

2011-2013
Leadership Development for
Chapter Presidents

Q & A



Texas State Organization
The Delta Kappa Gamma Society International

A Professional Honor Society of Women Educators

Chapter president questions

Are chapters commissioned to conduct graveside ceremonies for those who had resigned their membership because of other obligations and responsibilities?

[Necrology Committee:](#)

A chapter may conduct a graveside ceremony if they so desire. The deceased is not part of a state or international ceremony if she was not a member in good standing at the time of her death. You are not required to conduct a DKG graveside service, but you may choose to conduct a ceremony if the member was beloved by your chapter.

How do we politely encourage senior members to allow change in our chapter?

[Membership Committee:](#)

Chapter specific surveys are a really good tool to help chapter leadership know what the majority of their members want. Good questions to ask include: What program topics are you interested in? What projects would you like to do? What program could you present? What day and time is best for chapter meetings? What committee would you like to serve on? If there is a specific concern for your chapter, add a question addressing it as well. This provides the evidence needed to make changes that are for the good of the chapter.

There is also a “Cross Generationally Friendly survey” on the international website that is a great conversation starter for a chapter meeting. Programs and open discussions about intergenerational differences have helped some chapters address this issue inclusively.

How do I decline senior member help/suggestions if I don't need their advice?

[Membership Committee:](#)

Declining advice is always a delicate situation. It's important to respect our veteran members and to let them know that we value their contributions. Listen first and be sure you are really hearing their concerns. Politely and kindly say that you have this particular matter taken care of. If possible be proactive - ask for their help in another area where you do need assistance.

How do I politely tell the speaker that their time is up and we need to move on with the meeting?

[Membership Committee:](#)

In regard to the speaker who has gone over the time limit: Probably it is easier to manage at the front end by telling the speaker someone will give a signal at the 2 minute mark. Still I have had that not work. My only advice is to stand up, smile and move close to the speaker as if you were about to say the next thing. If proximity

doesn't work, then there is only the choice of saying something such as, "Sorry, but our time is just about up. We need to finish the meeting." Most speakers wouldn't mind, especially if it falls into the Q and A part of the program. Some may even wish to be rescued.

In the Contemporary Initiation ceremony, the terms presider, speaker(s), and president are used. Who is supposed to be the presider? If you have a state officer present, what part is given to her?

[Ceremonies Committee:](#)

The presider should probably be the Chair of the Ceremonies committee. The speakers are the members of the committee chosen by the chair. The President is the chapter president. There are no hard fast rules on this. If a state officer is present I would suggest making her the presider.

What all should be included in the written history of our chapter? Is there a form for this?

[Archives Committee:](#)

Establishing and/or Maintaining a Chapter History

A history can be a very simple narrative or an elaborate booklet. There is currently not an official form. Suggested items to include:

- Cover page
- Table of contents
- Early years, Chapter Charter members
- Chapter Presidents
- Alpha State and Chapter Achievement Award Recipients
- State and International Scholarship Recipients
- Members in Print
- Initiation dates of members
- Leadership of members at the State and International levels
- Golden Gift and Alpha State Leadership Seminar Attendees
- Page for each Biennium listing officers, members, summaries of activities, awards from Alpha State conventions, and other interesting facts.

To get this information you can contact living charter members or past presidents. You can also check chapter minutes and yearbooks.

How can I improve the functioning of committees?

[LDCP Committee:](#)

The best help would be to create a job description that is specific to the chapter. There should be time elements in the job description much like the state does for chapter presidents. If each chair would define the work of her committee and make suggestions

at the completion of her term, then the chapter has a working document personalized to their chapter. Everyone on the committee will know what is expected and what their individual part would be. It is back to delegation, not the president, not the chair, but each and every member playing a part.

How do you handle committee chairs who are not doing their jobs? Of course, you have to step up and do the jobs yourself but is there any sage advice you could give us?

LDCP Committee:

Perhaps a system of checks and balances would work for chapter committees. The state is moving towards spreading out the overseeing of committees to different officers. Too often the chapter president becomes the monitor of all committees, yet the chapter president has one or more vice presidents and other officers who can assist. At the beginning of the year, the chapter president could assign an officer as a buddy to a committee chair. This partnership would give officers a responsibility to coordinate with the various chairs and the chairs would know who they could call for help or questions. Providing each chair (and the President a copy) with a specific updated job description and timeline from the previous chair would be very helpful.

