

Rose Team Captains' Responsibilities--2016-2018

1. **Recruit.** Ask someone on your team to be your “chief assistant” or co-worker to help you with the following responsibilities:
2. **Greet/Mentor.** Get to know the members of your Rose Team and help them get to know one another. Look for them at meetings; let them know you are glad to see them; chat with them; introduce them to others. Answer any questions posed by members of the team. Help members of Rose Team understand chapter procedures.
3. **Contact.** If a member of your group is absent from a meeting, send a card or make a friendly call to see how she's doing. You may ask your assistant or another group member to send the card or make the call. Pass along to the chapter president (**Mary Lou Furr**) or communications chair (**Sherry Willis**) any information you feel that Alpha Nu as a whole should know about or respond to. You or your assistant should make a contact (card or phone call, etc.) with every member of your group at least once during the biennium. For those of your team who do not have e-mail, you (or your designee) will be counted on to pass along, by phone or “snail mail,” any information that comes to you.
4. **Report.** Each quarter, send to the Communications Committee chair (**Sherry Willis**) a BRIEF item (one or two sentences) about one of your team members for the newsletter. We want to help members get to know and appreciate one another by running brief informational items about members in the newsletter.
5. **Nominate.** Encourage your team to be on the lookout for outstanding educators to nominate for membership in Delta Kappa Gamma. Your team may sponsor one or more candidates from either or both of our counties. Nominations may be made at any time by notifying the membership chair (**Patricia Clark**).
6. **Host a meeting.** Once during the biennium, your team will host one of six Alpha Nu meetings. (Alpha Nu officers will handle arrangements for the first and last meetings of the biennium.) As Team Captain, you will attend the program planning session for the ONE meeting to know what set-up will be needed for that meeting. You or your assistant will then assign team members to handle these responsibilities:
 - **Location and food arrangements.** Make arrangements for meeting location and food service in collaboration with officers and the program chair.
 - **Room set-up and decoration.** Collaborate with program chair if a certain arrangement of tables or a special décor is requested to enhance a particular program theme.
 - **Equipment for program.** Help locate needed equipment and assist with set-up as needed.
 - **Phone/email reservations.** Report numbers at deadline to the president, **Mary Lou Furr**.
 - **Registration table.** Welcome attendees and collect money if needed. Give registration sheets to treasurer if any money was collected. Otherwise give registration sheets to the recording secretary (**Michelle Barrier**).
 - **Greeters/table hostesses.** **Speak to everyone as she arrives and as she leaves.** Give directions as needed to the meeting room or to appropriate tables, if tables are assigned. Make sure table-mates know one another and spark conversation around the table. Help distribute hand-outs.
 - **Clean-up.** Find out what “clean-up” is required of the meeting location. See that no Alpha Nu items are left behind. Leave the meeting room in as good or in better shape

than you found it.