

Guidelines / Duties and Selection Criteria For Chapter Captains

Each Chapter should appoint an EAF Captain to serve as an Ambassador for the Foundation. Chapter Captains are additional eyes and ears of the Foundation at the level where all programs are implemented—Within Chapters! The role is important and we want to support their efforts that provide invaluable assistance to our members and the Foundation.

The *Chapter Captain* is a link between chapters, Regional Coordinators, and the Foundation. The general duties include motivating, cultivating, inspiring participation and the dissemination of information/timely renewal of the annual membership. Additionally, it is within the sphere of influence that she might:

1. Serve as chapter spokesperson/resource on all chapter matters related to EAF.
2. The Captain should ask to be placed on the Chapter's Agenda when there is EAF information that needs to be shared.
3. Work collaboratively with the chapter Basileus, and Regional Coordinator to coordinate all activities and assignments related to the position.
4. Communicate/disseminate information related to EAF to all chapter members.
5. Serve as the motivating force toward 100% EAF membership within the chapter.
6. Participate/support EAF presentations, workshops, and sponsored events at Cluster Meetings, Regional Conferences and Boule.
7. Maintain the EAF remittance records (or copies) of the chapter. Submit a copy of each Remittance Summary to the Regional Coordinator.
8. Assist the Basileus/Tamiochous in the timely transmittal of all funds designated for EAF as a result of chapter fund raising.
9. Keep "fun" in fund raising and EAF! Be creative and have all to participate.
10. Provide an occasional give-a-way or incentive for a Soror "first one to give additional contribution" or give to other category.
11. Keep chapter abreast of the chapter's level of giving and what is need to move to the next level.
12. Encourage your chapter to start a Chapter Scholarship Endowment with EAF.
13. Contact the Regional Coordinator as your first-line of information. Of course one may also call upon the Executive Secretary!

**Please submit the name of the Soror to serve as your Chapter EAF Captain.
See attached form.**

"ESP... Excellent Scholarly Performance"

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