2011 LDCP Committee

This can easily be done by having a meeting prior to first regular meeting of the year that is for the purpose of transitioning from the previous chair to the new chair. This is the time to trade materials and provide time for discussion. Having the out-going chair discuss the job and its expectations with the incoming chair will facilitate the transition. Additionally, chairs who attend area workshops and state conventions may participate in helpful sessions regarding their committee responsibilities. The Society Info Fair or Infomercials at state convention in odd years also provides an opportunity to visit with state leaders who can guide new committee chairs. Encourage attendance at these events.

If the AC attended a chapter meeting in the 2nd year of past president, do I need to invite her to a meeting during the first year of my presidency?

LDCP Committee:

The AC is the State President's liaison and visits chapters with the State President's direction and approval. Generally, that means visiting each chapter in the assigned area at least once during the biennium. For these visits, the AC may apply for mileage reimbursement. Chapter visits may be to regular meetings, chapter executive board meetings or other events where the AC is able to help the chapter and its members fulfill the Society's Mission and Purposes. The State President may approve more than one funded visit during a biennium when warranted by extenuating circumstances such as membership and leadership issues.

Many chapters appreciate having the AC visit each year and are eager to invite her to one of their functions. And your AC is ready to assist you and your chapter. She will provide guidance on how she can help: with a visit or by using email, telephone conferencing, SKYPE or other technology. She will consult with the State President as to whether the visit qualifies for state reimbursement. Because a visit with the AC is perceived as a positive exchange of ideas and helpful to the success of your chapter, it is recognized on PACE.

Please remember that inviting the AC to a meeting is NOT a requirement. However, at any time you "need" her assistance, please contact her.

We need some great ways to get involved in the community. I feel like the desire is there, but we just haven't found a good match for our group. What are some suggestions for community service?

Personal Growth and Services Committee:

The Resources page on the TSO website has a comprehensive list of project ideas, including ideas for educational outreach, humanitarian efforts, and community service. There are additional ideas for projects compiled from chapter president suggestions in the *Great Ideas* Booklet on the LDCP page.

Personal Growth and Services Committee sponsors several activities during each biennium. At the convention you have seen us busy at work with the Unifying Project and Health Strand topics. This year we introduced the Week of Caring. Our goal is to involve chapter members in activities that enhance the chapter, community and the world. Ideas can be found on our web page and the International Educational Excellence Committee web page. The new name for this committee will be Programs and Service Projects.

When a project touches the lives of the people in your community, prospective members will want to become a part of your group. Here are two recent examples showing that impact of community service:

Gamma Zeta filled backpacks for the Stephenville ISD Backpack Buddies program providing food for 77 children to take home to their families. Not only did they touch the community, Gamma Zeta also gained a new member when one of the ladies in the community voiced an interest in joining a group that would do such a wonderful thing.

Treats left in teacher workrooms included a sign indicating that they were compliments of the Lambda Delta Chapter of DKG. They had several teachers inquire about membership afterwards.

Voting: If we invite women to membership teas and they start attending the meetings and they don't miss any meetings, how and when does the chapter vote on this potential member without it being awkward for that potential member? Is voting really necessary with an open invitation policy?

LDCP Committee:

Our Society membership is by invitation only (*Constitution III.A.1.*). A candidate for active membership is voted upon at a chapter meeting in a manner to be determined by the chapter. (*Constitution III.C.1.*) Prior to the beginning of the business meeting, the chapter president may graciously recognize any guests and thank them for their presence. She can announce a brief recess while members say good-bye to the visitors and prepare for the business meeting. The chapter then follows the protocol established in the chapter's rules for voting on persons nominated for membership.

How do we create a Strategic Action Plan?

LDCP Committee:

Do You Have A Chapter Strategic Action Plan?

A Strategic Action Plan (SAP) is a tool for helping your chapter know where you are, where you want to be and how you are going to get there. Without a plan your chapter success is much harder to obtain. How do you make a plan? Is there a set format to a SAP? Are all SAP plans the same? Each chapter is different with its own specific areas of need.

How do you make a plan?

