

Texas State Organization

The Delta Kappa Gamma Society International

March 2024

Lynda Anderson

TSO Recording Secretary

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Zeta Gamma & Area 1



Goals

1. To assume and carry out the responsibilities of the TSO Recording Secretary
2. To assume the role of mentor to Areas 1, 9, and 17, as assigned by the state president, and assist area coordinators and chapter presidents in meeting chapter needs
3. To compile and update all coordinating council information and contact all council chairs
4. To compile materials for the state president's biennium

Accomplishments and Activities Related to Goals

1. Attended Leadership Orientation for State Personnel Area Coordinator training, the executive board retreat, and the executive board meeting that included a session with the chair of the Leadership Development for Chapter Presidents committee. Recorded the minutes at the retreat and board meeting.
2. Attended chapter meetings in Area 1, 9, and 17 along with luncheons in Area 9, 10, and 17
3. Corresponded regularly and met with area coordinators and chapter presidents in Area 1, 9, and 17 via Zoom. Coordinated monthly Zoom meeting for NE RAW steering committee in preparation for the NE RAW to be held June 22, 2024.
4. Developed a survey to update contact information for coordinating council and began reviewing processes for annual reporting for effectiveness. The updated contact information will be provided to TSO headquarters.

Suggestions to Chapter Recording Secretary

1. Keep accurate minutes of chapter meetings to ensure an authentic chapter history
2. Promote communication by distributing chapter minutes in a timely manner so that chapter members are aware of chapter actions and activities
3. Mentor chapter members who are interested in serving as chapter recording secretary

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