



PRESIDENT'S GUIDEBOOK

TABLE OF CONTENTS

<i>Chapter 1: Responsibilities of the President</i>	3
Executive Committee	3
Overview of all Officer Duties	5
Officer Elections and Transition	6
<i>Chapter 2: Officer Training Program</i>	8
Sample Training Agenda	8
Chapter Assessment Worksheet	11
Four-Step Growth Plan	13
Goal-Setting Worksheet Part I	14
Goal-Setting Worksheet Part II	15
<i>Chapter 3: Committee Management</i>	16
Designing a Committee Structure	16
Standing Committee Job Descriptions	16
Committee Member Selection	17
Delegation and Structure	17
Training Committee Chairs	18
Project Planning Form	19
Project Evaluation Form	20
<i>Chapter 4: Meeting Management</i>	21
Successful Meeting Planning	21
Why Parliamentary Procedure?	23
Parliamentary Procedure at a Glance	25
<i>Chapter 5: President's Monthly Checklist</i>	26

As the president of the local Kappa Delta Pi chapter, it is now your duty to ensure that several key components of the chapter's operation are completed. The president should not be the individual who is completing all tasks of the chapter to maintain the chapter's good standing within the society. Rather, you are now the visionary and leader of the chapter's growth and development. This guidebook is designed to give you the tools to fulfill your roles successfully. The guidebook describes your job, and worksheets are provided to guide you in completing your job. The following is a listing of the president's duties and responsibilities.

RESPONSIBILITIES OF THE PRESIDENT

Note: This particular committee consists of the following members: President (chair), Vice-President/President-Elect (if applicable), Treasurer, Secretary, Historian, Foundation Representative, Counselor, and Past-President (if applicable).

The following duties are noted for the chapter president:

- preside over all general membership and Executive Committee meetings;
- organize officer elections and officer transition;
- in consultation with the counselor, complete annual report after treasurer has completed the financial section;
- appoint committee members when necessary;
- monitor performance of committees;
- guide the Executive Committee in setting chapter goals;
- recognize membership accomplishments;
- educate yourself about governing principles of Kappa Delta Pi;
- participate in chapter programs and activities; and
- submit reports as required.

Maintaining an officer notebook will help anyone in an Executive Committee position to organize his or her time and effectively operate the local chapter. Anything that is conducted by an officer should be maintained within the officer notebook so that future officers will have records to follow. These are merely suggestions, and officers are not limited to them, rather, they should use them as a guide.

Executive Committee

The Executive Committee of the local Kappa Delta Pi chapter is a standing committee required by the International Constitution and Bylaws and is chaired by the president. Serving as a steering committee for the chapter, it is suggested that the Executive Committee meet more often than general membership meetings would be held. While there are often issues to be voted on that must be conducted during a general membership meeting (i.e., election of officers, passing of local bylaws), decisions that may affect the entire chapter for programming may be approved by the Executive Committee. In addition, the Executive Committee is responsible for approving the chapter budget.

First Executive Committee Meeting

Several components should be a part of the first Executive Committee meeting or officer training in an academic year. The following agenda will allow the chapter officers to plan effectively for the upcoming year.

Sample First Executive Board Meeting Agenda

Discussion of Executive Committee as Governing Board

Assessment of Chapter
(Chapter Assessment Tool, Chapter 2)

Goal-Setting for the Year

Budget

- Presentation from Outgoing Treasurer
- Review by Incoming Executive Committee

The following list elaborates on the topics for the first Executive Committee.

Governing Board: Discuss the role of the Executive Committee as a governing board. The Executive Committee sets and governs the policies and procedures by which the chapter will support the mission of the Society. The chapter's bylaws are the governing document that contains the policies, and it must never conflict with the Society Constitution and Bylaws. The procedures decided upon by the Executive Committee will help direct the activities of the committees.

Assessment: Utilizing the chapter assessment tool included in this guidebook, the committee identifies current policy issues of the chapter. It is important for the chapter officers to determine the status of the chapter before any planning for the upcoming year can be completed.

Goal Setting: Utilizing the Four-Step Growth Plan and Goal-Setting Worksheets in the Officer Training Chapter in this guidebook, the officers should set goals for the academic year. This plan should not limit the chapter but rather provide a road map for the year. The plan is designed to enable chapters to grow to a level at which each chapter becomes a continuous, viable entity on campus that meets members' needs. A four-year growth plan is included in Chapter 2 of this guidebook and is designed to enable the chapter to build upon the strength of the previous year.

Budget: Based upon the goals that the chapter has determined, a budget should be designed by the treasurer. As an Executive Committee, it is your responsibility to accept or adjust the chapter's annual budget.

Overview of all Officer Duties

As the chair of the Executive Committee, it is the president's responsibility to ensure that all officers are completing their duties. Therefore, the following lists provide a quick overview of each officer's role within the chapter and on designated committees.

