Guidelines for Chapter President-Elect

Chapter President-Elect

Congratulations on having been elected Chapter President-Elect. These next two years will be your training ground, your time to observe and ask questions, and your time to further develop yourself as a contributing leader in your chapter.

Today’s Training Agenda:

1) Getting to Know You: Introduce yourself by name, chapter, town, and teaching assignment. (5 min)
2) Turn to a partner. Ask her what her responsibilities are as chapter president-elect. After one minute, we will share what we have learned about the diverse roles of the president-elect in each chapter. You might want to take notes to bring ideas back to your chapter. (5 min)
3) Review “Duties of President-Elect” (5 min)
4) Read “Top 10 List of Leadership Expectations.” What do you consider to be the most important characteristic of a good leader? Why? (5 min)
5) Yearbook “Table of Contents” SAMPLE (5 min)
   If you are responsible for printing the yearbook for your chapter, here is a list of items you may want to include in that compilation. MS Publisher will be helpful in creating the yearbook. And your successor will be most appreciative when you hand her a file that requires a minimum of editing as she creates the subsequent yearbook.
6) How to Become a 7-Pearl Chapter (5 min)
   Perhaps you will make it your mission to lead your chapter on to achieving this status. The first three are required elements. You may choose four from the remaining to achieve your 7-Pearl status. A SAMPLE S/P/N Pearl Report follows the Pearl criteria.
7) Annual Program Award and Scoring Rubric (5 min)
   Perhaps you will make it your mission to plan balanced, meaningful programs for your chapter and to enter your history of last year’s meetings in the Annual Program Award. Use the scoring rubric as you plan your meetings. This will help to keep you focused on Alpha Delta Kappa’s goals, our altruistic purpose, and members’ personal interests.
8) Conducting Chapter Business (5 min)
   Get to know the structure of who does what by when in your chapter.
9) “Leadership Competencies” to read at your leisure. These refer to CP, CPE, and IPCP – all the stages of the presidency at the chapter level and beyond.
10) Read “Timeline for Planning and Managing the Chapter;” “Chapter President’s Duties”
    Looking ahead to your presidency, this guide will help to prepare you. It will give you ideas as to how you can help and support your chapter president as you work side by side to make this a most successful biennium.
11) Questions

Best wishes in your term as President-Elect.
Thank you for having accepted this fulfilling role as a chapter leader.
CHAPTER PRESIDENT-ELECT’S DUTIES

Assume duties of the president in her absence or if she is temporarily unable to perform her duties.
Perform duties assigned by the president or executive board.
Participate in initiation service ritual.
Chair program committee & supervise yearbook compilation.
Serve on the S/P/N Council of Chapter Presidents.

TOP 10 LIST -- LEADERSHIP EXPECTATIONS

10. Communicate, communicate, communicate with members & S/P/N president.

9. Submit reports—on time—to the correct person(s).

8. Build variety into your monthly programs. Balance professional development, leadership, personal enrichment and programs that support the Strategic Plan, such as altruism and world understanding. Review the Annual Program Award winners for great program ideas.

7. Invite S/P/N and district officers to chapter meetings. . . .contact them with any issues no matter how small.

6. Give every member a job to do. . . .DELEGATE. . . .and follow up on completion of assignments.

5. Celebrate Alpha Delta Kappa Month in a meaningful way that publicizes the sorority to those who do not know about it.

4. Attend district programs, S/P/N conventions/conferences, regional conferences and International conventions.

3. Establish a delegate fund to support chapter president at regional & International conferences/conventions.

2. Recruit outstanding educators. . . .retain members. . . .reinstate.

1. Continue to be outstanding woman educators, the true strength of Alpha Delta Kappa.
Many chapter presidents-elect are responsible for creating the chapter yearbook. Here is a sample Table of Contents. You may include all or some of these items as well as other resources helpful to members.

SAMPLE
TABLE OF CONTENTS FOR CHAPTER YEARBOOK

1) Alpha Delta Kappa History
2) Alpha Delta Kappa Mission Statement/ Purpose
3) Chapter Charter Members
4) Chapter Officers
5) Chapter Committee Chairs
6) Chapter Program Schedule
7) Chapter Goals
8) Alpha Delta Kappa Pearls of Achievement Award
9) S/P/N Alpha Delta Kappa President’s Award Criteria
10) District President’s Award Criteria
11) International/Regional Officers and Committee Chairmen
12) S/P/N Alpha Delta Kappa Leadership Team Contact Information
13) S/P/N Alpha Delta Kappa State Committees Contact Information
14) International / SER / State / District / Chapter Themes and Logos
15) Lamp of Alpha Delta Kappa
16) Chapter Membership Roster
17) School Calendars
18) Chapter History
19) Chapter By-laws
20) Chapter Procedures
Becoming a 7-Pearl Chapter is an honor that shows effective leadership and the chapter’s commitment to completing required forms, participation in activities, and dedication to membership development.

