



## Membership Chair Guidebook

KAPPA DELTA PI, INTERNATIONAL HONOR SOCIETY IN EDUCATION

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## Welcome

Congratulations on being selected to serve as Membership Chair for your chapter. This guidebook gives you an overview of the roles and responsibilities of an effective Membership Chair and why your position is important to the health and success of your chapter.

Within this guidebook you can find information on:

- [Role and Responsibilities of Membership Chairs](#)
- [Working with Committees](#)
- [Membership Recruitment](#)
- [Initiation](#)
- [Membership Retention](#)
- [Membership Chair Tools and Resources](#)

## Support from Society Headquarters

Would you like suggestions or advice? A Regional Chapter Coordinator (RCC) is ready to answer your questions and assist your chapter with ongoing development and resources. Just call 800-284-3167, or e-mail [mcs@kdp.org](mailto:mcs@kdp.org). You can contact your RCC directly by going to [www.kdp.org/chapters/contactyourrcc.php](http://www.kdp.org/chapters/contactyourrcc.php).

**The mission** of Kappa Delta Pi is to honor the achievements of educators and promote excellence in education.

## Roles and Responsibilities of Membership Chairs

The Membership Chair plays a vital role in the endurance of the chapter. From recruitment and initiation of new members to keeping members involved in the chapter and retaining members from year to year, the Membership Chair works to ensure the overall health and sustainability of the chapter.

Kappa Delta Pi Society Bylaws Section 4, Article 4.10, describes the following duties of the Membership Chair:

- Chair the Membership Committee;
- Oversee the organization of each initiation ceremony, including the collection and submission of all forms to Headquarters;
- Facilitate recruitment of new members, including the organization and execution of the informational meeting; and
- Develop retention efforts, including membership education.

Membership Chair Responsibilities also may include:

- Assistance to the Secretary or other coordinators facilitating member communications;
- Request periodic feedback from members to evaluate needs and effectiveness of current or future goals of the Executive Committee.
- Maintain an officer binder to organize time and effectively operate the local chapter. The binder can be customized using the online Membership Chair Tools and Resources to fit individual position and chapter needs. This binder also provides records for future Membership Chairs to follow.

## Working with Committees

In addition to serving on the Executive Committee, the Membership Chair leads the Membership Committee and may work with the Program Committee.

The Membership Committee is a standing committee required by the International Constitution and Bylaws. This committee is responsible for recruiting members and retaining them once they join the chapter.

The Membership Committee also performs the following tasks:

- Generates list and verifies eligibility of potential members;
- Plans and presents the informational meeting for new and prospective members;
- Coordinates initiation ceremonies;
- Works with the Secretary and Treasurer to complete initiate list information after the initiation;
- Conducts Member Interest Survey and works with the Program Committee to provide specific experiences requested by members;

- Creates and implements a plan to keep members involved in the chapter;
- Informs members of current Kappa Delta Pi benefits; and
- Coordinates programs that recognize member accomplishments.

The Membership Committee also may work with the following subcommittees to reach out and connect all members of the chapter:

- Alumni Relations
- Membership Participation

## Membership Recruitment

To fulfill Kappa Delta Pi's objectives and perpetuate the achievements of your chapter, it is crucial for your chapter to recruit new members continually. New members enable the chapter to sustain itself as a dynamic organization impacting education on your campus and in your community. One way to help recruit new members is to tell them about the valuable member benefits of belonging to KDP and the chapter. You can find a list of these benefits on the KDP website.

The Membership Committee determines who is eligible for membership in several ways—depending on the institution. Accessing eligible candidates can be done in these ways:

- Retrieve a list of students from the Registrar's office based on national and chapter eligibility criteria;
- Present a list of candidates—invited individuals or students and educators requesting membership—to the Executive Committee for consideration; or
- Present a list of candidates—invited individuals, or students and educators requesting membership—to the entire chapter for consideration.

Membership recruitment is important to the health and growth of a chapter. An effective recruitment process develops a sense of pride in and responsibility to the chapter and Society. You can find additional recruiting ideas and resources under Chapter Resources on KDP website.