Vice-President

- preside in absence of the president;
- chair the program committee and conduct programs designed to maximize member retention; and
- coordinate all public relations for the chapter. Ideally, public relations should be conducted by an entire committee, with the vice-president chairing the group.

Treasurer

- receive and record all new initiate documents;
- keep accurate records of chapter funds;
- complete the financial section of the annual report;
- access any university funding;
- coordinate the budget preparation process; and
- assist vice-president, program committee, and Foundation representative with development of fundraisers.

Secretary

- maintain minutes and attendance records at meetings;
- formulate agenda in conjunction with the president to be used at meetings;
- submit New Initiate Information Forms within two weeks of the initiation;
- conduct all chapter correspondence; and
- maintain accurate records of the active, inactive, and chapter membership.

Historian

- preserve all chapter documents and historical records;
- develop a photographic history of the chapter;
- call Headquarters at least four weeks prior to chapter's initiation for historical information (if not already obtained); and
- document chapter activity and forward to the Society.

Foundation Representative

- develop fundraising programs to motivate individuals to donate to the Kappa Delta Pi Educational Foundation;
- promote international scholarships; and
- become the liaison between the chapter and the Kappa Delta Pi Educational Foundation.

Officer Elections and Transition

One of the duties of the chapter president is to coordinate the election of chapter officers each year. A chapter might use two approaches:

- A. If the chapter holds an orientation meeting prior to the initiation, officers can be elected at that time and then may be installed during the initiation ceremony. This timeline would allow more time for the incoming officer to meet with the outgoing officer and conduct training.
- B. A second option is to elect the officers during a meeting immediately following the initiation ceremony.

Officer Election Planning Checklist

4 Months Prior to Officer Elections

- Current officers begin identifying members with potential to fill leadership positions.

2 Months Prior to Officer Elections

- Begin promotion of openings and encourage members to run for office.
- Post job descriptions and nomination forms.
- Accept nominations. Any member may nominate himself, herself, or another member for a chapter officer position. These nominations should be done in writing. The chapter should create a form that notes the name, address, telephone, and e-mail address of the individual nominated. Both the nominator and nominee should sign the form. The nominee's signature signifies acceptance of the nomination.

1 Month Prior to Officer Elections

- The Executive Committee approves slate of candidates.

3 Weeks Prior to Officer Elections

- Slate of candidates is approved by membership.

2 Weeks Prior to Officer Elections

- Executive Committee develops a ballot.
- Candidates present speeches.

Week of Officer Elections

- Members vote.
- Create press releases announcing new chapter officers and give to the local and school newspapers.

Officer Transition

It is the president's responsibility, in conjunction with the counselor, to arrange a time for the incoming and outgoing officers to meet and discuss the duties and responsibilities of the positions. The following is a list of activities for incoming and outgoing officers.

Outgoing Officer

- Ensure that all required reports are completed. All reports should be completed before the office term has expired.
- Review officer notebook. Remove any information that is not pertinent for the position, and organize any files.
- Be available and mentor the incoming officer. There will undoubtedly be many questions the first few weeks of a new office.

Incoming Officer

- Become familiar with officer files and resources.
- Acquire and utilize resources. Written resources include: officer notebook, officer guidebook, Society Constitution and Bylaws, and local chapter

Note: It is recommended that officers be elected by April 1st of each academic year so that officer transition and training can occur before summer break. Summer may then be used by officers for additional planning.

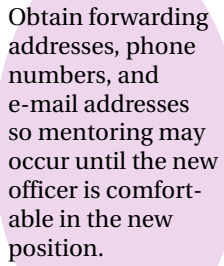
Note: Elect officers one month prior to expiration of outgoing officer's term. This will enable hands-on training by the outgoing officers.

Create a structure whereby 100% of officers are not turning over each year. Ideally, younger officers should move into new positions in subsequent years of membership. This enables continuity and momentum from year to year.

bylaws. Human resources include your predecessor, KDP counselor, other officers, and Headquarters' field staff.

Joint Meeting of Outgoing and Incoming Executive Committees

- Reflect on accomplishments for the year;
- Brainstorm ideas for the upcoming year;
- Discuss direction the chapter might take in the future; and
- Complete the chapter assessment worksheet included in the chapter on officer training.



Obtain forwarding addresses, phone numbers, and e-mail addresses so mentoring may occur until the new officer is comfortable in the new position.

chapter 2

OFFICER TRAINING PROGRAM

The counselor and outgoing president must conduct ongoing training of the new officers to ensure a successful transition. Following is a sample training program the chapter may use as a guide.

Sample Training Agenda

The listed training topics should be included in an officer training retreat.

