Orientation (3:00 p.m. – 4:30 p.m.)**

Get the most from your conference experience. This workshop is intended for newly initiated, reactivated, and first time conference attendees. A welcome from the Regional Director and other conference leadership will kick off a session of tips for positioning yourself to grow in knowledge, to expand your network of sorors, and to seek opportunities to serve.

*Alpha Kappa Alpha Sorority, Inc.*  
*60th South Atlantic Regional Conference*  
*Conference Workshops*

*Saturday, April 20, 2013*

**Graduate Advisor's Certification – Level II (8:00 A.M. - NOON)**

This workshop is for sorors who plan to serve as Graduate Advisor and Graduate Advisory Committee member and sorors in chapter leadership positions who are seeking re-certification. **Remember to complete and forward the designated Graduate Advisor's Certification forms inside of this packet as instructed. Lunch will not be provided; however, ample time will be allotted for lunch on your own.**

**WORKSHOPS - SESSION I**

**8:45 A.M. – 10:15 A.M.**

**Workshop 01**

**Title: Financial Workshop 101: Leading with Financial Finesse**

**Description:** This workshop is a chapter financial operations workshop designed for all chapter financial officers. The content will include internal controls, budgeting, auditing, duties of the financial officer and IRS reporting requirements.

**Workshop 02**

**Title: Timeless Tools: Building a Foundation for Global Service with Our Governing Documents**

**Description:** An engaging, interactive workshop, in the style of the popular game show "Jeopardy", designed to assess and build upon your knowledge of the Constitution and Bylaws, and Manual of Standard Procedure.

**Workshop 03**

**Title: Undergraduates Rock! Taking G.L.T.T.S. Programs to the Next Level**

**Description:** This interactive workshop will provide undergraduate sorors with specific strategies on how to implement the G.L.T.T.S. program initiatives within their chapters. Through discussion, practical steps, and feedback from other undergraduates, the workshop will help sorors learn how to take their programs to the next level of excellence. Learn how to work together as a team, navigate your campus environment, and create exceptional programs. Undergraduate Basilei, Program Chairman and Graduate Advisors are encouraged to attend.

**Workshop 04**

**Title: So You Want To Run For Office: Electing Leaders for Global Service**

**Description:** The purpose of the workshop is to provide guidelines for the nomination, certification and campaign processes up to Election Day using the document *So You Want to Run for Office*,

November 2012 edition. Detailed instructions are provided, along with a timeline of submission required.

### **Workshop 05**

#### **Title: Sustainability: Achieving Timeless Chapter Operations**

**Description:** An interactive workshop focusing on the principles of chapter sustainability. The workshop will introduce a new Standards concept, “The Three Pillars of Sustainability,” how the Individual Soror, the Chapter, and the Sorority must work together for growth and longevity. Review the newly revised “So Now You’re Elected” Manual. Leverage collaborative strategies that will ensure chapter sustainability by preparing our Sorors as future leaders, ensuring that our chapters are relevant, and protecting our legacy of sisterhood and service.

### **Workshop 06**

#### **Title: Are you *REALLY* active?**

**Description:** Joining this sisterhood is a privilege that we’ve all had the pleasure of being apart. Staying fully invested in your chapter and remaining active after Graduation is important for strengthening this sisterhood and retaining lifelong active membership. This workshop will define and provide tips for being financially and academically active, provide tips for being invested in your chapter while being financially and academically active, and the steps for transitioning into a Graduate Chapter.

### **Workshop 07**

#### **Title: “Sustaining Sisterhood and Sisterly Relations: What Draws Us Together, What Drives Us Apart”**

**Description:** The “*soror relationship*” offers unparalleled opportunities for closeness and estrangement and the emotional connection between sorors is important in sustaining lifelong active membership. This workshop will provide selected chapters the opportunity to share activities that have made successful impacts on improving soror relationships and enhancing sisterly relations, thus promoting an environment for sustainable membership within their chapter.