HOW TO BECOME A 7 PEARL CHAPTER

**CHAPTERS earn “pearls” from June 1-May 31 based on these criteria:**

2. 990N e-Postcard must be submitted to the IRS with a copy of the confirmation e-mailed or sent by regular mail to International Headquarters.
3. **Timely Reporting**
   a. Annual Chapter Highlights Summary (H-114) due to HQ no later than August 1.
   b. Members’ Payment Record (H-138) with dues and fees paid to HQ and postmarked no later than January 31.
4. Membership Action Plan filed with the S/P/N Membership Consultant by October 1 (even year).
5. Chapter Balance (15 or more members, with at least 50% of the members actively engaged/employed in education).
6. Retention Rate of 90% or higher [Number of members at chapter year end (May 31 of current year) minus any new members divided by number of members at the chapter year beginning (June 1 of last year)].
7. Chapter represented at Regional Conference or International Convention, depending on the year (for reporting period June 1 - May 31).
8. Observed Alpha Delta Kappa Month and reported it on the H-114.
9. Colonized or sponsored a new chapter.

The following is a sample of a report chapter leaders would receive to apprise them of their Pearl Status…
| (Worth 5 points) | 6) Adaptable programs. The degree to which programs can be replicated or modified for use by other chapters. |
| (Worth 5 points) | 5) Professional applicability. Ideas are valuable and relevant to professional knowledge and skills of educators. |
| (Worth 5 points) | 4) The extent to which members are actively engaged in the programs. (Worth 5 points) |
| (Worth 5 points) | 3) Creative programs that are innovative with a variety of opportunities for extended activities. |
| (Worth 10 points) | 2) Focus on world understanding and adjustment. (Worth 5 points) |
| (Worth 10 points) | (Worth 10 points) |
| (Worth 10 points) | 1) Variety in planning. There is balance in the number of programs in the areas of professional growth, personal enrichment, and community education. (Worth 5 points) |

Applications will be judged on:

- E-mail:
- Telephone (Area Code): ________________
- City, S/p/N, ZIP: ________________
- Mailing Address: ________________
- Chapter President: ________________
- S/p/N: ________________

Note: Entries must be postmarked by September 10, 2010. Complete and mail to your International Vice President.
The Annual Program Award

1. Type a description of each of your monthly programs from August to July.

How to Enter:

Return:

Entries will not be returned.

Rules:

Alpha Delta Kappa reserves the right to publish any entries.

Entries must be submitted by December 1, 2010.

Deadline:

Any entries received after December 1, 2010 will be disqualified.

Eligibility:

Only Alpha Delta Kappa chapters are eligible for the Award. Chapters participating in the regional competition earn one entry. Chapters participating in the national competition earn two entries. Chapters that are not participating in any competition earn two entries. Chapters that have not participated in any competition for two years will receive a waiver of the entry fee.

Award:

All entries may be published if they are of interest to the Alpha Delta Kappa National Council.

Process:

All entries will be reviewed by the Alpha Delta Kappa National Council.

The winner will be announced at the Annual Convention.

To enter, send your entry to the Alpha Delta Kappa National Council.
<table>
<thead>
<tr>
<th>Total Points out of 35</th>
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<tbody>
<tr>
<td><strong>8</strong> chapters, at least 6 of which programs may be applied for use by other chapters, and addressed by religious education professionals in at least 7 of the programs</td>
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</tbody>
</table>

| Score: 4-5 |
| Score: 3 |
| Score: 2 |
| Score: 1 |

| **8** members, meaningfully engaged 6-7 of the programs | **7** members, meaningfully engaged 5-6 of the programs | **6** members, meaningfully engaged 4-5 of the programs | **5** members, meaningfully engaged 3-4 of the programs |

| Score: 4-5 |
| Score: 3 |
| Score: 2 |
| Score: 1 |

| **8** active, meaningful, extensions, and opportunities for extended activities | **7** active, meaningful, extensions, and opportunities for extended activities | **6** active, meaningful, extensions, and opportunities for extended activities | **5** active, meaningful, extensions, and opportunities for extended activities |

| Score: 4-5 |
| Score: 3 |
| Score: 2 |
| Score: 1 |

| **8** members, strong focus on both program types | **7** members, strong focus on both program types | **6** members, strong focus on both program types | **5** members, strong focus on both program types |

| Score: 4-5 |
| Score: 3 |
| Score: 2 |
| Score: 1 |

| **8-10** program types are recommended, with at least two good varieties of programs | **7** program types are recommended, with at least two good varieties of programs | **6** program types are recommended, with at least two good varieties of programs | **5** program types are recommended, with at least two good varieties of programs |