- 9:30 A.M. Introduction
 - a. Welcome
 - b. Overview of agenda and objectives
- 9:40 A.M. Team-Building
 - a. Icebreakers
 - b. Getting acquainted
- 10:00 A.M. Officer Responsibilities Overview
- 10:45 A.M. Resources Available
 - a. Kappa Delta Pi Headquarters
 - b. Campus and community resources
- 11:15 A.M. Planning for Next Year
 - a. Chapter assessment
 - b. Goal setting
- 12:45 P.M. Lunch
- 1:45 P.M. Committee Structure
 - a. Standing committees
 - b. Other committees for chapter
- 2:30 P.M. Other Training Topics as determined by chapter president and counselor
- 3:30 P.M. Questions and Closing Remarks
- 4:00 P.M. Adjournment

On the following pages, additional information to present the above-noted training elements is presented.

9:30 A.M. Welcome and Overview of Objectives

The objectives for the training should be to:

1. Develop a cohesive board of officers that is trained to manage chapter operations.
2. Educate officers about the specific responsibilities of each position.
3. Orient officers with the resources available from Kappa Delta Pi.
4. Establish goals and a plan of action for the year.

Note: It is recommended that the chapter schedule a day-long training retreat for new officers.

9:40 A.M. Team-Building

To help the new officers get to know one another, some form of icebreaker exercise should be used. Below is a suggested activity. Be creative and use your own ideas.

Sample Icebreaker: Have the group break into pairs, preferably with people that do not know one another. The pairs should spend a few minutes interviewing one another with regard to area of concentration, interests, family, hometown, etc. Each person receives a piece of flip chart paper and some crayons and must draw a representation of the other person based on the interview. After five minutes of drawing, have each pair share their drawings with the group.

10:00 A.M. Officer Responsibilities

As members of the new Executive Committee, each officer should be aware of the other officer roles in the chapter. Briefly, review the basic responsibilities of each officer as presented in Chapter 1 of this guidebook. Check for understanding, and clarify any questions officers might have.

10:45 A.M. Resources Available

If available, show the Chapter Resource Notebook to officers. Photocopy its table of contents, and distribute so officers know where to find information on topics in the Chapter Resource Notebook. If unavailable, direct officers to online guidebooks. Also, highlight resources on campus such as the student activities office, student government, faculty, seminars, and other campus programs.

11:15 A.M. Planning for Next Year

An effective leader has a vision for the organization, clearly communicates that vision to the membership, and motivates the membership to carry out that vision. Outlined here is a goal-setting process that the Executive Committee could use to design goals and action plans. Included in this chapter and on KDP Online are worksheets designed to support the goal-setting process noted here.

Goal-Setting Process

1. Reflect on the mission and ideals of Kappa Delta Pi and how your chapter develops, recognizes, and encourages the teachers of tomorrow.
2. Analyze chapter operations by completing the Chapter Assessment (shown in this chapter). This tool will highlight chapter successes, as well as areas for improvement.
3. Evaluate current chapter operation as it relates to the four-step growth plan in this chapter. This growth plan is designed to focus chapters on those activities for the level of operation the chapter wants to achieve. It attempts to make chapter growth and progress manageable with superior chapter performance possible within four years, depending on current chapter strength.
4. Identify issues. Review Chapter Assessment and identify five areas of focus for the chapter for the following year. Note these on the Goal-Setting Worksheet Part I.
5. Set goals utilizing the process outlined here.
 - a) Turn each issue into an outcome statement. Ask, "What does the chapter want to accomplish?" This statement must be specific and measurable.

Create a quiz, testing officers on which responsibilities match which officer.

Complete the Goal-Setting Worksheet Part II.

b) For each issue, brainstorm all potential obstacles.

c) Eliminate obstacles. Identify the obstacles over which the chapter has some control. Next, consider the single most important obstacle that, if overcome, will enable your chapter to achieve the desired goal (outcome statement). You will turn each of these obstacles into an outcome statement or goal. Continue eliminating the obstacles until the actions seem obvious.

d) Assess resources and set benchmarks. Identify all human, financial, and material resources that might be used to achieve the smaller outcomes, formerly obstacles. Next, specify the indicators that will show you are making progress. Ask, "How will we know we have been successful in achieving this goal?"

e) Specify actions that must be taken to achieve the goal.

6. Communicate goals to the chapter. Delegate tasks and assignments from the Goal-Setting Worksheet Part II to committees and members.
7. Monitor progress by keeping track of the status of each task assigned.
8. Evaluate the success of each task in moving you closer to goal achievement.

Everything your chapter does should contribute to the achievement of established chapter goals. It is the role of the president and counselor to ensure that the chapter stays focused on the goals and that committee activities move the chapter closer to achievement of these outcomes.

