



# Secretary's Guidebook



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## **Support from Society Headquarters**

A regional Chapter Resource Consultant is ready to assist your chapter with ongoing development, resources, and needs. For more information, contact your consultant at Headquarters by calling 800-284-3167, or access Chapter Services Online at [www.kdp.org](http://www.kdp.org).



## **Section 1: Responsibilities**

### ***Responsibilities of the Secretary***

Kappa Delta Pi Society Bylaws describe the following responsibilities of the Secretary:

- Maintain chapter records for membership and meeting agendas, in consultation with the President;
- Draft and provide minutes for all Executive Committee and chapter meetings;
- Develop and monitor method(s) for chapter communication among members; and
- Submit initiation results, Annual Report, and officer updates to Headquarters.

The Secretary also should:

With regard to organizing chapter records,

- Maintain, for reference at each meeting, a copy of chapter bylaws, standing rules, accepted order of business, minutes of previous meetings, and lists of all committees;
- Read the minutes of the last meeting if asked to do so and amend as needed; and
- Act as custodian of all records except those specifically assigned to others.

With regard to chapter communication,

- Create a chapter newsletter;
- Create a chapter e-mail address or distribution list (i.e., Listserv);
- Notify the membership of the time and place of meetings;
- Work with the Membership Committee to send out letters of invitation to potential members; and
- Write correspondence.

With regard to membership information,

- Ensure that New Initiate Information Forms are completed and submitted to Society Headquarters within two weeks after the initiation.

### ***Responsibilities of the Standing Committees***

The President, Membership Chair, and Vice President coordinate the following Standing Committees, respectively:

#### **Executive Committee**

The Executive Committee is composed of the elected officers—Counselor, President, Vice President, Membership Chair, Treasurer, Secretary, Historian, and Foundation Representative.

- Set goals for the chapter;
- Prepare calendar for the year;
- Vote on major issues of the chapter, including bylaws, budget, and local scholarship amount(s); and
- Oversee all chapter operations.

## **Membership Committee**

- Generate list of potential members;
- Prepare and implement orientation program;
- Coordinate initiation ceremony;
- Work with Secretary and Treasurer to complete initiate list information; and
- Conduct Member Interest Survey that is included with the *Membership Chair's Guidebook* or at [www.kdp.org](http://www.kdp.org) in the Chapter Services section.

## **Program Committee**

- Compile data from the Member Interest Survey conducted by the Membership Committee to plan annual calendar of programs;
- Coordinate fund-raisers, job-search preparation programs, service projects, speakers, and other creative ideas to provide new opportunities and experiences for chapter membership;
- Coordinate programs to recognize member accomplishments; and
- Monitor progress; follow up with subcommittee chairs periodically.

## **Overview of Officer Responsibilities**

The following officers are members of the chapter's Executive Committee. This suggested list of officer responsibilities may need to be adapted to fit the chapter's structure.

### **President**

- Preside over all general membership and Executive Committee meetings;
- Organize officer elections and officer transition;
- 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 and preparing the chapter calendar;
- Recognize membership accomplishments;
- Be familiar with governing principles of Kappa Delta Pi;
- Participate in chapter programs and activities; and
- Submit reports as required.

### **Vice President**

- Preside in absence of the President;
- Chair the Program Committee and conduct programs designed to maximize member retention; and
- Conduct all public relations for the chapter. Ideally, public relations should be conducted by an entire committee, with the Vice President serving as chair.

### **Membership Chair**

- Preside over meetings of the Membership Committee;

- Manage selection of members;
- Host recruitment efforts; and
- Create and implement ongoing methods for retaining membership.

### **Treasurer**

- Receive and record all new initiate documents;
- Keep accurate records of chapter funds;
- Complete the financial section of the Annual Report;
- Access university funding;
- Coordinate the budget preparation process; and
- Assist Vice President, Program Committee, and Foundation Representative with development of fund-raisers.

### **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 and fees within two weeks after the initiation;
- Conduct all chapter correspondence; and
- Maintain accurate records of 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 activities and forward to Society Headquarters.

