

STATE AND LOCAL EMPATHY COMMITTEE GUIDELINES

1. Purpose
 - A. Fellowship with Kappas is gained through empathy and is strengthened by sharing love and understanding in times of joy, illness, sorrow, achievement, honors, and in just the everyday occurrences that Kappas experience.
 - B. The lines of communication shall be kept open to every Kappa by sharing with each other all empathy needs. It is never too late to send an empathy card or note once the need is known.
2. Chairs
 - A. The Immediate Past National President shall serve as General Chair of the National Empathy Committee.
 - B. A National Regional Chair shall be appointed to each region. Regions are those defined in the Standing Rules.
 - C. A State Chair shall be appointed by each State President.
 - D. A Local Chair shall be appointed by each Local Chapter President.
3. Procedure
 - A. The line of communication begins at the local level. Each Kappa shall be encouraged to notify the Local Chapter about any concern.
 - B. The Local Chapter Empathy Chair shall notify the State Chair of empathy concerns.
 - C. The State Chair shall promptly notify the Regional Chair so the response shall be timely and appropriate.
 - D. Not only does each Chair send the empathy concerns to the Chair next in line but also responds to each concern with a card, a note, a call, or whatever form of communication is most appropriate.
4. State Chair's Duties
 - A. Correspond with each chapter in the state by personal correspondence or through the State President's newsletter.
 - B. Encourage every Local Chapter to elect an Empathy Chair with the Local Chapter President providing a copy of the State and Local Empathy Committee guidelines and report form to that Chair.
 - C. Explain what the term empathy encompasses by listing all the reasons and concerns for cards.
 - D. Explain where, when, and to whom to send concerns noting those that have been acknowledged.
 - E. Encourage the State President to list all reasons for empathy concerns in the Local President's Handbook so the Local Chapter shall know when and how to use forms.
 - F. Send appropriate cards for all concerns from the State Chapter.
 - G. List all concerns in notebook or on index cards with all information about that concern.
 - H. State Chair - send one copy of the Empathy Report to the Regional Empathy Chair by May 5th. Keep a copy for your files.

State and Local Empathy Committee Guidelines

- I. Notify Regional Chair if assistance is needed or if the report shall be late.
 - J. Keep postage receipts for the State Treasurer (State Empathy Chair is not entitled to reimbursement from National).
 - K. Attend workshop/committee meeting at National Convention if possible.
 - L. Encourage the State President to include the State and Local Empathy Committee guidelines and report forms in the Local President's Handbook.
 - M. Encourage local members through the State President's newsletter and the Local President's Handbook to report to the Local Empathy Chair each month the concerns of which they are aware and have acknowledged.
 - N. Encourage Local Empathy Chair to send the written report form to the State Empathy Chair by May 1st.
5. Local Chair's Duties
- A. Encourage all members to promptly report to the Local Empathy Chair all concerns and the ones they have acknowledged.
 - B. Send appropriate card, etc., promptly to local member.
 - C. Upon the death of a member, an Empathy form should be sent immediately to the State Empathy Chair giving the name, address, and reason plus next of kin and their address, if possible. Include newspaper obituary if available.
 - D. When there is a serious life threatening illness, send a written report as soon as possible to the State Empathy Chair giving the name, address, and reason for the concern.
 - E. Send a written report to the State Empathy Chair including the report form found in the Local Chapter President's Handbook by May 1st.