

**GREEK ORTHODOX LADIES PHILOPTOCHOS SOCIETY, INC.
NATIONAL COMMITTEE REPORT
FRIDAY, NOVEMBER 10, 2023 – HOUSTON, TX
NATIONAL PHILOPTOCHOS BOARD MEETING**



**Procedural Manuals Committee
(Bylaws, Procedural Manual, Protocol Guide, Employee Handbook)**

Co-Chairs: Debbie George (Detroit) and Elaine Zetes (Boston)

Members: Demetria Bakris, Anita Kartalopoulos, Maria Logus, Stella Piches, Evanthia Valassiades

October 31, 2023

The Procedural Manuals Committee (PMC) has continued to meet on a regular basis since the last National Board meeting in Detroit. To achieve success and revise the long-outdated manuals in a timely manner, the Committee decided to divide and conquer. Two subcommittees were formed, one charged with reviewing the Procedural Manual and the other charged with reviewing the Employee Handbook. Conformance to the Bylaws (as amended 2020) is an integral part of the review.

Additionally, the Committee Co-Chairs are working with National Philoptochos Protocol Advisor and Past President, Aphrodite Skeadas, to review and identify any potential revisions to the Protocol Guide.

The Employee Handbook Sub-Committee, Maria, Stella, Debbie, and Elaine have drafted an updated Handbook. Several open questions remain and when addressed, the revised draft will be reviewed and finalized by all members of the PMC. This Final Draft will be sent to President Siavelis Kehl for further review, discussion, and approval by the Executive Committee.

The Procedural Manual Sub-Committee, Demetria, Anita, Evanthia, Debbie and Elaine, have identified a number of updates. Additionally, Anita suggested and spearheaded the idea of surveying the National Board for their thoughts on what procedures need to be added, revised, and/or clarified. The survey, developed with the Subcommittee's input, was emailed recently to all National Board Members with a deadline date of October 31st. We are looking for 100% participation and hope to report on the results at the Board meeting in Houston.

Respectfully submitted on behalf of the Procedural Manuals Committee,
Debbie George and Elaine Zetes