Other Topics That May Be Covered during Officer Training

- Conflict Management (resolving discord among members)
- Leadership Styles
- Time Management
- Delegation and Motivation
- Budgeting
- Public Relations and Promotion

KAPPA DELTA PI

Chapter Assessment Worksheet

Chapter Programming and Activities

- Did your chapter do a variety of projects to support the KDP mission? _____
- Did your chapter participate in Reading Is Fun Week? _____
- Did your chapter promote the scholarship opportunities available to members? _____
- Did anyone in your chapter apply for the National Student Teacher/Intern of the Year Award? _____
- Did your chapter coordinate an Awards and Recognition program? _____
- Did your chapter recognize outstanding scholarship and excellence in education? _____
- Did your chapter conduct any professional development programs? _____
- Did your chapter organize any social events? _____
- Did your chapter organize any fundraisers? _____
- Does your chapter offer ongoing education and training programs for its members? _____

Based on your responses to the above questions, and other knowledge you may have, what are the top three issues facing your chapter in the area of programming?

Chapter Membership

- Did your chapter conduct an initiation last year? _____
- Is at least one initiation planned for this year? _____
- How many education majors qualify for membership in KDP? _____
- How many students have actually joined? _____
- Has your chapter conducted a variety of recruitment activities to encourage qualified students to join? _____
- Did your chapter conduct a member interest assessment to determine member needs and interests? _____
- Did your chapter plan any activities to retain members recruited in previous years? _____
- Does your chapter have an orientation meeting for new initiates? _____
- Did the number of initiates increase last year over the previous year? _____
- Did the number of renewing members increase last year over the previous year? _____
- Was new initiate information and dues submitted to Headquarters within two weeks after initiation? _____

Based on your responses to the above questions, and other knowledge you may have, what are the top three issues facing your chapter in the area of membership?

KAPPA DELTA PI

Chapter Assessment Worksheet

Chapter Operations

- Does your chapter meet regularly (at least three times per year)? _____
- Do meetings have programs of interest to members? _____
- Do the Executive Committee and other committees meet regularly? _____
- Does the chapter have a method of regular communication outside of meetings (newsletter, e-mail, bulletin board, Web page)? _____
- Are initiation lists submitted with dues within two weeks of the initiation? _____
- Does the chapter have an established budget? _____
- Does the chapter participate in the Biennial Convocation? _____
- Is your chapter aware of the resources available from Kappa Delta Pi Headquarters? _____
- Did you submit the Annual Report by August 1? _____

Based on your responses to the above questions, and other knowledge you may have, what are the top three issues facing your chapter in the area of chapter operations?

Chapter Leadership

Are all chapter officer and counselor positions (including committee chairs) filled?

- _____ Counselor
- _____ President
- _____ Vice-President
- _____ Treasurer
- _____ Secretary
- _____ Foundation Representative
- _____ Historian

- Did your chapter officers receive formal training from past chapter officers? _____
- Do committees function and complete work and planning activities between chapter meetings? _____
- Do members participate in committee meetings and activities? _____

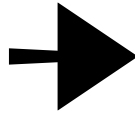
Based on your responses to the above questions, and other knowledge you may have, what are the top three issues facing your chapter in the area of chapter leadership?

Four-Step Growth Plan

This plan will help all Kappa Delta Pi chapters focus on tasks of most significance to the chapter's future success. This is a four-year plan that moves a chapter closer to superior performance each year. By following this plan, chapters at step one (year one) will be considered superior within four years. Chapters should review at which stage the chapter is currently operating and determine what direction and how much progress the chapter wants to make.

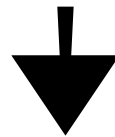
Year One

- Hold an initiation. New members will introduce new energy and human resources to carry out projects.
- Complete Annual Report. Kappa Delta Pi requires this document for Internal Revenue Service reporting purposes.
- Attend Convocation. This event will provide training and inspiration.
- Complete a service project (e.g., RIF). Reading is Fun Week is a national event Kappa Delta Pi participates in each year.



Year Two

- Complete everything from year one.
- Conduct Executive Committee meetings at least quarterly.
- Complete one additional chapter program for professional development, service, or social.
- Conduct one fundraiser to enhance the chapter treasury.
- Elect officers by April 1 so they receive training from outgoing chapter officers.
- Develop a Kappa Delta Pi bulletin board or chapter newsletter.

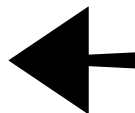


Year Three

- Complete everything from year two.
- Establish a complete committee structure as prescribed in the Society Bylaws.
- Update chapter bylaws each biennium.
- Host one additional chapter program.
- Develop a Kappa Delta Pi Web page.

Year Four

- Complete everything from year three.
- Host additional chapter programs.
- Conduct general membership meetings often.
- Send delegation to Convocation.
- Offer local scholarships.



GOAL-SETTING WORKSHEET

Part I

A. What did the chapter do well last year? Capitalizing on the chapter's strengths, which activities should the chapter repeat?

