

PROFESSIONAL & PERSONAL GROWTH (PPG) POLICIES & RESPONSIBILITIES

PPG COMMITTEE POLICIES: *(From HAΔK Policies Manual)*

(**See also: State Treasurer, page Officers-5 #4a (Fee, Financial Report, and Fund Balance)

1. Chairpersons shall select a Professional & Personal Growth (PPG) Conference Treasurer.
2. The Hawai`i Alpha Delta Kappa budgeted amount shall be used to help defray the cost for members.
3. PPG functions and activities should not be used to promote religious, political, commercial, or personal agendas.
4. Committee will recognize AΔK members' expertise in various ways.
5. Net income from PPG events will remain with committee and placed with the State Treasurer as separate line item in budget.

GOAL:

PPG Committee chairpersons and chapter representatives will plan and hold a successful PPG Conference, soliciting noteworthy presenters including the expertise of our members to address the professional development and personal growth needs of the membership.

CONFERENCE CONTENT, TIMELINE:

The PPG Conference for this biennium will be held in August, 2019, the second year of the biennium. It will include closing-of-biennium sessions for chapter presidents and treasurers, as well as professional development and personal growth workshops, number of workshops to be determined. Timeline for planning the conference begins on August 18, 2018, with the selection of chapter committees and responsibilities. It consists of by-monthly planning meetings until the August, 2019, LT/PPG Conference.

COMMITTEES for CHAPTER CHAIRS:

1. Treasurer (Finances, including opening and closing of PPG bank account)
2. Facilities and Signs (Site acquisition and set-up)
3. Registration (Flyer with chapter sign-up sheet, entrance sign)
4. Speakers and Presenters (Invitations and follow-up)
5. Aloha (Lei, speaker honorarium, appreciations gifts)
6. Program (Coordination and brochure)
7. Hostesses/Greeters for Workshops (Including opening and closing of breakout rooms)
8. Refreshments (Purchase and distribution)
9. Evaluations (Development and compilation) and Thank you notes

PPG CONFERENCE PROGRAM (example)

- Registration and Refreshments
- Welcome
- Keynote Speaker (?) / Panel (?)
- Break
- PPG Workshops, Leader Training Sessions, Other (?)
- Expanded Executive Board meeting to follow (including lunch distribution)