| Score: 5-7 |
| Score: 4-5 |
| Score: 3-4 |
| Score: 2-3 |

**Rubric for Evaluation of Annual Program Award**
### Conducting Chapter Business: Frequently Asked Questions

<table>
<thead>
<tr>
<th>Questions</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What committees should I establish?</td>
<td>Standing Committees: Alpha Delta Kappa Month, Altruistic, Budget, Bylaws, Fraternity Education, Membership, Nominating</td>
</tr>
<tr>
<td>2. What additional committees might the chapter establish?</td>
<td>Special Committees: Auditing, Courtesy, Program, Publicity, Scholarship, Telephone, Ways &amp; Means</td>
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<tr>
<td>3. Who comprises the Chapter Executive Board?</td>
<td>*Elected Chapter Officers: President, President-Elect or Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Sergeant-at-Arms, Chaplain, AND *Immediate Past President</td>
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<tr>
<td>4. How many Executive Board meetings are required?</td>
<td>At least 3 per year.</td>
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<tr>
<td>5. How many chapter meetings are required?</td>
<td>At least 9 per calendar year.</td>
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<td>6. Who completes President’s unexpired term?</td>
<td>Immediate Past President</td>
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<tr>
<td>7. Who assumes duties of President in her absence?</td>
<td>President-Elect</td>
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<td>8. Who supervises Chapter Yearbook compilation?</td>
<td>President-Elect</td>
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<td>9. Who assists President with the Chapter Newsletter?</td>
<td>Corresponding Secretary</td>
</tr>
<tr>
<td>10. Who writes the Chapter History for the biennium?</td>
<td>Historian</td>
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<tr>
<td>11. Who handles all Membership matters?</td>
<td>Chapter Membership Chairman</td>
</tr>
<tr>
<td>12. When does the chapter have fraternity education?</td>
<td>A portion of each meeting should be devoted to fraternity education.</td>
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</tbody>
</table>
| 13. What is the purpose of the chapter meeting? | * Encourage fellowship  
* Share in programs related to sorority ideals/purposes  
* Conduct chapter business  
* Elect & install officers |
| **14. What are the key duties of the Immediate Past President?** | * Advisory capacity to the chapter  
* Member of the Executive Board  
* May serve as a committee chairman (e.g., Membership) |
|---------------------------------------------------------------|------------------------------------------------------------------|
| **15. What are the obligations or requirements of membership?** | * Be in the field of education for two years  
* Be loyal to Alpha Delta Kappa ideals and objectives  
* Be an active & participating member  
* Assume financial obligations  
* Maintain high standards of personal, social, professional conduct |
|---------------------------------------------------------------|------------------------------------------------------------------|
| **16. Who are the best sources for guidance?**                | * Past Presidents  
* Members who attend S/P/N, regional, international meetings  
* District leaders  
* S/P/N officers |
|---------------------------------------------------------------|------------------------------------------------------------------|
| **17. How should you vary chapter programs?**                 | * Sorority topics  
* Professional development programs  
* Personal enrichment programs  
* Fraternal fellowship |
|---------------------------------------------------------------|------------------------------------------------------------------|
| **18. What are the key components in a chapter newsletter?**  | * Chapter theme, logo  
* President’s name, address, phone # & e-mail  
* Motivational message from the President  
* Highlights of prior chapter meeting  
* Upcoming meeting information & directions  
* Information from S/P/N newsletter & HQ material  
* Fraternity education piece  
* Member news  
* Dates to remember |
|---------------------------------------------------------------|------------------------------------------------------------------|
# Leadership Competencies

## To Make You Successful

<table>
<thead>
<tr>
<th>Competencies</th>
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<tbody>
<tr>
<td><strong>Knowledge</strong></td>
<td>* Constitution of Alpha Delta Kappa Sorority, Inc.</td>
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<tr>
<td></td>
<td>* S/P/N Policies &amp; Procedures Handbook</td>
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<td></td>
<td>* Alpha Delta Kappa Rituals</td>
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<td></td>
<td>* Membership Development Manual</td>
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<td></td>
<td>* Excellence in Programming Booklet</td>
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<td></td>
<td>* Robert’s Rules of Order, Newly Revised</td>
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<td></td>
<td>* Alpha Delta Kappa Publications: <strong>KAPPAN, Columns</strong></td>
</tr>
<tr>
<td><strong>Skills</strong></td>
<td>* Prepare a monthly newsletter.</td>
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<td>* Represent chapter at district, S/P/N, regional, and International conferences, conventions.</td>
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<td></td>
<td>* Serve as ex-officio member of chapter committees.</td>
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<td></td>
<td>* Participate in development of chapter budget.</td>
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<tr>
<td></td>
<td>* Share information from district, S/P/N, region, International.</td>
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<td></td>
<td>* Complete reports/check that officers completed theirs.</td>
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<tr>
<td><strong>Abilities</strong></td>
<td>* Provide a vision of the chapter’s future.</td>
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<td></td>
<td>* Inspire others to assume leadership positions.</td>
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<td>* Delegate responsibilities/ask for volunteers.</td>
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<td>* Follow up with those to whom you delegate a task.</td>
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<td></td>
<td>* Inspire members through challenges, thoughts, direction, new experiences.</td>
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<td></td>
<td>* Place the well being of chapter above well being of any individual.</td>
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<tr>
<td></td>
<td>* Give key responsibilities to immediate past president.</td>
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<td></td>
<td>* Give key responsibilities to president-elect.</td>
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<td></td>
<td>* Prepare your successor (president-elect).</td>
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You will observe your chapter president carrying out these responsibilities. Watch, learn, grow. Prepare yourself the role you will play in two years.
## TIME LINE FOR PLANNING & MANAGING THE CHAPTER

