

# Letter of Intent from Erika L. Pope

---

1604 North Michelle Circle, Memphis, TN 38107 | (501) 416-1191 | erikapope@tbsigma.org

**January 5, 2019**

To the Sisters of Tau Beta Sigma,

Greetings in the bond of musical service. It is with great confidence that I submit my letter of intent to run for the position of National Vice President for Colonization and Membership for Tau Beta Sigma. Since 2017, it has been my pleasure to serve as your National Vice President for Special Projects. This biennium, my role as the NVPSP has been both rewarding and challenging in unexpected ways, but it is through these challenges that I believe I have been suitably prepared for elevation to this developmental role on the National Council of Tau Beta Sigma.

Upon being elected as the NVPSP, I worked to identify and execute the fundamental responsibilities of the role. This included continuing the task of managing the *Focus On Five Campaign*, confirming each of the *Women In Music Speakers* for the District Conventions, updating content on the *4Gr8rBands YouTube Channel* and working alongside our National Vice President for Communication and Recognition to implement daily activities during Tau Beta Sigma's 13 Days of TBS. Some of the key points of success in working on these projects have included being able to get out in front of confirming all *Women In Music Speakers* before the end of each Fall Semester, educating and assisting chapters on selecting worthwhile projects as a part of the *Focus On Five Campaign*, updating and consolidating each of our TBS National Program Guides into one document, co-authoring the National Intercollegiate Band Audition Event Program Guide and collaboratively creating the TBS Risk Management Education Video. Along with executing these fundamental duties, I was also charged with continuing work on the *For Greater Practice Initiative*. In continuing this development, I was able to work with TBS Chapters of varying sizes and gather feedback on the prescribed practice software, while working to establish the best practices in executing an initiative of this nature.

Beyond the day to day operations of serving as the TBS National VPSP, there have been a few moments this biennium that have afforded me the opportunity to cultivate some of the important skills that will be very useful should I be elected to the office of National Vice President for Colonization and Membership. This includes working one-on-one to help a chapter that was on the brink of folding due to low membership numbers, traveling to survey the college campus and band program of a potential colony, conducting an online paperwork study session for the Fall Activity Report, and occasionally being tasked with conducting chapter investigations.

If elected to the office of National Vice President for Colonization and Membership, I will work to faithfully execute the primary duties of the office. Along with this promise, I would also like to lay the foundation in which to continue sending exploratory teams to the campuses in which we receive colony applications and attend professional music conferences to network for the sorority. I would also like to focus on ways to ensure that each of our currently active chapters are proficient in their operations by working up-close with our Chapter Visitation Assistants and District Counselors as they visit your campuses. As work will continue on the National Curriculum, it will be important to understand the challenges that chapters face and this is valuable information provided by the members of our National Leadership team that are boots on the ground within each district.

Another major focus I would like to take us back to this biennium, is ensuring that all chapters are implementing a culture of a Continuing Membership Education. Learning about our sorority goes far beyond the 4 – 8 weeks we spent as Membership Candidates. I know this, because in October 2019, I will be celebrating my 20<sup>th</sup> year as a member of this amazing sisterhood and I am constantly learning new things about us. It's the beauty of our ever growing, ever evolving organization and I would like to do my part to instill this mission of continuous growth to every single chapter of Tau Beta Sigma. I'd like to accomplish this by working with the District VPMs and allowing them to work together to create the best practices for executing a Continuing Membership Education. The challenge is great, but the chance to work with students and see them excel is greater.

As we begin the celebrations leading up to our 75<sup>th</sup> Anniversary, I am excited about the chance to continue my service to the sorority and I hope I have instilled in you a sense of confidence in knowing that my vast experience and dedication to the ideals of the sorority are what make me a worthy candidate for this position. I thank you in advance for your consideration in my pursuit to be the next Vice President for Colonization and Membership of Tau Beta Sigma.

**Respectfully Submitted,**



**Erika L. Pope**

*National Vice President for Special Projects*

**Tau Beta Sigma | Life Member #2610**

[www.tbsigma.org](http://www.tbsigma.org)





# Résumé for Erika L. Pope

---

1604 North Michelle Circle, Memphis, TN 38107 | (501) 416-1191 | erikapope@tbsigma.org

## Objective

- To continue working on the Tau Beta Sigma National Council by being elected to the office of National Vice President for Colonization and Membership.

