

Texas State Organization

The Delta Kappa Gamma Society International

Date March 30, 2024



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Chapter & Area Theta Alpha, Area IX

Goals

- 1 Become familiar with job responsibilities of each TSO employee to determine what, if any, support is needed to improve the efficiency of that position.
- 2 Consult with TSO employees to determine any personnel needs or concerns
- 3 Prepare contracts for each employee and obtain signatures upon approval of the finance and executive committees.
- 4 Coordinate the personnel committee review, and update as needed, of the operations manual

Accomplishments and Activities Related to Goals

- 1 Distribute Self-Appraisal forms to TSO office staff, Lone Star News editor/photographer and webmaster
- 2 In coordination with the state president, the immediate past state president and the ASTEF chair, conducted individual performance reviews for all four TSO employees.
3. Upon completion of individual performance reviews, increases in salary for all employees and contractors were approved.
4. Following input from the personnel committee, submitted budget requests to the finance committee regarding salaries for the upcoming year.
5. The state president with communication from the personnel committee will handle the contract execution for all employees and contractors before June 30, 2024.

Suggestions to Chapter members

- 1 Check the Lone Star News and the TSO website regularly for valuable, interesting information
- 2 Seek needed assistance from the TSO headquarter staff
- 3 Give suggestions to the personnel committee

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