



**Chapter Presidents: Please print a copy and give to corresponding chapter officer.**

Greetings from Texas State Organization Recording Secretary

NAME **Pat Osborne**

My address is **103 Redbud Crossing #419, Houston, TX 77077**

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Best time to reach me 7:00-9:30 PM Best way to reach me is by email or Cell Phone

I am State Recording Secretary for 2011-2013. This biennium we will be exploring possibilities that will help the Texas State Organization of Delta Kappa Gamma reach its vision of

**Leading Women Educators Impacting Education Worldwide**

This means we must work together to strengthen membership ties within the organization, educate our membership on the benefits of their membership, and concentrate on offering the best service possible to the membership and chapters.

If you as an officer of this chapter need help or wish an answer to a question, please contact the above officer for advice or answers anytime during the year.

If you have suggestions or ideas that the state committee might implement, please submit them to the officer named above.

- Minutes are authentic documents that reflect official actions taken at meeting.
- Record minutes at chapter and executive board meetings that include exact wording of motions, a summary of the Treasurer's Report, information on the correspondence and a statement about the chapter programs.
- Provide that minutes are signed by both the president and the recording secretary and are preserved as part of your chapter history.

We are a team (Texas State Organization and your chapter) working together to reach the Society's vision of *Leading Women Educators Impacting Education Worldwide*. We want communication to flow both ways.