B. Take another look at the "Chapter Assessment" you have already completed. Using the information on the Chapter Assessment Worksheet, list below five areas on which the chapter would like to focus. Examples might include: recruiting new members, professional development programming, member involvement, etc.

1.

2.

3.

4.

5.

C. Turn each of the five areas into a specific outcome statement or goal. Examples: Increase number of new initiates from last year; involve every member in at least one chapter activity.

1.

2.

3.

4.

5.

GOAL-SETTING WORKSHEET

Part II

Copies of this form should be made for each of the issues identified on the Goal-Setting Worksheet Part I.

Step 1. Turn a problem into a desired outcome statement or goal.

- A. Briefly describe one of the issues from the Goal-Setting Worksheet Part I.
- B. Specifically, what do you want to accomplish (what is the desired outcome or goal)?
This outcome must be in measurable terms.

Step 2. Brainstorm for possible obstacles.

List below all of the possible obstacles that might hinder the achievement of the desired outcome or goal.

Step 3. Eliminate Obstacles.

- A. Examine all obstacles listed in Step 2. List one of these obstacles that your chapter can overcome.
- B. Specifically, what do you want instead of this obstacle (again, what is your desired outcome or goal)?

Step 4. Assessment.

- A. Examine the obstacle and desired outcome listed in Step 3. What resources can be called upon to achieve this desired outcome (overcome this obstacle)? Resources might include the time, talent, and expertise of chapter members and people outside your chapter, financial help, or more member participation. List all potential resources.
- B. How will you know when progress is being made? List below what you might see or hear to indicate that progress is being made toward the desired outcome listed in Step 3B.

Step 5. Actions

List below the specific actions your chapter will take to achieve the outcome listed in Step 3B and specify a target completion date for each action.

Action	Target Deadline
1.	
2.	
3.	
4.	
5.	



COMMITTEE MANAGEMENT

The president, in consultation with the Executive Committee, must design and manage a system of committee operations that will enable the chapter to achieve its goals. Committees are the vehicles through which the action steps toward goal achievement are completed. The president must ensure the smooth functioning of the committees in the local chapter. There are several principles for managing the local chapter's committees. Each committee should have a chair who reports to the Executive Committee about the progress of the committee. In addition, each committee should have members who have skills and experience that will help the committee get things done.

Additional committees may be formed depending upon the chapter's goals and activity level. For example, if the local chapter has many programs scheduled throughout the year, it is recommended that the chapter develop service project, fundraising, social, and professional development committees.

Designing a Committee Structure

There are three standing committees expected by Kappa Delta Pi's International Constitution and Bylaws. They are the executive, program, and membership committees. Committees should be meeting as a unit outside of general membership meetings to determine the procedure by which to complete the tasks at hand. Committees, through the chair, report to the Executive Committee programs, procedures, anticipated expenditures, and desired outcomes. The Executive Committee deliberates and decides on program feasibility. The chair then brings the decision of the Executive Committee back to the particular committee.

Standing Committee Job Descriptions

Executive Committee

The Executive Committee is composed of the elected officers—president, vice-president, secretary, treasurer, historian, Foundation representative, and counselor.

- Sets goals for the chapter.
- Prepares calendar for the year.
- Votes on major issues of the chapter, including bylaws, budget, and local scholarship amount.
- Oversees all chapter operations.

Membership Committee

- Generates list of potential members.
- Prepares and implements orientation and commitment program.
- Coordinates initiation ceremony.
- Works with secretary and treasurer to complete initiate list information.
- Conducts member interest survey that is included with the New Initiate Information Form.

Program Committee

- Compiles data from member interest survey to plan annual calendar of programs.
- Coordinates fundraisers, job hunt preparation programs, service projects, speakers, and other creative ideas to provide new opportunities and experiences for chapter membership.
- Coordinates programs to recognize member accomplishments.
- Monitors progress. Follows up with subcommittee chairs periodically.

Committee Member Selection

Careful selection of committee members by matching member skills and interests to committee projects will engage members in projects that excite them while putting their talents to work. Therefore, consider the skills needed to complete each committee's assignment, and identify members who will best enable the chapter to get the job done.

Delegation and Structure

Delegation is a critical strategy to involve members and get things done. Though a chair may hesitate to delegate, involvement by committee members is the best way to maintain member enthusiasm in the chapter. Below are strategies that will lead to successful delegation. Utilize the project planning form in this chapter to help committees organize their planning efforts. The evaluation form should be submitted to the chapter secretary upon project completion and referred to in future years to improve planning of the same project.

Keys to Delegation

- Create clear job descriptions for each committee. Expectations and desired outcomes must be clear.
- Allow committees some autonomy to get the job done.
- Provide needed resources—human, financial, and material.
- Provide a timeline. Set deadlines and benchmarks.
- Provide constant encouragement and recognition. Publicly recognize members as the committee moves closer to goal completion.
- Monitor progress. Follow up with committee chairs periodically.
- Address problems immediately.

