

Kappa Chapter Organization 2016 – 2018

Leadership Role	Filled by	Responsibilities
President	Christina Small Carole Mitsuyoshi-Sugai	Conduct meetings, attend OCC meetings Conduct votes on matters requiring action, submit required reports/forms, maintain communication with membership
1 st Vice President	Lori Shimizu	Serve as chair of Program Committee Be responsible for SAP
2 nd Vice President	Leatrice Higuchi	Serve as chair of Membership Committee Be responsible for nomination/orientation/initiation for prospective members
Secretary	Maxine Nagamine	Prepare minutes for regular/board meetings, keep attendance, disseminate minutes to members and send to webmaster to post
Treasurer	Lena Kanemori Adele Wade	Maintain accurate records of accounts, present a report at meetings, collect dues, submit required forms

Leadership Committee: Christina Small, chair
Patsy Izumo, Vicki Kajioka, Lena Kanemori, Nori Leong, Cynthia Maeshiro, Carrie Sato,
Lori Arai-Shiraishi, Merri Wada Tanji, Adele Wade

Committee	Responsibilities	Leader
Communication	Send news to Aloha Ike Akea	Lena Kanemori Cynthia Maeshiro Merri Wade Tanji
Chapter Rules	Update Chapter Rules	Donna Shiroma Carrie Sato
Finance	Formulate biennial Budget Conduct financial review	Vicki Kajioka Lori Arai-Shiraishi
Leadership Development	Aid Beta Beta State Com.	Adele Wade Patsy Izumo Nori Leong

Program Committee: Lori Shimizu, chair
Shely Chang, Sherry Chang, Elsie Hu, Carole Mitsuyoshi-Sugai, Marilyn Naka, Lauren
Nishimura, Kathy Rozzelle, Jennifer Shiroma

Committee	Responsibilities	Leader
Strategic Planning	Facilitate	Lori Shimizu

	planning/implementation Act as liaison to Beta Beta State Committee	Kathy Rozzelle Jennifer Shiroma
Educational Excellence	Act as liaison to Beta Beta State Committee	Shely Chang
SEE: Early-Career Educators	Adopt a Complex Area Participate in SEE projects	Carole Mitsuyoshi-Sugai Lauren Nishimura Sherri Chang Elsie Hu
Scholarships	Provide application forms	Lori Shimizu Marilyn Naka

Membership Committee: Leatrice Higuchi, chair

Carolyn Chang, Jo Ann Hino, Betty Kashiwahara, Hyoncha Koga, VerlieAnn Malina-Wright, Gail Ogawa, Maddie Oshiro, Elaine Stroka, Maxine Nagamine, Donna Shiroma

Committee	Responsibilities	Leader
Expansion	Act as liaison to Beta Beta State Committee	Donna Shiroma
World Fellowship	Act as liaison to Beta Beta State Committee	Verlie Ann Malina-Wright Maddie Oshiro Hyoncha Koga
Courtesy & Aloha	Send appropriate card/gift Recognize members for awards, etc.	Gail Ogawa Maddie Oshiro JoAnn Hino
Historian/Archives	Keep record of dates	Maxine Nagamine Carolyn Chang
Pioneer Women	Act as liaison to Beta Beta State Committee	Leatrice Higuchi Gail Ogawa Betty Kashiwahara
Updating Member Profile		Gail Ogawa Leatrice Higuchi
Kappa Birthday Lunch	Plan and host Birthday lunch	Leatrice Higuchi Elaine Stroka Maxine Nagamine Verlie Ann Malina-Wright Maddie Oshiro