GREEK ORTHODOX LADIES PHILOPTOCHOS SOCIETY, INC. NATIONAL COMMITTEE REPORT JUNE 30th-July 4th – San Diego, CA NATIONAL PHILOPTOCHOS CONVENTION



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

Co-Chairs: Debbie George and Elaine Zetes

Members: Demetria Bakris Stella Piches

Anita Kartalopoulos Evanthia Valassiades

Maria Logus

July 2024

The Procedural Manuals Committee (PMC) has met continuously (bi-weekly on average) since their appointment in January 2023. As a first step to achieving success in revising the long-outdated Philoptochos manuals, the Committee formed two subcommittees, one charged with the Procedural Manual review and the other responsible for reviewing the Employee Handbook. Conformance to the Bylaws (as amended 2020) was established as the overarching integral principle of our reviews.

The Employee Handbook Subcommittee, Maria, Stella, Debbie and Elaine, drafted an updated Handbook. Some open questions remain and when addressed, the revised draft will be reviewed and finalized by the PMC. The Final Draft will then be submitted to National President Arlene Siavelis Kehl for review, discussion and approval by the National Philoptochos Executive Committee, followed by adoption by the National Board.

The Procedural Manual Subcommittee, Demetria, Anita, Evanthia, Stella, Debbie and Elaine, identified a number of necessary updates. Consequently, Anita suggested surveying the National Board for thoughts on what needed to be added, revised, and/or clarified. The survey, developed by the Subcommittee, was sent to all National Board Members with a request for 100% participation. The survey results were reported to the National Board at the November 2023 meeting in Houston.

With that data in hand, the PMC decided the Procedure Manual (2010) should be totally revised, rather than merely updated. It was deemed that the most efficient and practical method to proceed was to assign each PMC Member a chapter or two to compose or rewrite. One chapter was introduced at each subsequent Committee meeting. Each author presented the revisions she had made to her assigned chapter after which the PMC discussed and offered amendments and/or suggestions. This thorough and fulsome review of all pertinent information has resulted in a robust expanded document which we hope will guide and assist current and future Philoptochos members. Once completed, the revised draft will be reviewed and finalized by the PMC. The Final Draft will then be submitted to National President Siavelis Kehl for review, discussion and approval by the National Philoptochos Executive Committee followed by adoption by the National Board.

Additionally, the Committee Co-Chairs communicated with National Philoptochos Protocol Advisor and Past President, Aphrodite Skeades, to review and identify any needed revisions to the Protocol Guide. Also, the Co-Chairs communicated with National Treasurer, Barbara Pasalis, who sent a Final Draft of the newly revised Financial Policies and Procedures Manual to the PMC for an advisory review. The PMC also recently received a draft of the newly revised Social Services Policies and Procedures Manual on which the PMC will conduct an advisory review.

The PMC has recommended that once all manuals have been revised and approved, the documents should be reviewed by a professional editor to improve the communication quality. Ultimately, all manuals will be posted on the National Philoptochos website and the National Philoptochos app for easy access and quick reference.

In conclusion, the Co-Chairs are very grateful to our diligent, hardworking and collaborative Committee Members. We wish them heartfelt thanks for their time, thoughtfulness and dedication. Although this has been a significant effort, the PMC has enjoyed the opportunity to work together for the benefit of Philoptochos and our Philoptochos Sisters, as we all endeavor to fulfill our important and critical mission.

Lastly, we wish to express our deep gratitude and appreciation to President Arlene Siavelis Kehl for her wisdom, guidance and counsel.

Respectfully submitted on behalf of the Procedural Manuals Committee,

Debbie George and Elaine Zetes

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