### Chapter Membership Qualifications

Membership in Kappa Delta Pi creates an opportunity for recognition of academic excellence in education and for participation in the advancement of the Society's ideals of leadership, scholarship, and service. Undergraduate, graduate/MAT, and professional teachers and administrators all may qualify for membership in KDP. Current minimum requirements and qualifications for membership are available under Membership Chair in the Chapters section. Please refer to your local bylaws for your additional or increased standards set by your chapter and approved by the Society.

As long as Society and local chapter dues are paid, members remain active in the chapter and the Society. After the first year of membership, members may remain active in KDP by paying dues. To keep "active members" active—engaged—in your chapter, work with

chapter committees to offer programs that interest members and involve them in meaningful ways. Purposeful participation that offers opportunities for personal rapport and professional experience, such as service projects, mentoring, hands-on activities, and career knowledge, gives members good reason to continue their chapter involvement even after graduation.

### **Membership for Students at Satellite Campuses**

Students who attend satellite campuses of an institution that has an active chapter on the main campus may become members through that chapter. Please note that the satellite and main campuses must be within 60 miles—or approximately one-hour driving distance—apart, and distance learning and/or network communication must be offered between the campuses.

### **Informational Meetings: Educating Prospective and New Members**

Members of every chapter want members who participate actively in the chapter's activities and assume leadership positions. How potential and new members are educated about Kappa Delta Pi has a direct effect on the level of commitment demonstrated by new members. The more informed people are before or at the time of joining an organization, the greater their involvement in the organization after.

An informational meeting allows new and potential members the opportunity to learn about Kappa Delta Pi and what the organization has to offer. Chapter officers can highlight expectations of members and how their participation in the chapter impacts education, not only locally, but throughout the world.

You may want to highlight the following during the informational meeting:

- Emphasize that membership in a Kappa Delta Pi chapter is also membership in an International Society active throughout the United States and in over 40 countries;
- Instill the desire to be a committed and engaged member—that Kappa Delta Pi is more than a line on the résumé;
- Promote the activities of the chapter;
- Emphasize how your chapter is impacting education in a positive way; and
- Communicate the expectations of participation in chapter activities.

## **Initiation**

The *Initiation Guidebook* includes a planning checklist to assist your chapter in hosting a well-orchestrated initiation ceremony. You can find information regarding materials, setup, speakers, and other ceremony enhancements at under Chapter Resources on the KDP website.

### **Ceremonies and Rituals Booklet**

The *Ceremonies and Rituals Booklet* contains the ceremony dialogue that the Society requires to be read during the chapter initiation. The scripted dialogue, read by chapter

officers, enables members of Kappa Delta Pi to experience the ritual ceremony universally and to express commitment to the ideals. The *Ceremonies and Rituals Booklet* includes sections the chapter can tailor with historical information specific to the chapter. The chapter may purchase a copy through the KDP Store. Your Regional Chapter Coordinator can assist with historical background information.

## Membership Retention

For most people, commitment to an organization does not result from an invitation to join. It must be developed and cultivated by positive experiences, relationships and opportunities offered by the chapter. These benefits and rewards will help members further develop a sense of awareness of the Society's purpose and provide incentive and motivation to belong.

Involved members help your chapter meet its goals of impacting education on your campus and in your community. These members have strong interests in expanding their skills, networking and gaining professional knowledge. They will actively participate in the activities of the chapter, such as attending guest speakers' presentations, participating in the Society's signature service project, Literacy Alive!, helping with chapter programming and fundraising, and attending chapter meetings.

Members who have participated actively in their chapters seek leadership positions and contribute to committee work. Members who are engaged in their Kappa Delta Pi chapter see the value of their membership and continue to renew and participate each year.

The Society encourages chapters to develop strategies and retention plans to keep members involved and maintain relationships. Retention programs vary greatly from one institution to another. Many chapters use a point system to allow for flexibility while maintaining a minimum expectation of participation.

## Membership Chair Tools and Resources

To find specific tools and resources to aid you in your role as Membership Chair, visit the Membership Chair page of the Chapter Leadership section under Chapters on the KDP website. You will find the following items:

- KDP Member Benefits
- Membership Requirements and Qualifications
- Sample Letter to Potential Members
- KDP Member Interest Survey
- Sample Informational Meeting Agenda
- Recruitment Planning Worksheet
- Retention Planning Worksheet
- Chapter Year Checklist