### **Foundation Representative**

- Develop fund-raising programs to motivate individuals to donate to Kappa Delta Pi's Educational Foundation;
- Promote Foundation scholarships; and
- Become the liaison between the chapter and the Kappa Delta Pi Educational Foundation.

### **Counselor**

- Install the officers of the local chapter;
- Serve as a member of the chapter's Executive Committee;
- Mentor chapter officers;
- Serve on the Membership Committee;
- Assist in planning chapter activities; and
- Act as a liaison between the chapter, college faculty, and administration to keep others informed of activities and events.

## ***Additional Committees and Chairs***

Once the three standing committees are established, additional committees and subcommittees may be formed depending upon the chapter's goals and activities. If the local chapter has many programs scheduled throughout the year, it is recommended that the chapter develop a fund-raising committee, or service, social, and professional development subcommittees within the Program Committee.

The Secretary may coordinate the following committees or subcommittees to enhance member communication:

- Chapter Newsletters
- E-mail Listserv
- Chapter Web site
- Member Feedback
- Bulletin Board

## **Section 2: Maintaining Chapter Records**

The Secretary is responsible for taking the minutes of Executive Committee meetings using the same guidelines and format for chapter meetings. In addition, the Secretary should present a report to the Executive Committee. Each officer receives a copy of the minutes from Executive Committee meetings.

One of the most important duties of the chapter Secretary is documenting chapter activities and membership. Accurate records are one of the keys to a successful chapter. This information also is helpful to incoming officers as they evaluate the success of previous projects and activities. When applying for an Achieving Chapter Excellence (ACE) Award, specific information about chapter involvement is important.

Following is a list of items that should be maintained:

- Minutes of all chapter meetings and Executive Committee meetings. These should be kept in a binder for easy retrieval.
- A current list of all active and inactive members of the chapter. You may request either list from the Chapter Resource Consultant.
- (Active status refers to those members who have paid their dues for the year, starting from the date of initiation rather than the beginning of the school year. Inactive status refers to those members who have not paid dues for the year.) When the rebate-check packet is mailed to chapter counselors in October and March, a list of members who have paid their chapter dues is included.
- Copies of correspondence sent to members, the community, and Headquarters. Newsletters, memos, and formal letters must be filed, as well as a copy of the Annual Report sent to Society Headquarters.
- Records of activities and events in which the chapter has participated, as well as a record of people attending the events. A record of the total number of service hours the chapter has completed should be maintained. This information should be kept in a binder for easy access and reporting purposes.

## **Section 3: Writing Minutes and Correspondence**

Minutes contain the details of all action taken by the chapter during a meeting. It is the record of the chapter's activity. At the beginning of each meeting, the Secretary should invite members to review the minutes of the previous meeting and move for approval.

The Secretary may want to review the Parliamentary Procedures as outlined in the *President's Guidebook*. During meetings, members recommend action by making a motion—for example, "I move that last month's meeting minutes be approved," or "I move that the chapter plans a book drive for Reading Is Fun Week." Motions generally must have a "second," another person who agrees with the recommendation, prior to discussion of the topic and the vote on the subject.

A form for taking minutes at chapter meetings and for taking minutes at Executive Committee meetings is included in this guidebook and also at [www.kdp.org](http://www.kdp.org) in the Chapter Services section. It may be photocopied for use at each meeting.

A copy of the typed formal minutes should be distributed to all members of the Executive Committee and any other members who request a copy. A permanent copy should be kept in a meeting notebook.

### ***Types of Correspondence***

There will be times when it will be necessary to correspond using a written letter. The Secretary is the official correspondent of the chapter. Correspondence can be communicated in several ways—through the mail, fax, or e-mail. Postcards should be used for informal responses or as a quick thank-you for someone's participation in an activity. These are available for purchase from Society Headquarters. A copy of the postcard does not need to be kept.