### **Workshop 08**

#### **Title: Website Guidelines and Evaluation**

**Description:** Attend this workshop to hear updates on the elements needed to ensure chapter and regional websites are compliant with the website guidelines. Sorors will leave understanding the website evaluation process, the re-evaluation process, and review all forms for website evaluation. Chapters will also leave the workshop with a clear understanding of resources available to ensure a successful evaluation.

### **Workshop 09**

#### **Title: Timeless History Final Drafts Clinic**

**Description:** Your Chapter has completed its history, but will it pass muster as a Timeless History (TH)? The Regional Timeless History team will showcase Chapter works deemed TH-ready and recommend measures needed to help other works achieve TH status. Historians, please submit your “edited” manuscript for consideration.

### **Workshop 10**

#### **Title: Leveraging PR and Communications Skills through Timeless Strategies**

**Description:** This workshop will provide effective strategies on how Sorors can penetrate the media network to help transmit their message. The session will also provide valuable tips on how to form a

partnership with the media that will help in their publicity mission at the chapter, cluster and regional levels. This workshop also incorporates strategies on how to maximize social media to achieve PR objectives.

### **Workshop 11**

**Title: Conflict Resolution, “Let’s Talk and Move On!”**

**Description:** This workshop is a continuation of the Conflict Resolution, Managing Your Pink and Green Anger workshop series. Now that you have heard the “what and why” surrounding conflict, it is time to hone your skills on “how”! Every soror needs to become better at the process of having those tough love discussions critical to resolving inter-personal conflicts. Whether the conflict is between you and another soror or you are trying to help resolve conflict involving others, this workshop is for you.

### **Workshop 12**

**Title: THE PROTOCOL BLUEPRINT FOR GLOBAL LEADERSHIP-101 Part 2: Basic Protocol Practices.**

**Description:** This workshop provides an overview of the basic protocol practices, principles and procedures of Alpha Kappa Alpha Sorority, Incorporated. Topics will include Soror Code of Ethics, correct terminology, appropriate titles and introductions, appropriate attire and chapter decorum. All attendees should bring a copy of “The Official Guide to Alpha Kappa Alpha Protocol 2010”.

### **Workshop 13**

**Title: Creating Global Opportunities for Success—Making EAF Work at the Region and Chapter Levels**

**Description:** Workshop focus:

1. Implement creative and innovative strategies to encourage chapters to attain the Silver, Gold, and Platinum levels of EAF.
2. Market the EAF grants, scholarships, and awards available to individual sorority members, chapters, and communities.
3. Discuss opportunities for chapters and individuals to establish endowments through EAF.

## **WORKSHOPS - SESSION II**

**10:30 A.M. – 12:00 Noon**

### **Workshop 14**

**Title: Let's Get This Meeting Started!**

**Description:** This interactive workshop examines the best practices for running meetings effectively and simply with the use of parliamentary procedure.

### **Workshop 15**

**Title: Marketing your GLTTS Program for Maximum Impact**

**Description:** This workshop will provide tools for marketing and branding your chapter GLTTS program. Sorors will discuss strategies and develop tactics which can be used to gain community support and corporate sponsorships of chapter programs and service projects. Chapter Basilei, Program Chairmen, Graduate Advisors and Ivy Leaf Reporters are encouraged to attend.

## Workshop 16

### **Title: Sustainability: Achieving Timeless Chapter Operations**

**Description:** An interactive workshop focusing on the principles of chapter sustainability. The workshop will introduce a new Standards concept, “The Three Pillars of Sustainability,” how the Individual Soror, the Chapter, and the Sorority must work together for growth and longevity. Review the newly revised “So Now You’re Elected” Manual. Leverage collaborative strategies that will ensure chapter sustainability by preparing our Sorors as future leaders, ensuring that our chapters are relevant, and protecting our legacy of sisterhood and service.

## Workshop 17

### **Title: sister, *SISTAH***

**Description:** “Sisterhood” means feeling a sense of kinship and closeness with a group of women, and finding ways to sustain this relationship is important for retaining lifelong active membership. This workshop will provide tips for fostering stronger relationships, establish a sisterly protocol, and provide event ideas based on various chapter sizes. Sorors will be able to share their own experiences through group discussion.