## Education

### **BACHELOR OF ARTS | DECEMBER 2005 | HENDERSON STATE UNIVERSITY**

- Major: Mass Communication
- Minor: Music

## Professional Background

### **MUSICAL ARTS COORDINATOR | RHODES COLLEGE | DECEMBER 2016 - PRESENT**

- Manages the department schedule and provides advanced clerical and administrative support for Rhodes College Department of Music.
- Provides support for faculty and student concerts and recitals including: Coordinating scholarship auditions, maintaining the scheduling of music venues for rehearsals and performances, coordinating instrument repairs, overseeing event set up and breakdown, and planning travel for guests performers as necessary.
- Collects data for and assists with internal and external reports.
- Serves as liaison with the Communications Department to prepare music event advertisement materials.
- Assists with the hiring of part-time instructors; Hires, trains and supervises student employees.

### **MEMBERSHIP DEVELOPMENT EXECUTIVE | GIRL SCOUTS OF CENTRAL TEXAS/HEART OF SOUTH | JULY 2014 - DECEMBER 2016**

- Develop and implement strategies towards retention and membership growth.
- Maintain and develop community collaborations with the Girl Scouts.
- Direct and supervise volunteers and contract staff.
- Identify and appoint volunteers appropriate for directing/growing area teams.
- Increase ethnic membership numbers to match or exceed population ratios.
- Attend assigned meetings regularly; work as a member of various teams.
- Support development fund through identification of in-kind or grant resources.
- Recruit, appoint, train, supervise and evaluate team members.
- Strive continuously for positive and meaningful team relationships.
- Ensure assignments are planned, budgeted, and carried out within approved Council goals, objectives and standards.

## Tau Beta Sigma Background

### CHAPTER PARTICIPATION

- Initiated into the Theta Theta Chapter (Henderson State University) – October 25, 1999
- Office Held:
  - Community Service Chair (2000-2001)
  - Vice President (2001-2002)
  - President (2002-2005)

### DISTRICT PARTICIPATION

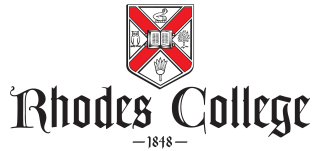
- Served as the Southwest District Vice President for Colonization & Membership (2005-2006)
- Served as the Southwest District Counselor for Tau Beta Sigma (2009-2015).
- Travelled across the SWD while serving as the Counselor and visited almost all of the 36 SWD Chapters over a 5-year period.
- Attended Northeast District Convention (2016 & 2018)
  - Advised the Jurisdiction Committee (2016)
  - Advised the Programs Committee (2018)
- Attended Midwest District Convention (2016 & 2017)
  - Advised the Membership Committee (2016 & 2017)
- Attended North Central District Convention (2017)
  - Advised the Sisterhood & Spirit Committee
- Attended Western District Convention (2018)
  - Advised the Programs Committee
- Attended the Southeast District Convention (2018)
  - Advised the Programs Committee
  - Oversaw the organization of the first SED Convention Reading Pep Band

### NATIONAL PARTICIPATION

- Attended every biennial meeting of the sorority since 2003.
- Charter Member of the Tau Beta Sigma Alumni Association (2007).
- Served as Co-Advisor for the Programs Committee (2013).
- Served as Co-Advisor for the Colonization and Membership Committee (2009, 2011 & 2015).
- Co-organizer for the National Convention *Ritual of Excellence* (2011 & 2013).
- Contributor for the TBS Chapter Field Representative Program ad hoc committee (2015).
- Served as TBS National Vice President for Communication and Recognition (2015-2017).
- Currently serving as the TBS National Vice President for Special Projects (2015-Present).