Training Committee Chairs

After committee chairs are elected or appointed, it is the responsibility of the counselor and president to train them to coordinate their respective committees. Ideally, the outgoing chair would assist the president; however, if this is not possible, the vice-president should assist in the training. Following is a sample agenda for this training:

Committee Chair Training Agenda

1. **Introduction**
 - A. Role of committee chair.
 - B. Distribute complete job descriptions to each chair.
 - C. Discuss the importance of his or her role in realizing the chapter's goals.
2. **Chapter Goals**
 - A. Describe chapter goals and the intended plan of action for accomplishing the goals.
 - B. Distribute copies of the Goal-Setting Worksheets that Executive Committee members have completed. These worksheets will describe how respective committee tasks contribute to the larger goal.
 - C. Discuss how the committee structure will enable the chapter to achieve its goals.
3. **Committee Administration**
 - A. Outline expectations for committee work.
 - B. Outline strategies for the chairs to use in developing their action plans.
 - C. Indicate to whom the chair should turn with questions and concerns.
 - D. Direct chairs to needed resources.
 - E. Outline procedures for securing meeting space.
 - F. Specify the procedure for committees to secure funds for activities and for reimbursement of expenses.
4. **Closing Remarks**
 - A. Discuss your willingness to support their activities and provide consultation when needed.
 - B. Express your appreciation for the job they will do.

Project Planning Form

(Make copies of this form for all scheduled projects.)

The following information should be completed at least two months prior to a project's intended date of execution. Completion of this form will allow the planning committee adequate time to coordinate the project details.

Committee Responsible for Project: _____

Title of Project and Brief Description: _____

Purpose of Project: _____

Time of Project: _____

Location of Project: _____

List resources needed for project (people, money, expertise, etc.): _____

Project Planning Checklist

(Specify below the tasks that must be accomplished, the individual responsible, and task deadlines)

Type of Publicity	Who is Responsible	Deadline
Flyers, Table Tents		
Newspapers		
Ads		
Posters		
Brochures		
Banners		
Radio		
Announcements		
Press Releases		
Photographer		
Chalking Blackboards		
Creating a Display		
Other		

Project Budget Worksheet

Income

Fundraising Money _____
 From Chapter Budget _____
 Co-Sponsorship Income _____
 Other _____

Expenses

Supplies _____
 Printing/Postage _____
 Banquet/Lunch _____
 Gifts/Contributions _____
 Travel _____
 Other _____

Total Income _____
 Total Expenses _____
 Net Gain/Loss _____

Project Evaluation Form

Upon completion of your project, evaluate its success. Identify the strengths and weaknesses of the program, and list any ideas that may be helpful if sponsoring the same program in the future.

Committee Responsible for Project: _____

Name of Project: _____

Date of Project: _____

Time of Project: _____

Location of Project: _____

Number of Members Who Participated in Project: _____

What were the goals of the project? _____

Were the goals of the project achieved? _____

Who did you expect to participate in the project (e.g., chapter members, students, faculty, members of the community)?

Who actually participated in the project? _____

Actual Budget

Actual Income _____

Actual Expenses _____

Net Profit/Loss _____

Specify the method(s) of publicity used:

Was the project publicized effectively? ____ Yes ____ No

List publicity suggestions for the future:

How would you rate the project overall? Poor Okay Fair Good Excellent

Would you recommend doing this project again in the future? Why or why not?

List any program suggestions for this project in the future.

Meeting Management Checklist

- All members should have an agenda.
- Start the meeting on time.
- Chapter meetings should last no more than one hour.
- Keep meeting moving using parliamentary procedure.
- After announcements are made, summarize the key points.
- If a topic is taking too much discussion time during a meeting, end discussion and delegate it to a committee for further investigation.
- Sponsor interesting programs during chapter meetings.
- Before closing the meeting, ask if there are any questions.
- Follow up meeting with a memo, newsletter, or e-mail highlighting meeting events.

MEETING MANAGEMENT

Meetings are the primary medium through which the chapter will make decisions and communicate with members. This chapter highlights strategies to plan and conduct successful meetings.

Successful Meeting Planning

Meet with a purpose. Individuals' time has become a precious commodity. When individuals attend a meeting, they want to feel as if the time spent there was worthwhile, that something was accomplished, or that they learned something new. Outlined below are some helpful hints to ensure that the members will feel this way once the meeting is adjourned.

