



Chapter President Duties and Responsibilities

Congratulations!

You have completed your term as president-elect. Here are your duties.

Serve as the Chairman of the Executive Board and Hold a Minimum of Three Executive Board Meetings a Year.

- The executive board consists of all chapter officers and may include your membership chairman and other committee chairmen.
- You will want to hold your first executive board meeting prior to your first chapter meeting to share goals, set meeting dates and plan programs.

Plan the Agenda for and Preside at Chapter Meetings. Vote Only to Make or Break a Tie Unless the Vote Is by Ballot.

- Creating a template for agendas for meetings will be helpful.
- A sample agenda can be found on the International website.
- Send the agenda to all members a week before the meeting.

Preside at Chapter Ceremonies.

The New Member Ceremony, Founders' Day and other ceremonies have been updated and can be found on the International website.

Represent Your Chapter at S/P/N, Regional, and International Conferences and Conventions.

Serve on the state/provincial/national (S/P/N) Council of Chapter Presidents.

- The current chapter president, immediate past president and president-elect are referred to as the 3 P's.
- Serve as one of two chapter delegates to the International convention and regional elections.

Maintain a Permanent Record of All Materials Pertinent to the Office to Pass on to Your Successor.

Retain in Permanent Records:

1. Charter (Fidelis Scroll, if Fidelis Chapter)
2. Minutes of meetings and Bylaws
3. Names of Initiated Members and Initiation Dates
4. Written History
5. Correspondence on any Legal Matters

Retain for Four Years:

Forms and Correspondence (for the current and immediate past biennium)

Working with Chapter Officers and Executive Committee

Monitor the chapter officers and committee chairmen and provide them with the supplies necessary to carry out their duties.

- Utilize the training tools for chapter officers that can be found on the website.
- The Officers' Calendar will be helpful to officers in meeting specific deadlines. It can be downloaded from the International website.

Appoint All Committees Except the Nominating Committee, Which Is Elected by the Chapter.

- According to our International Bylaws, these committees are designated as chapter standing committees: Alpha Delta Kappa Month, altruistic, budget, bylaws, fraternity education, membership and nominating.
- As chapter president, you may establish additional standing or special committees with your executive board, including world understanding, excellence in education, and technology.

Work with the Chapter Membership Chairman.

Become familiar with the types of membership status.

- According to our International Bylaws, membership in Alpha Delta Kappa shall be classified as Active, Active on Leave, Sustaining, Life, Honorary, Service and Limited.

Work with the chapter membership chairman to complete the Chapter Needs Assessment.

- The Chapter Needs Assessment is a valuable tool that will provide you with information concerning the successes and needs of your chapter.

Work with the Chapter Secretary / Corresponding Secretary.

- The secretary / corresponding secretary completes and sends the Annual Chapter Highlights Summary (Form H-114) online by June 30.
- In September, the secretary / corresponding secretary sends a copy of the chapter yearbook to the S/P/N president.
- Check with the secretary / corresponding secretary to ascertain that the chapter yearbook is sent to the S/P/N president annually and that the H-114 is being sent annually to Headquarters.

Work with the Chapter Treasurer.

- Check with the chapter treasurer regarding payment of chapter, S/P/N and International dues.
- Investigate reasons why any members are delinquent in the payment of their dues.
- Insure that the online directory information is accurate and up to date.

Connect with Your S/P/N President.

- Send chapter newsletters to the S/P/N president to highlight chapter members' achievements and successes and update special events at the chapter, state, provincial, regional and International levels.
- Invite the S/P/N president to visit your chapter.
- Seek advice from and report to the S/P/N officers any questions or concerns.

- Inform the S/P/N president or courtesy chairman of happenings suitable for remembrance from the S/P/N courtesy chairman.

Connecting with International Headquarters

- In early fall, Headquarters emails the Chapter Officers Quick Links Guide that includes documents for the president, treasurer and chapter membership chairman.
- Your S/P/N officers may be able to answer any questions you have regarding documents and forms.
- For other questions or concerns, please email Headquarters at headquarters@alphadeltakappa.org so your question can be directed to the appropriate person.

Through the Biennium

Follow your chapter bylaws or policies and procedures to clarify additional duties or responsibilities specific to your chapter.

- Check with all officers and committee chairmen at the conclusion of their term to make sure that their files are turned over to the new officers and committee chairmen.

Treasure this opportunity to serve as your chapter president!

Enjoy every experience at the chapter, state, provincial, regional, national, and International levels.

Cherish our sisterhood and the friendships you make along this journey!