### SORORITY ACHIEVEMENTS

- Colony Advisor & Installing Officer: Gamma Eta Chapter, Mississippi Valley State University (2009).
- Installing Officer: Epsilon Psi Chapter, Prairie View A&M University (2015).
- Created the *Tau Beta Tuesday Newsletter* (2016-2017).
- Launched the official Tau Beta Sigma Instagram (2015-2017).
- Initiated the creation of the National Council Announcement video for District Conventions (2017).
- Oversaw the redesigning of the sorority's national website, tbsigma.org (2016-2017).
- Directed and edited the TBS Risk Management Education Video (2017).
- Edited the *8 to 5 Minute* Presidential Updates (2017-2019).
- Oversaw content updates for the 4Gr8rBands YouTube Channel.
- Installing Officer: Beta Phi Chapter, Florida A&M University (May 2018).
- Oversaw and Co-authored the NIB Audition Event Guide (2018-2019).
- Worked with the six
- Successfully lined up all *Women in Music Speakers* for each of the spring District Conventions, during the fall semesters.



January 11, 2019

Dear Tau Beta Sigma members,

It is my privilege to recommend Erika Pope for the office of National Vice President for Colonization and Membership of Tau Beta Sigma. I have read the job description and I am certain that Erika is a perfect fit for the role of this vice president. I have known Erika for two years and worked with her closely in her role as the Musical Arts Coordinator at Rhodes College. Here at Rhodes College I am learning the ropes as the new Chair of the Department of Music and Theatre and I depend on Erika to teach me and assist me every day. Erika is certainly one of the hardest working people I have ever known and I am certain she can accomplish, without complaint, the many duties you have listed in your job description for VP for Colonization and Membership.

The first time I met Erika I became aware of her dedication to Tau Beta Sigma. She is loyal and proud of the sorority and that is obvious when she speaks about her many TBS conferences and meetings with students in the sorority. She loves this organization. Beyond her affection for TBS, Erika brings knowledge about its inner workings and years of experiences with chapters on their campuses and at conferences. She has the desire to improve the organization and to develop as a giving person within it. Her greatest qualities are tolerance, courage, strength of mind and body, and cheerfulness about the physical work she constantly undertakes and the long hours she puts into her work.

At Rhodes College Erika, as Musical Arts Coordinator for the Department of Music, manages many faculty schedules, cares for the use of the entire Music building, concert venues and rehearsal spaces across campus. She supervises all music student workers, manages student instrumental needs, oversees publicity and printed programs for 50+ concerts and recitals each year, and frequently works with the college's physical plant and event planning offices. Erika's understanding of music and musicians is so valuable to Rhodes College and this department. She is always in motion and I'm not sure she actually sleeps! Somehow during all of this she is entirely loyal (there's that word again!) to Rhodes and Tau Beta Sigma.

Erika has a great rapport with students and student workers by being helpful yet clear about directions. With faculty she is well-respected and known as a confidant and "keeper of the knowledge" of the department and its workings. Through all her work with students and faculty Erika appears unflappable during the many events and numerous emergencies that our musicians have on concert days or teaching days. She understands the needs, eccentricities, and egos of faculty and guest musicians.

I highly recommend Erika Pope, without any reservations, for this very important office of National Vice President for Colonization and Membership for the fine organization that is Tau Beta Sigma. She will help your organization grow in all the right ways!

Sincerely,

Carole C. Blankenship, D. M. A.  
Elizabeth G. Daughdrill Chair in the Fine Arts



Dear Sisters of Tau Beta Sigma,

January 11, 2019

It is with great excitement that I am privileged to write a letter of recommendation for Erika Pope for the Office of National Vice President of Colonization and Membership! I have been waiting years for this honor and after knowing Erika for almost 20 years, I finally get to publicly support Erika in this office!

I have had the privilege knowing Erika since she was a student and witnessed her esteemed service & loyalty to Tau Beta Sigma through the years! Erika is a rare find in any organization and Tau Beta Sigma is very fortunate to have a dedicated member in Erika Pope.

Erika was born for the office of National Vice President of Colonization and Membership and I know in my heart she will totally succeed beyond expectations! Erika's resume is proven that she can and will do a fantastic job for this office. It is not often you find an individual with such vast experiences, knowledge and passion for certain roles, but Erika has this and more for Tau Beta Sigma.

