

**GREEK ORTHODOX LADIES PHILOPTOCHOS SOCIETY, INC.
NATIONAL COMMITTEE REPORT
2026 NATIONAL PHILOPTOCHOS CONVENTION
CLEVELAND, OHIO, JUNE 29 – JULY 2, 2026**



Procedural Manuals Committee (PMC)

Co-Chairs: Demetria Bakris and Elaine Zetes

Committee Members: Joanne Kakoyiannis

Anita Kartalopoulos

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Debbie George - ex officio

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General Information & Expectation of the Procedural Manuals Committee (PMC)

Purpose: The mission of the Procedural Manuals Committee shall be the ongoing review and evaluation of each of the Manuals (Procedural Manual, Financial Policies and Procedures, Social Service Policies and Procedures, Protocol Manual, and Employee Handbook) to provide guidelines that will assist our organization and membership in fulfilling their responsibilities and obligations; thus, ensuring the ability to carry out Philoptochos business professionally and efficiently, by updating each manual to be consistent with the Bylaws and Philoptochos patterns and practices. Where appropriate, the Committee shall recommend changes and bring them to the Executive Board for review.

Job Skills Preferred: Familiarity with Bylaws and procedures. Detail oriented. In-depth knowledge of Philoptochos procedures.

Expected Output: Meet regularly to assess and update all manuals while communicating with the Executive Board. Successful execution of any changes to manuals.

Over the past two-year term the Committee was reviewing and updating the following manuals, with sub-committees working on various components. The Committee met via Zoom several times and all worked on various components during their tenure.

The revised Procedural Manual (PM) was presented at the National Board meeting on May 2, 2025, for final approval and adoption. It was approved and adopted unanimously by vote of the members of the National Board. At the end of summer 2025, the revised PM was posted on the National Philoptochos website. As indicated, the PM is a guide to expand and explain procedures and practices, in conformance with the National Bylaws, and is considered a live document (additions or updates can be made periodically as needed, upon Committee, Executive Board, and National Board consensus approval).

The following are the National Manuals/Handbooks with their current status:

- Employee Handbook (May 2018): As of Spring 2026, under review for updates. WORK IN PROGRESS... not completed and not yet updated.
- Procedural Manual (March 2011): Committee revised and subsequently proposed and obtained approval on May 2, 2025. The PM is currently online and considered a living document, so that future updates can be proposed to the Executive Board and National Board for approval.
- Protocol Guide (2010) - Work in progress by sub-committee.
- Finance & Budget Guidelines – Liaison: Currently under review by the Finance Committee.
- Social Services Manual – Liaison: Currently under review 2025-2026.....pending updates not completed/approved.

Further review and revisions are pending on the Employee Handbook, as well as the Social Services Manual, the Finance and Budget Guidelines, and the Protocol Guide.

It has been our great honor to work with the members of our Committee and we humbly thank them for their time, talents, and dedication.

Respectfully submitted,

Demetria Bakris and Elaine Zetes, Co-Chairs
Procedural Manuals Committee