- Decide on a day and time for chapter meetings.
- Reserve a meeting room well in advance.
- Spend at least one hour, one week prior to the meeting, preparing.
- Develop an agenda (see agenda within the guidebook as a reference). Keep chapter business to a minimum (10-15 minutes) so the remaining time of the meeting can focus on a membership program.
- Publicize the meeting (either on the telephone, or with e-mail, newsletter, or flyer) to let members know when, where, and at what time the meeting is scheduled. Also, indicate why they should attend.
- Follow up with committee chairs and officers who are on the agenda. Remind them that they should be prepared to report.
- Gather materials for the meeting. Photocopy the agenda and all other materials to be distributed to the members.
- Make the meeting worthwhile for members to attend. Have a social gathering or a speaker after the business is conducted.
- Make meetings fun. Perhaps give away door prizes, and always recognize outstanding member accomplishments.
- Allow yourself enough time to prepare in the meeting room before people arrive.
- Greet members as they arrive.

Sample General Membership Meeting Agenda

- I. Call to Order (President)
- II. Attendance/Review of Minutes (Secretary)
- III. Committee Reports
 - a. President (Executive Committee)
 - b. Vice-President (Program Committee)
 - c. Membership Coordinator (Membership Committee)
- IV. Old Business
- V. New Business
- VI. Program
- VII. Recognition of Individual Members
- VIII. Announcements
- IX. Questions
- X. Adjournment (President)

Sample Executive Committee Meeting Agenda

- I. Call to Order (President)
- II. Attendance/Reading of Minutes (Secretary)
- III. Officer Reports (Individual Officers)
 - a. President
 - b. Counselor
 - c. Vice-President
 - d. Treasurer
 - e. Secretary
 - f. Historian
 - g. Foundation Representative
- IV. Committee Reports
 - a. Executive (President)
 - b. Membership (Membership Coordinator)
 - c. Program (Vice-President)
 - d. Ad Hoc
- V. Voting (President)
- VI. Old Business (officers/chapter members)
- VII. New Business (officers/chapter members)
- VIII. Announcements (not Society related)
- IX. Adjournment (President)

To make meetings more efficient, it is suggested that *Roberts Rules of Order* be used. Please see section on Parliamentary Procedure in this Guidebook.

Note: The basic premise behind parliamentary procedure is that of protecting the rights of the minority while ensuring democratic rule. By following these rules, everyone at the meeting is assured of having an equal voice in the decisions made, and decisions are based upon the wishes of the majority.

Why Parliamentary Procedure?

The rules of parliamentary procedure give the presiding officer principles to conduct orderly discussion and bring matters to a vote. As president, it is important that you be familiar with the basics of parliamentary procedure so that you can ensure that chapter and Executive Committee meetings run smoothly. You are not expected to be a parliamentary law expert; you just need to understand the basic rules to run effective meetings.

As president, you are the presiding officer at all chapter and Executive Committee meetings. You are responsible for recognizing members who wish to speak and indicating when members are “out of order” for speaking out of turn. Sometimes you must be firm or the meeting will get out of hand and nothing will be accomplished. As the presiding officer, however, your rights as a member are somewhat limited. You cannot introduce a question for discussion; another member must do this, and you should remain impartial. In addition, you cannot vote, unless your vote would change the outcome of the decision (i.e., break or create a tie).

Unless you are an authority on parliamentary procedure, there will be occasions when you do not know how to proceed. There are many parliamentary procedure aids available, which you can probably purchase at your campus bookstore. However, the best recommendation is to use your common sense. The goal is to run an effective and efficient meeting and not become frustrated with the process.

The following information highlights the most common actions that are taken at meetings. Use this information, in conjunction with your chapter’s bylaws, to ensure business is conducted properly.

Some Common Motions Made at Board Meetings

“I move to approve the minutes of the last meeting as presented by the secretary.”

“I move to approve the financial report presented by the treasurer.”

“I move to spend \$25 on publicity posters for the upcoming chapter recycling project.”

A Glossary of Parliamentary Terms

ballot: Voting in writing can take place if the issue being discussed is a sensitive matter and the chair or members wish the voting to be secret.

chair: The presiding officer of the meeting, generally the chapter president.

floor: A member is considered to “have the floor” when the chair calls upon him or her to speak. In most cases, it is improper to interrupt someone who currently has the floor.

motion: The method used to place an issue, question, or decision in front of the members so it can be discussed and voted upon. Discussion on an issue to be decided is out of order unless an appropriate motion has been made.

order: Comments or discussion presented by a member are “in order” if the chair has properly recognized the member and the comments made pertain to the issue being discussed. Likewise, the member is “out of order” if either of the above two conditions are not met.

quorum: The number of members needed to be present to conduct business legally. This number is set in your chapter's bylaws.

second: Most motions need a second (that is, another member must agree that the question or issue should be discussed). This keeps items that are of interest to only one member from taking up time during a meeting.

voice vote: The chair requests that members indicate their preference on the issue by responding "yes" or "no" when asked to do so. The chair decides, based on the voices, whether the "yes" or "no" votes were in the majority. The chair may ask for a show of hands if it is unclear by voice vote how members voted.

