

## Zeta Phi Beta Sorority, Incorporated

### 2015 – 2016 Centennial Commission Representatives

#### Roles and Responsibilities

Representative Entity/ Level and Responsibilities	Chapter Representative	State Representative	Region Representative
<b>1. Is a member of the 2020 Commission Team and assists with Centennial activities. See requirements/skills*</b>	X	X	X
<b>2. Coordinates work with the members of the listed entities</b>	Chapter members	Chapter Representatives and State Organization	State Representatives and Regional Organization
<b>3. Maintains contacts, disseminates information and sets annual goals.</b>	Chapter Basileus, Executive Board and members	State Director and State Executive Board	Regional Director and Regional Executive Board
<b>4. Schedules agenda time, makes presentations on topics** and assists with Centennial activities and executes them at representative level.</b>	At Chapter Meeting	At State Meeting	At Regional Meeting
<b>5. Assists with raising funds to achieve as high a 2020 Visionary level as possible for the entity</b> - Insures recognition at level for 2020 Visionary benefits	X	X	X
<b>6. Serves as resource for 2020 questions and answers</b> - Extremely knowledgeable on Centennial Website content and navigation at all times - Review Centennial Website every 2 weeks minimum	X	X	X
<b>7. Collects data, prepares reports, and provides feedback.</b> - Chapter Charter information - Events, Sisterhood Circles, News, Photos	Sends updates to website	X	X
<b>8. Participates on quarterly or monthly conference calls.</b>	X	X	X
<b>9. Assists with 2020 Celebration Planning at representative level.</b>	X	X	X
<b>10. Engage and recruit nonfinancial and/or inactive Sorors</b>	X	X	X
<b>11. Sets up 5 new Sisterhood Circles (After 9/1/2015)</b>	X	X	X

#### \* REQUIRED SKILLS

- A. Is a 2020 Visionary (Charter Donor Minimum)
- B. Is familiar with, enthused and excited about Centennial initiatives, goals and activities.
- C. Proficient in computer use and Microsoft and Google apps and documents; Data base management.
- D. Commitment to 4 – 10 hours per month through January 2021 with annual re-appointment discussion.
- E. Able to make energizing and engaged small and large group presentations.

#### \*\* Topics provided by the Centennial Communication Team.

#### SELECTION and APPOINTMENT

- Regional representative will be selected by the Centennial Commission Chair and the RD and approved by the Grand
- State Representatives will be selected by the State Director and approved by the RD
- Chapter Representatives will be selected by the Chapter (Appointment by Basileus or election)
- Members are appointed by the Commission for a 1 year term; Annual review will held prior to November for the next year

#### REGISTRATION

- Individuals selected at each level are responsible for completing the registration form on the Centennial website as well as keeping the information current; change to the position should be completed by the incoming representative prior to December 1 of the year prior to service.