
Circle of Sisterhood 101

How to Start a Committee

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Sample Circle of Sisterhood Committee Structures

COMMITTEE EXAMPLE A

A great way to spread awareness about Circle of Sisterhood throughout your sorority community, while benefiting from input, support, and hard work of women from different chapters, is to create a Circle of Sisterhood committee. Here is a guide for how to start the committee:

Application:

A simple way to create an application for a Circle of Sisterhood Committee is to use Google Forms. Share the application link with chapter presidents on listservs and on all social media channels used in your sorority community to ensure everyone is aware of the opportunity. Set the final date when applications will be accepted through and be sure to frequently share the application link and reminders about the deadline up until that date.

Sample question ideas for the application form:

- Name
- Email address
- Year in school
- Affiliation
- Other commitments throughout the term
- Any positions the applicant has held within her chapter, council, or on campus
- Availability for meetings
- How did you hear about Circle of Sisterhood?
- Why are you passionate about Circle of Sisterhood?
- Please share one (or more) fundraising idea(s) for Circle of Sisterhood.
- Please share one (or more) idea(s) to create awareness about Circle of Sisterhood.
- Please share any experience you have with fundraising, social media, event planning, (etc.—any skill that would benefit the committee).

Committee Member Selection:

Once all applications have been submitted, the person (or group) currently managing all things Circle of Sisterhood on your campus should review the applications to identify the strongest applicants. Once these applicants have been identified, you can either immediately extend offers to join the committee or decide to add an interview round to the selection process, extending offers to the top applicants afterward. It might also be helpful to ask for feedback from chapter presidents when selecting committee members to supplement the information given on the applications.

Send an email to the chosen committee members offering your congratulations and sharing important information like the time/date/location of the first meeting and the contact information for the committee chairperson. Send a list of all committee members to the chapter presidents, encouraging them to congratulate their members who have been selected to join the committee. When sending emails to any applicants who have not been selected for the committee, be sure to encourage their continued support of Circle of Sisterhood and the committee.



Committee Structure:

It is important to pick a structure for your Circle of Sisterhood committee that best meets the needs of your sorority community.

If your Panhellenic or Sorority Council has adopted Circle of Sisterhood as its official philanthropic partner, you might decide that the committee should fall under the auspices of the council and a council officer can serve as a committee chairperson. This helps eliminate any potential disconnects between the Panhellenic/Sorority Council and the committee members, which could occur with a free-standing committee. Below are ideas for a potential chairperson:

- Panhellenic/Sorority Council president
- Programming chair
- Community service/Philanthropy chair
- Scholarship chair

The committee's internal structure will vary based on your number of applicants and desired committee size. Here are ideas for the committee structure based on committee size:

Small-to-medium committee:

- Each committee member can be assigned an area in which she would like to work.
- *Or*, the whole committee can work together, deciding who will accomplish tasks as needed.
- Each committee member will communicate directly with the chairperson.
- The typical layout of a month might be:
 - Week 1: Meeting with entire committee
 - Week 2: Off week (schedule meeting, if needed); Committee members work on any related assignments
 - Week 3: Off week (schedule meetings if needed); Committee members work on any related assignments
 - Week 4: Meeting with entire committee

Medium-to-large committee:

- The committee chairperson can select workgroup leads who will serve, collectively, as an executive board of the committee. Ideas for work group leads are:
 - Chapter Liaison(s)
 - Fundraising Lead
 - Communications/PR Lead
 - Education/Awareness Lead
 - Community Outreach Lead/Liaison (involving others in the campus community to work with CofS Committee)
 - Event Planning Lead
- The committee chairperson can assign committee members (who are not leading workgroups) to participate in each workgroup, which can be done based on member preferences and skills.
- Each workgroup member will communicate directly with the workgroup lead and each workgroup lead will communicate directly with the chairperson of the CofS Committee.
- The typical layout of a month might be:
 - Week 1: Meeting with committee chairperson and workgroup leads
 - Week 2: Respective workgroup meetings
 - Week 3: Off week (schedule meeting if needed); Committee members work on any related assignments
 - Week 4: Meeting with entire committee



COMMITTEE EXAMPLE B

Greek/Sorority Unity Board/Committee

Campuses may choose to have a Greek/Sorority Unity Board which is a committee made up of all the sorority chapters in the community from all Councils (CPC, NPHC, MGC, NAPA, etc.). The responsibilities of this committee are to organize full community activities. Specifically, for CofS, the committee could:

- Plan, organize, and facilitate a Circle of Sisterhood Week each academic year (around CofS Day of Giving on September 30, International Day of the Girl Child on October 11, or International Women's Day on March 8),
- Educate the campus community about Circle of Sisterhood,
- Facilitate fundraisers throughout the year for Circle of Sisterhood,
- Foster an environment conducive to the development and sustainability of the ongoing commitment to CofS

The primary focus of this committee, and of Circle of Sisterhood Week, is to bring council members together by focusing on topics commonly related to women's empowerment, but primarily Circle of Sisterhood.

The chair of this committee is one of the Council's Vice Presidents. The chairperson's role is to administer the plans and goals of the committee and to hold the committee accountable for follow through. Ideas for committee workgroups are:

- Chapter Liaison(s)
- Fundraising
- Communications/PR
- Education/Awareness
- Community Outreach/Liaison(s) (involving others in the campus community to work of CofS Committee)
- Event Planning



COMMITTEE EXAMPLE C

Circle of Sisterhood Committee

The committee meets every other week to discuss and plan awareness, educational, and/or fundraising events. Committee members (ambassadors) should represent—at a minimum—each sorority chapter on campus. The best option may be to have two representatives (or a representative and an alternate) from every sorority chapter on campus to serve as Circle of Sisterhood (CofS) ambassadors.

Circle of Sisterhood Ambassadors (committee members):

- Must attend Circle of Sisterhood bi-weekly general meetings,
 - Note: Any member of the sorority community can attend general meetings to be updated on events and get more information about involvement with CofS.
- Are consistently involved in events and as a pathway to future roles as a committee or council leader.

The Committee's Leadership Team could meet once per month, separately from general meetings of the committee (this could be before a general meeting), to discuss goals and work of the committee.

The Leadership Team of the CofS Committee consists of the following:

- Two CofS Directors
- President of College Panhellenic (CPC)
- Vice President of Public Relations (CPC) or the officer that committee reports to
- Other officers of interested Councils (NPHC, MGC, IFC, etc.)
- Fraternity/Sorority Advisor, if available

To be a Circle of Sisterhood Director, one must:

- Fill out an application
- Serve on CofS Leadership Team
- Serve as a main contact for the CofS Committee

Ideas for committee work groups are:

- Chapter Liaison(s)
- Fundraising
- Communications/PR
- Education/Awareness
- Community Outreach/Liaison(s) (involving others in the campus community to work with CofS Committee)
- Event Planning



Sample Circle of Sisterhood Committee Application

(for ease of collection, use a platform like Google Forms)

Circle of Sisterhood is a U.S.-based charitable organization founded and powered by sorority women committed to removing barriers to education for girls and women around the world. Sororities were founded in a time when women had to fight for their right to a higher education. Now, over 170 years later, as one community of educated women, we continue the legacy of our founders by joining together to help girls and women achieve education around the world. When two-thirds of non-literate adults in the world are women, there is much to be done!

Being a part of this committee entails attending bi-monthly meetings, planning fundraising events, awareness programs, and being committed to helping girls and women receive an education. For more information on Circle of Sisterhood, please visit www.circleofsisterhood.org

Applications are due by XXX (date).

(* Required)

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1. Name *
 2. Email *
 3. Year in School *
 4. Affiliation *
 5. What other commitments will you have for the XXX semester? *
(i.e. course load, position in sorority, other organizations you are affiliated with, work)
 6. Have you previously held positions in your sorority, council, or other organizations in the past? If so, what position(s)? *
 7. What is your availability during the XXX semester for hour long meetings? *
(i.e., Mondays 1-2pm, Tuesdays 5-7pm)
 8. Have you read the book or watched the documentary *Half the Sky: Turning Oppression into Opportunity for Women Worldwide*? *
 9. If you have not read the book or watched the documentary, would you be able to do so between now and the beginning of the XXX semester? *
 10. Please share one (or more) fundraising idea(s) for Circle of Sisterhood. *
 11. Please share one (or more) idea(s) for an educational event or awareness program for Circle of Sisterhood. *
 12. Please share any experience you may have with fundraising, event planning, social media, or any other skill that would benefit the committee. *
 13. Would you like to add anything else?