PARLIAMENTARY PROCEDURE AT A GLANCE

To Do This	Say This	Is A Second Needed?	Is It Debatable?	Can It Be Amended?	What Vote Is Needed?
Introduce business	"I move that..."	Yes	Yes	Yes	Majority
Change the issue or question being discussed	"I move to amend the motion by..."	Yes	Yes	Yes	Majority
End discussion on the issue at hand	"I move the previous question."	Yes	No	No	Two-thirds
Temporarily suspend consideration of an issue	"I move to table the motion"	Yes	No	No	Majority
Give closer study to an issue	"I move to refer the matter to committee."	Yes	Yes	Yes	Majority
Begin discussion on an issue previously tabled	"I move to take from the table..."	Yes	No	No	Majority
Protest a breach of parliamentary rules	"I rise to a point of order."	No	No	No	No vote, chair decides if point of order is correct
Request information	"Point of Information."	No	No	No	No vote, chair obtains appropriate information
Verify a voice vote by having members raise a hand	"I call for a division."	No	No	No	No vote, chair obtains appropriate information
Avoid considering or discussing an improper issue	"I object to consideration of this motion."	No	No	No	Two-thirds
Adjourn meeting before business is completed	"I move that we adjourn."	Yes	No	No	Majority

5 chapter

PRESIDENT'S MONTHLY CHECKLIST

August - September

- Secure approval of annual budget. More information about creating a chapter budget is located in the Treasurer's Guidebook. The Executive Committee should approve at first meeting of the year.
- Review plans for first program.
- Prepare the first chapter newsletter. Information about creating a chapter newsletter is located in the Secretary's Guidebook.
- Plan initiation ceremony.
- Read *The Leader* and implement any ideas. *The Leader* is mailed to all chapter counselors and presidents four times per year.
- Request a list of all students qualified for membership from the registrar.

October

- Conduct an Executive Committee meeting.
- Ensure rebate check has been deposited. The check is mailed October 1. Further information is located in the Treasurer's Guidebook.
- Conduct chapter meeting to get members excited about the upcoming year. Ideas for activities may be found through this Web site or by contacting Headquarters field staff.
- Invite members to join. Refer to chapter bylaws for specific guidelines on your chapter's membership requirements.
- Conduct the new member orientation program. More information about this program is located in the Membership Recruitment Guidebook.

November

- Receive preliminary reports of chapter from committee chairs.
- Continue work with membership (programming).
- Review duties of all chapter officers.
- Conduct an Executive Committee meeting.
- Read *The Leader* and implement any ideas.

December

- Conduct mid-year reflection during Executive Committee meeting.

January

- Review plans for initiation.
- Plan to participate in Foundation Annual Appeal.

- Plan Reading Is Fun Week program.
- Conduct Executive Committee meeting.
- Read *The Leader* and implement any ideas.

February

- Request a list of all students qualified for membership from the registrar.
- Invite member prospects to join.
- Conduct the new member orientation program. More information about this program is located in the Membership Recruitment Guidebook.
- Conduct general membership meeting.

March

- Initiate new members.
- Ensure rebate check has been deposited.
- Conduct Executive Committee meeting.
- Conduct officer elections.

April

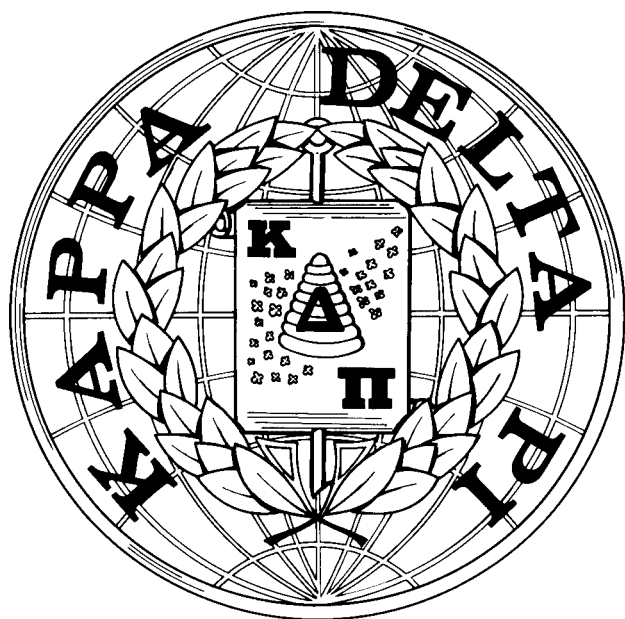
- All incoming officers should take office.
- Conduct Reading Is Fun Week program.
- Review chapter's accomplishments for inclusion in chapter summary and for Headquarters.
- Read *The Leader* and implement any ideas.

May

- Establish a yearly calendar.
- Make necessary committee and other appointments.
- Schedule summer session meetings or summer special get-togethers.

June

- Gather financial information to complete annual report.



President's Guidebook 12/01