



Southeast Province 2026-2027 Committees



Standing Charges For All Committees

- Establish contact with committee and maintain a list of dates/times for committee meetings and attendance records using the tracker software chosen by the Executive Committee
- Have a representative, ideally the Chair/Co-Chair, report on committee progress at meetings held every other month by the Vice Satrap
- Propose a tentative committee budget within the first quarter to the Finance Committee for the 2026-2027 term
- Upload/update any presentations to the SEP Public Drive in respective folders

Advisory

- Serve as advisors for the SEP Satrap and Executive Committee
- Create award criteria for recognition of chapters and individual Brothers, such as, recognition pins, assembly attendance tracking, etc
- Distribute chapter awards at Fall Assembly and scholarship(s) at Spring Assembly

Assembly Planning

- Propose a tentative schedule of Assembly for the Satrap/Executive Committee to approve
- Coordinate with Chapter and Province committees to complete logistics for assembly
- Establish a cost-effective budget for each assembly to be approved by the Executive Committee
- Ensure a financial report of each Assembly is completed and send to Auditing Committee for review within seven days of Assembly when applicable
- Develop and coordinate professional development activities at SEP Assemblies
- Coordinate childcare and activities geared towards significant others and children at Province Assemblies

Auditing

- Perform an audit of any individual or group who possesses SEP funds or property annually and as needed
- Perform an audit of each Assembly's financial report (all monetary expenses) for respective Assembly planning and provide to the SEP within 30 days of an Assembly (includes the Spring Assembly after elections)
- Perform an audit of the Treasurer's bi-annual report (all monetary expenses) and provide to the SEP within 30 days of an Assembly (includes the Spring Assembly after elections)

Collegiate Development

- Review Chapter goals and checkpoints established at the previous Chapter visit. Determine if a new Chapter visit is warranted based on progress.
- Follow up with each collegiate Chapter within one year of their last Chapter visit
- Serve as a resource to SEP Chapters in completing the National and SEP Chapter progress report
- Work with the Graduate Development Committee to establish a liaison between collegiate chapters and their local graduate chapter
- Coordinate with Graduate Development Committee to ensure that GCDs are informed and involved in all Chapter development programs
- Coordinate and facilitate the SEP Mentor/Mentee program

Finance

- Create the 2026-2027 SEP Budget during the first quarter to be reviewed by the Advisory and Executive Committees
- Review committee budget requests, as needed, for each SEP committee with approval from the SEP Executive Committee
- Assist Chapters with filing their taxes where applicable and ensure that each Chapter is up-to-date with all dues prior to Assembly
- Provide direct guidance to Chapters about their financial situation that may need assistance as necessary
- Develop and coordinate fundraising efforts for the SEP

GCC Planning

- Communicate information regarding the Grand Council Convention (GCC) to the SEP
- Coordinate with the international officers in planning GCC when appropriate
- Acquire/maintain a list of all SEP Brothers attending GCC
- Propose and coordinate GCC reimbursement criteria to the Finance and the Executive committee
- Coordinate with SEP Treasurer and Finance Committee to review criteria and manage GCC reimbursement
- Assist any Brother of the SEP running for the International Executive Committee
- Develop and coordinate SEP GCC fundraising activities to donate to the Kappa Psi foundation

Graduate Development

- Assess the effectiveness of the current strategies to transition collegiate Brothers into Graduate Chapters
- Coordinate an "Intro to Grad Life" workshop/webinar to promote avenues of Province/Chapter involvement for newly graduated Brothers as well as barriers to staying involved with Kappa Psi, providing a report of findings to send to the Satrap
- Work with the Collegiate Development Committee to establish a liaison between graduate chapters and their local collegiate chapter.
- Assist the Graduate Chapters in completing and submitting for national awards to Central Office
- Coordinate with Collegiate Development Committee to ensure that GCDs are informed and involved in all Chapter development programs
- Plan continuing education (CE) activities at SEP events (e.g. SEP Assemblies, Leadership Retreat, etc.) and when possible during the 2026-2027 term, that are eligible for CE credit in all 50 states
- Plan and execute event(s)/program(s) that highlight various pathways of pharmacy practice

Leadership Development

- Utilize plans developed by the previous committee to execute the 2026 SEP Leadership Retreat
- Establish the framework for the 2027 SEP Leadership Retreat including but not limited to location, dates, hotels, etc.
- Conduct leadership development program for Brothers of the SEP via workshops, webinars, and written materials

Legislative

- Review Province By-Laws and updates biannually in conjunction with Assembly or when otherwise directed by the Executive Committee
- Distribute educational material regarding Robert's Rules of Order biannually in conjunction with assembly
- Collect legislative proposals prior to Province Assemblies for Legislative and Advisory committee review and recommendations, then coordinate the presentation of said proposals to the SEP for voting
- Serve as a resource to all SEP Chapters for reviewing and updating Chapter Ordinances
- Review current and proposed SEP policies and ordinances in conjunction with the Advisory Committee annually
- Determine if a policy can be written in lieu of current SEP ordinances and draft the policy

Philanthropy

- Encourage Chapters to participate in the National Philanthropic Project
- Host Province-wide philanthropic events including but not limited to the Annual SEP Philanthropy Week, Fall Assembly, and Spring Assembly
- Prepare and present an annual Philanthropy Report at Spring Assembly to include, but is not limited to, summaries of SEP philanthropy initiatives, highlights from each chapter's Philanthropy Week activities, and an overview of comprehensive chapter led philanthropic events throughout the year

Publications

- Review and coordinate all Province publications with the Secretary, Historian, Webmaster and Newsletter Editor to maintain compliance with Kappa Psi Policies
- Create a tri-annual SEP newsletter in conjunction with the Newsletter Editor
- Publish/disseminate collegiate Chapters' newsletters to the Province where applicable
- Assist the committees and chapters in requests for design assistance, advertisement, and/or flyer creation

Risk Management

- Check-in with Chapters to determine and ensure compliance with National Risk Management policies and procedures and ensure that all collegiate chapters have a risk management presentation/briefing annually
- Provide risk management education for chapters when requested/directed and at each Assembly
- Prepare for possible risk-mitigation, fill out risk management forms for any events the province may have, and enforce the Fraternity's Risk Management policy at Assemblies