- Decide on an Area of Focus (like membership or communication)
- Write one or more Goals or Objectives
- Write one or more Action Steps on how to accomplish the goals
- Decide on the time frame for each goal

Is there a set format to a SAP?

No, the international and state both have Strategic Action Plans and chapters may use them to help formulate their own plan. The chapter decides on what their own focus, goals and actions are in the format that helps them.

Are all SAP plans the same?

No, because all chapters are different with different needs. Each chapter should decide on what their needs are and make their SAP based on that information.

For more information, chapters can go to:

- The international website: <http://www.dkg.org>, *Library, Strategic Action Plan, Chapter SAP Plans*. The "Chapter" section shows examples on membership, leadership development, finance, marketing, communications, society impact on education, and review/update of Action Plan. The "How to" section has frequently asked questions. "As The SAP Rises" are newsletters with good information for chapters and states.
- The state website: <http://alphastatetexas.org>, *Resources, Texas Strategic Action Plan* under Reference Materials for the Texas SAP.
- Contact State Officers, State Committee Chairs, Area Coordinators or other chapters for help with developing your Strategic Action Plan.

"A good plan today is better than a perfect plan tomorrow."
George Patton

Is there training available for presidents about the most effective ways to work toward the awards offered by the state organization? I am particularly interested in learning about the PACE Award, but I think it would be beneficial to learn from the experts about the other awards as well. Also there are some PACE questions that were confusing or difficult to answer.

LDCP Committee:

A great suggestion for chapters wishing to attain the PACE award is to make it a chapter project in the sense that everyone knows the questions on the form and the importance of the answers. Often, members in a chapter may have never even seen the application. Making it visible gives more credibility to the process. PACE is a process of yearlong work and effort so taking it on the month before it is due is not productive. One chapter put a section in their newsletter every month called "Keeping Pace". Each month one of the elements of the PACE application was discussed for its importance. Download the application as soon as it is available and look at it each month to see where your chapter stands. Email your Area Coordinator or a committee chair if you wish to have a confusing section clarified.

How are the points for the PACE award figured?

2011 LDCP Committee

When all requirements are met, points for the PACE award are totaled by category. Points vary by year and must be spread across all categories. Most points are self-reported; some are verified by the respective state personnel. For example, the Program Committee Chair documents which chapters have submitted an Annie Award application. Chapters achieving 308-313 points are awarded the PACE. Chapters that do not meet all requirements but achieve 270 points are given honorable mention. Chapters may report activities not considered in the application to the state president for a maximum of 10 points.

Why is the PACE award important to a chapter?

2011 LDCP Committee

A chapter may use the PACE guidelines to measure its progress and to note opportunities for growth. Successful chapter practices are included for recognition such as *fellowship at each meeting to focus on members' social needs*. This activity has been found to be an indicator of a successful chapter and helps fulfill Society Purpose #1. The document recognizes the three levels of the organization and emphasizes current goals in addition to the basic mission and seven purposes of the organization. PACE is also a reminder to chapters to help expedite the official business of the organization and to integrate the operations at the three levels. Each is dependent upon the other for maximizing effectiveness.

Chapters vary in their need for external motivation and competitiveness. Most appreciate the encouragement of peer recognition for a job well done. For others, the award itself is of little consequence as the members find high levels of intrinsic satisfaction fulfilling.

How do you decide what program to use for the Annie? Do you wait until February or March and see what worked best or do you decide before the year begins? I feel like there must be a method!!

Program Committee:

There is no prescribed method. Most chapters just pick their favorite program. It should be a program that meets at least one of the society purposes. Also, it should create maximum attendance. In other words, pick a program that most of your members are interested in so they will want to come to the meeting. Some chapters wait until January or February, but most chapters have already selected by then, so that they can have an ongoing project connected. Always have a project so that you can check yes to project and be able to show a connection between your program topic and a related service project.

Where do I find information on updating chapter rules/ bylaws?

Constitution/ Bylaws:

Information is available for updating chapter rules/bylaws. Under the committee section of the TSO website (www.alphastatetexas.org), you will find a link to the Constitution/Bylaws Committee page. On that page is everything you will need to update your chapter rules. There you will find:

- A link to the *2010 International Constitution and Standing Rules* – all chapter rules must be in alignment with this document.
- A Constitution Model for Chapter Rules – this document will provide guidance as your chapter goes through the revision process
- Links to three new documents - the Proposed Revision of the Texas State Bylaws, the Proposed Texas State Rules and a “What’s New” document that serves as a comparison between the old and the new.