## Workshop 18

### **Title: Alpha Kappa Alpha Membership: Back to the Basics**

**Description:** Our governing documents serve as the foundation for our operation and policies and the currently approved Membership Intake Process provides the tools for ensuring successful membership intake processes. This workshop will review the basics of the process, including a review of the bylaws regarding memberships, the forms required for the process and responses to frequently asked questions.

## Workshop 19

### **Title: Global Empowerment: Moving from Discussion to Action**

**Description:** This workshop will 1) outline the strategy for the mid-term elections in view of the results of the 2012 election, 2) address the new initiative for human trafficking, M.I.N.D. [Merciful Intervention NOW Demands Safety] and 3) a panel of experts will identify legislation, resources and explore how chapters can move into action with this new advocacy campaign.

## Workshop 20

### **Title: Retaining the Records of Alpha Kappa Alpha in a Repository**

**Description:** This workshop will introduce Sorors to two contemporary archiving issues: 1) Archiving The Essential Records of Alpha Kappa Alpha – Retention Issues and Strategies; and 2) Case Study: Preservation Repositories of Alpha Kappa Alpha; “Building, Remodeling or Retrofitting Your Archives; Innovative Preservation Storage Solutions.” The workshop will also provide an update on the status of Archiving Alpha Kappa Alpha records at Howard University’s Moorland-Spingarn Research Center. It will close with the presentation of an Oral History sample drawn from the Online *Unsung Sorors of the Civil Rights Movement* Exhibit.

## Workshop 21

### **Title: Do’s and Don’ts of Conference and Event Planning**

**Description:** All you wanted to know and were afraid to ask; Planning for Successful Conferences and Events on the Chapter, Regional and National Levels.

## Workshop 22

### **Title: Financial Officer's Certification Update**

**Description:** This advanced workshop is for sorors who have completed Financial Officer Certification Level I and will provide updated information on the revised Statement of Financial Operations.

## Workshop 23

### **Title: Board Member Responsibilities and Code of Conduct**

**Description:** Sorors aspiring to become members of the Alpha Kappa Alpha Directorate need to understand the big picture as it relates to board member responsibilities. The uniqueness of membership on this Board is being able to understand, apply and live the Code of Conduct expected of sitting Board members. You are encouraged to join in the discussion of this workshop to gain clarity and insight.

## Workshop 24

### **Title: THE PROTOCOL BLUEPRINT FOR GLOBAL LEADERSHIP**

#### **201: Part 2 Advanced Protocol Practices**

**Description:** This workshop provides an in-depth overview of the protocol practices, principles, and procedures of Alpha Kappa Alpha Sorority, Incorporated. Topics will include attire for Rituals and events. Protocol planning for conferences and meetings, appropriate titles and introductions, gifts and courtesies, dais seating for business meetings, luncheons and chapter sponsored events. All attendees should bring a copy of "The Official Guide to Alpha Kappa Alpha Protocol 2010."

## Workshop 25

### **Title: Keeping our Secrets Sacred Through Timeless Commitment**

**Description:** The ability to conduct our *Rituals* with solemnity, reverence, and sacredness is not only the responsibility of chapter leaders, but also of all sorors. More importantly, it is expected of all sorors to be committed to keeping our *Rituals* secret. Take the time to reflect and refresh your knowledge, hearts, and minds to the important elements of our commitment to our *Rituals* and our sisterhood.

## Workshop 26

### **Title: Economics and Retirement Planning**

**Description:** You worked hard, saved and planned for your retirement and felt you were ready to enjoy the fruits of your labor. Now you are faced with the reality of increased health care cost, the donut hole, supplemental Medicare coverage and so much more. Representatives from AARP and AKA will discuss these realities and offer options that can ease the strain on your stretched budgets.

**Presenter: Wells Fargo or Legacy Endowment Fund and Corporate Support Committee Member**