Memos are to be written when information is given to all chapter members, committee members, or any group. They can be used for updating members about the status of a project or informing them of upcoming events. A newsletter also may be written to keep members aware of the chapter's activities and other pertinent information. A Chapter Newsletter template is located at [www.kdp.org](http://www.kdp.org) in the Chapter Services section.

Formal letters should be written for personalized communication such as an invitation or congratulatory note. Official thank-you letters from the chapter should be formal.

## **Section 4: Creating a Chapter Newsletter**

The Secretary is responsible for generating a newsletter for the chapter. A chapter newsletter template is available at [www.kdp.org](http://www.kdp.org) in the Chapter Services section or from your Chapter Resource Consultant at 800-284-3167. This does not mean that the Secretary is in charge of writing the entire newsletter; rather, he or she coordinates the articles and ensures that the newsletter is sent on time. A chapter newsletter is a great way to inform members of activities, important dates, and topics that the Executive Committee and the committees are considering.

It is preferable to send a newsletter at least quarterly (fall, winter, spring, summer) through the mail or electronically.

### **Each newsletter should include:**

- Events for the upcoming months (i.e., service projects, professional development, and social activities);
- Important dates for the Society, chapter, university, and community; and
- Recognition of accomplishments by the chapter and members.

Some additional topics for the quarterly newsletters are listed below.

### **Fall Newsletter (September)**

- Welcome back to the chapter and school
- Officer quotes or thoughts for the year
- National Education Week activities
- Kappa Delta Pi Mission
- Society conferences, including Convocation (in odd numbered years)
- Chapter goals

### **Winter Newsletter (November)**

- Professional development opportunities
- Benefits of KDP membership
- Honor an Educator Program

### **Spring Newsletter (January)**

- Achieving Chapter Excellence (ACE) Award information
- Scholarship information
- National Student Teacher/Intern of the Year Award
- Publications available (*New Teacher Advocate*, *The Educational Forum*, books)

### **Summer Newsletter (March)**

- Officer transition; introduction of the new officers
- Year-end activities
- Initiation (include names of new members)

- How to stay active with the chapter after you graduate

## **Section 5: Reporting to Society Headquarters**

### ***Initiation Reporting***

Each initiate should complete a New Initiate Information Form prior to being initiated. The chapter should keep the chapter copy of this form and forward the Headquarters copy to Society Headquarters. These forms should accompany the check for the Society dues and fees. Contact the Chapter Resource Consultant to receive instructions for completing this form.

### ***Annual Report***

The Annual Report must be filled out and submitted to Society Headquarters before August 1. The Secretary is responsible for ensuring that the report is completed and submitted. The names, member numbers, addresses, telephone numbers, and e-mail addresses of each officer are required. To identify their numbers, please contact the Chapter Resource Consultant for a list of active members. A link for the Annual Report is e-mailed to the chapter Counselor each spring by the Chapter Services Department at Headquarters. The link also is available in the Chapter Services section of KDP Online, [www.kdp.org](http://www.kdp.org).

### ***Officer Elections***

New officers' contact information must be submitted on the Annual Report for these individuals to receive appropriate leadership support from Headquarters, including *The Leader* e-newsletter, opportunities for training, and leadership conferences. If the individuals serving as officers change during the course of the year or after the Annual Report is submitted, the Secretary must send the names of the incoming officers to Headquarters to ensure that the support continues.

## **APPENDIX I: Secretary's Monthly Checklist**

### **August**

- Gather officers' new contact information (address, phone, and e-mail) and submit to Chapter Resource Consultant at *mcs@kdp.org* or 800-284-3167 to ensure that officers receive benefits without delay.
- Speak with Counselor, President, and Treasurer to ensure that the online Annual Report was submitted to Society Headquarters.

### **September**

- Attend meetings for the Executive Committee and chapter.
- Record minutes for meetings of the Executive Committee and chapter.
- Distribute minutes of meeting to all Executive Committee members and any other members requesting a copy.
- Invite members to first chapter meeting.
- Prepare the first chapter newsletter. A chapter newsletter template is available at *www.kdp.org* in the Chapter Services section.
- Submit a copy of the chapter newsletter to your Chapter Resource Consultant for the chapter's archive at Society Headquarters.