Where can I find ideas for fundraising?

Finance Committee:

On the TSO Finance Committee page there is a document titled *A Fund-Raising Guide for Delta Kappa Gamma Members*. This document was prepared by Marcia Kirkland, Finance Committee member who served on the International Non-Dues Revenue committee. It is an excellent source for ideas. There are also fundraising ideas within the *Great Ideas* booklet on the LDCP page.

Can yearbooks, newsletters, minutes, etc. (not Initiate's register) be saved digitally and then can we dispose of the hard copies?

Archives Committee:

Yes, a chapter could save a yearbook digitally and then dispose of the hardcopy, because a hardcopy is still being saved at State level. We didn't see any reason that newsletters and minutes could not also be saved digitally, either, even though those are not kept at Archives.

2011 Technology Chair

However, keep in mind that it is important to store historical/legal documents in a form that can be accessed in the future. Remember that some formats may not be readily available in the future. If your documents are stored in an outmoded format, you may not be able to retrieve the information at a later date. Formats have changed drastically in just a few years.

Most of the documents created recently are probably already in a digital format on a computer somewhere and should be stored on a DVD or CD for the future. The DVD should be passed to future officers just as hard-copy documents are passed on. Legal requirements for document retention times should be followed. That is probably easier to do in a hardcopy format; although, it will take more space.

In my opinion, there needs to be at least one hardcopy of every legal document to ensure that the history of the chapter is available in the future.

In addition, remember this quote, "When you are storing information in a digital format, if you don't have it in two formats in two places, you don't really have it."

Where should we keep all of this information that is required for the chapter files? The records are growing far too large to be portable.

LDCP Committee:

Prior to passing chapter files along to the new leaders, records can be weeded assuring that only those pertinent to the new biennium are kept in the portable files. Each chapter is encouraged to find a local library that is willing to house its legal and archival materials.

If someone just quits teaching, but did not retire, can they be re-instated if they resigned from DKG?

Membership Committee:

Once you are a member of DKG you are always eligible to be reinstated. They simply need to write a letter to a chapter asking to be reinstated and pay the current dues. No vote is taken.

Are newsletters required? We communicate with our members through email. The newsletter is a lot of work and very few members actually read it.

Communications Committee:

Chapters are not required to produce a newsletter. In fact, in this the era of email, Twitter, and Facebook some people see publishing a newsletter as an old-fashioned, inefficient way to communicate with a selected group. Others may evoke the time and effort involved to design and distribute a newsletter as reasons against producing one, but these points overlook the benefits that a newsletter can have for an organization. The primary value of newsletters is that they offer members an opportunity to maintain a relationship and an interaction with the chapter. Chapter leaders might consider that a newsletter is another option to add to an arsenal of strategies used- even needed- to provide information to the membership and to be an outreach to groups and communities outside DKG but within a chapter's sphere of influence. A newsletter can mentor and motivate, be a reminder factor, and serve to market DKG internally among Society members and to establish a professional image outside the organization. They can become an important part of chapter archives that record professional and personal accomplishments of members and reflect the dynamics of the chapter through decades. Most research shows that readership improves when newsletter content is informative and entertaining. Electronic distribution of chapter newsletters appears to offer a savvy solution.

What if a member moves or changes her phone number or email address after the treasurer sends the updated information in with dues each year?

Lone Star News Editor:

We get a return of 400-500 Lone Star News each mailing. The cost is a little over \$1.50 for each returned *LSN*. That includes printing, mailing and return service. Our mailings only come two months apart. Many of the returned copies have "unable to locate," "unknown" and "temporarily away". Mailing lists for the *DKG News* and the *LSN* are generated from the membership database maintained at International Headquarters. To keep the database up-to-date, chapter presidents, treasurers and members should send address changes to Membership Services at International as often as needed. Members may also update their addresses online at dkg.org. It's also a good idea to send address changes to Betty Vines at State Headquarters and to the Editor of the *LSN*. Please make a concerted effort to update member addresses with State and International.