### TIME LINE

<table>
<thead>
<tr>
<th>MAY -- JUNE</th>
<th>JULY -- AUGUST</th>
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### CHAPTER PRESIDENT’S DUTIES

Plan agenda for/preside at chapter & executive board meetings.  
Serve as chairman of the executive board (3 meetings minimum per year).  
Prepare & issue monthly newsletter.  
Preside at initiation service ritual.  
Serve on the S/P/N Council of Chapter Presidents.  
Maintain a permanent file of materials.  
Appoint committees as needed.  
Monitor/guide officers’ & committee chairmen’s activities.  
Working with membership chairman, conduct a Chapter Needs Assessment & Member Needs Assessment.  
Submit Membership Action Plan by Oct 1 (even year).  
Review Biannual Chapter Highlights Summary (H-114).  
Complete Member Record Update Report, due May 1.  
Complete Change of Status (H-119) upon any change of status/address.  
Verifies that the e-postcard Form 990-N was filed by its due date.
What some CPE’s have said…

Helps:
I think having so many human resources available to us to ask questions has been most helpful. We are all women who love to help, and it shows. No one ever makes you feel as though your questions or concerns are not valid.
My president has been very helpful in walking me through the process.
State workshops for CPEs have been very helpful, especially sharing with other CPEs.
One CPE keeps a monthly calendar of what happens at her chapter meetings, what to bring to the next meeting, and who has to do what. It will help her plan her meetings when she takes over.

Concerns:
I don't have a lot of experience with Robert's Rules of Order. When deciding/voting on certain motions, I want to have a good handle on that rather than rely on others to correct us.
Before I take over as president, I want to have a good grasp of the responsibilities of other officers as well as what forms are due (and when) to International and State on a month by month basis.
I would like a chance to share programming ideas with others.
I would like advice on how to engage members of all ages, young teachers with families as well as veteran members.
What strategies are good for encouraging sisters to take on chapter leadership roles?
I know that time will be a consideration, and I want to be sure that I have a good computer for communications and for creating and storing files.
I am receiving a lot of hand-holding, which is great.
I would love training in recruiting younger teachers to join our organization.
I would like to know about the president’s role I will assume in two years.

Responsibilities:
We prepared the program booklet and continue to update it regularly. We do anything our presidents need like email reminders/updates. We have attended all state meetings thus far and have pitched in with committees where members have resigned or haven't been able to fulfill duties.
I have helped to keep members informed when they have missed meetings.
I have had very little to do.

As you can see, the experiences differ, the responsibilities vary, and the concerns relate to everyone. Take the lead in preparing yourself for your role as president by becoming actively involved as your chapter’s president-elect.
ABC’s of Chapter Leadership – FUN IS OPTIONAL, but why leave it out?

Shop for ingredients. Print the following, and include it in a baggie with the items named. Give to one or many. Stick around to watch the smiles.

YOUR SURVIVAL KIT INCLUDES:

A BALLOON to help you blow off steam when things go not as planned.

A BUTTON to remind you that sometimes a leader needs to “button” her lips and listen.

A CANDLE to remind you that you can light up someone’s day.

GUM to remind you to “stick” with anything that may seem difficult.

HUGS AND KISSES are great to give as well as receive.

A JUMP ROPE to help you exercise your leadership ABC’s – act, build, communicate.

A LIFE SAVER to remind you of the many times others will need your help.

A MAGNIFYING GLASS to help you involve each sister and magnify Alpha Delta Kappa in their lives

A MARBLE in case you start losing yours… this will keep you rolling along.

A MINT because you’re worth a “mint” to your sisters.

PAPER AND PENCIL to write down the names and addresses of potential new members and great program ideas.

A RUBBER BAND to remind you to be flexible.

STAR BURT CANDY to give you that burst of energy when you most need it.

A SWEET TART to remind you to appreciate the differences in others.

A TISSUE to dry tears of joy, disappointment or sorrow – your own or someone else’s.