### **October**

- Attend meetings for the Executive Committee and chapter.
- Record minutes for meetings of the Executive Committee and chapter.
- Distribute minutes of meeting to all Executive Committee members and any other members requesting a copy.
- Request updates and news from members for upcoming chapter newsletter.

### **November**

- Submit New Initiate Information Forms with initiate fees to Society Headquarters within two weeks after the initiation, if one occurred.
- Attend meetings for the Executive Committee and chapter.
- Record minutes for meetings of the Executive Committee and chapter.
- Distribute minutes of meeting to all Executive Committee members and any other members requesting a copy.
- Prepare the next chapter newsletter.
- Submit a copy of the chapter newsletter to your Chapter Resource Consultant for the chapter's archive at Society Headquarters.

### **December**

- Gather officers' new contact information (address, phone, and e-mail) and submit to Chapter Resource Consultant at *mcs@kdp.org* or 800-284-3167 to ensure that officers receive benefits without delay.
- Attend meetings for the Executive Committee and chapter.
- Record minutes for meetings of the Executive Committee and chapter.
- Distribute minutes of meeting to all Executive Committee members and any other members requesting a copy.
- Request updates and news from members for upcoming chapter newsletter.

## January

- Attend meetings for the Executive Committee and chapter.
- Record minutes for meetings of the Executive Committee and chapter.
- Distribute minutes of meeting to all Executive Committee members and any other members requesting a copy.
- Prepare the next chapter newsletter.
- Submit a copy of the chapter newsletter to your Chapter Resource Consultant for the chapter's archive at Society Headquarters.

## February

- Attend meetings for the Executive Committee and chapter.
- Record minutes for meetings of the Executive Committee and chapter.
- Distribute minutes of meeting to all Executive Committee members and any other members requesting a copy.
- Request updates and news from members for upcoming chapter newsletter.

## March

- Prepare for officer transition; meet with Executive Committee to discuss.
- Attend meetings for the Executive Committee and chapter.
- Record minutes for meetings of the Executive Committee and chapter.
- Distribute minutes of meeting to all Executive Committee members and any other members requesting a copy.
- Prepare chapter newsletter.
- Submit a copy of the chapter newsletter to your Chapter Resource Consultant for the chapter's archive at Society Headquarters.
- Plan for officer transition by updating and organizing all files for the Secretary position and chapter history, in conjunction with the Historian.

## April

- All incoming officers should take office.
- Attend meetings for the Executive Committee and chapter.
- Record minutes for meetings of the Executive Committee and chapter.
- Distribute minutes of meeting to all Executive Committee members and any other members requesting a copy.
- Submit New Initiate Information Forms with initiate fees to Society Headquarters within two weeks after the initiation, if one occurred.
- Request updates and news from members for upcoming chapter newsletter.

## May–July

- Consult with President and Treasurer to determine and collect information needed to complete and submit the chapter's online Annual Report.
- Gather officers' new contact information (address, phone, and e-mail) and submit to Chapter Resource Consultant at [mcs@kdp.org](mailto:mcs@kdp.org) or 800-284-3167 to ensure that officers receive benefits without delay.

## **APPENDIX II: Chapter Meeting Minutes**

The \_\_\_\_\_ Chapter of Kappa Delta Pi  
met at \_\_\_\_\_ (location) at \_\_\_\_\_ (time) on \_\_\_\_\_ (date)  
for a/an \_\_\_\_\_ (chapter, committee, etc.) meeting. The  
meeting was called to order by \_\_\_\_\_ (name of chair).

The following officers were present:

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There were \_\_\_\_\_ (number) members in attendance. The following guests also  
were in attendance: \_\_\_\_\_

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<b>ORDER OF BUSINESS</b>	<b>NOTES</b>
Call to Order	
Attendance	
Reading of Minutes	
Officer Reports	
Committee Reports	
Voting	
Old Business	
New Business	
Announcements	
Adjournment	