To me, one of the most important qualities within a person, is their work ethic. Erika is one of the most hardworking, diligent and passionate individuals I have met in Tau Beta Sigma and in life. This is a very important quality for an organization such as Tau Beta Sigma. We need outstanding leaders that get tasks accomplished, has a vision and sees it through to the finish. Erika is exactly this individual!

Join me in celebrating the exceptional sister in Erika Pope and let's help her continue her legacy in Tau Beta Sigma! Erika will be one of the best VPCM Officers yet and I am so excited to see her future endeavors! If you need to contact me to answer any further questions, please do not hesitate to contact me at [dolliemcdonald@tbsigma.org](mailto:dolliemcdonald@tbsigma.org).

Much Love in the Bond!

Dollie McDonald O'Neill  
Tau Beta Sigma, National Honorary Sorority  
Life Member, Psi Chapter  
Past National President  
Board of Trustees, Chair 2015-2017



To the sisters of Tau Beta Sigma,

For the past two years I have served as the SED's Vice President of Special Projects and have had the privilege to work with Erika Pope through her entire term as the National VPSP. It has been a consistently wonderful experience to work with her to see continued growth and improvements in not only Tau Beta Sigma National Programs but in our districts and chapters as well thanks to her efforts.

Under her leadership, Focus on Five has continued to grow, including the movement of the Coda program to the White Stripe. The increased emphasis has led to many successful projects from chapters around the country. Additionally, she has improved existing and created new resources to help chapters complete various projects. This includes improving each of the existing Program Guides, helping create a standardized risk management video for chapters, and writing a new Program Guide to help chapters host a National Intercollegiate Band audition recording session. With these improved resources, chapters are better equipped to participate in National Programs, leading to more successful projects and the furthering of the sorority's mission across the country. Creating and improving these resources for chapters gives Erika the skills to do the same for the sorority's membership resources, helping chapters continue to grow and develop their membership programs.

In addition to her accomplishments in the role of NVPSP, Erika is energetic and passionate, and she brings excitement wherever she goes. Her workshops are not only informative but engaging. At the 2018 National Leadership Conference, she led the attendees through a drum circle that could be completed as a Crescendo or Coda project. The workshop was fun while also teaching everyone the steps to complete the project themselves. Interacting and working with us was much more effective than if she merely spoke to us. As NVPCM, she would oversee organizing more workshops in addition to helping district and chapter VPMs with creating their own workshops. Her emphasis on engagement I believe would help her create workshops sisters would not only enjoy and be excited to attend, but ones that would teach them a lot as well.

Engagement not only applies to Erika's workshops, but also to her work as NVPSP with the district VPSPs, chapters, and sisters. The six district VPSPs had periodic meetings where we were able to give inputs into various developments regarding National Programs. She has also fostered input from chapters throughout the sorority, working with chapters in piloting the For Greater Practice initiative and learning about what would and would not work for various chapters. Additionally, she regularly posts updates and information on the Focus on Five Facebook page, making sure sisters have regular updates and information regarding Focus on Five in addition to quickly responding to questions. Regular and responsive communication is incredibly important for holding national office, and she has the skills to make her successful in the role of NVPCM. Erika also embodies the Fourth Factor and is open and responsive to input from everyone. She works to consider a variety of ideas and perspectives before deciding.

Erika also has plenty of other experiences working on the larger and smaller scale. She has successfully organized a Women in Music Speaker at each of the district conventions, furthering one of TBS's core missions of empowering women in the band profession. At the same time, she has also worked with individual smaller chapters, including one that was on the brink of folding due to low membership. The ability to balance the large and small-scale situations would help



**TAU BETA SIGMA**  
FOR GREATER BANDS

make Erika successful in the role of NVPCM, whether it is working on the National Curriculum or individual chapters and their membership-related problems, I am sure she would excel.

The only thing more formidable though than Erika's ideas are her smile. It has been truly a pleasure to work with her for the past two years, and I believe the skills she has gained as NVPSP in addition to her energy and openness to ideas shows she embodies the spirit of "For Greater Bands," and would be a great asset in furthering the missions of TBS as the next National VPCM.

With much love in the Sisterhood,



RJ Gammon

Beta Xi Chapter – University of Florida

SED Vice President of Special Projects 2017-2019