



Vice President Guidebook

KAPPA DELTA PI, INTERNATIONAL HONOR SOCIETY IN EDUCATION
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Welcome

Congratulations on being selected to serve as Vice President for your chapter. This guidebook gives you an overview of the roles and responsibilities of an effective Vice President and the importance of your role to the health and success of your chapter.

Within this guidebook you can find information on:

- [Role and Responsibilities of Vice Presidents](#)
- [Working with Committees and Chairs](#)
- [Publicity and Public Relations](#)
- [Vice President 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. You can contact your RCC directly by going to www.kdp.org/chapters/contactyourrcc.php.

The mission of Kappa Delta Pi is to sustain an honored community of diverse educators by promoting excellence and advancing scholarship, leadership, and service.

Roles and Responsibilities of Vice Presidents

The Vice President plays a significant role for the chapter. As a member of the chapter's Executive Committee, the Vice President assists the President with chapter duties and coordinates the Program Committee. Members serving in this position may want to become familiar with the roles and responsibilities of the President in the event the President cannot perform his or her duties.

Kappa Delta Pi Society Bylaws Article V, Section 4.5, describes the following responsibilities of the Vice President:

- Preside in the absence of the president;
- Chair the program committee; and
- Assume duties of the President should a vacancy occur in that office.

In addition to the above responsibilities, the Vice President also may:

- Oversee the implementation of chapter programs;
- Coordinate the evaluation of chapter programs;
- Assess the needs of chapter members;
- Lead chapter publicity efforts;
- Coordinate chapter fundraising efforts with the Treasurer and Foundation Representative; and
- Maintain an officer binder to organize time and effectively operate the local chapter. The binder can be customized using the online Vice President Tools and Resources to fit the individual position and chapter needs. This binder also provides records for future Vice Presidents to follow.

Working with Committees and Chairs

In addition to serving on the Executive Committee, the Vice President organizes and leads the Program Committee. The Vice President also may work with the Membership Committee and the Foundation Representative.

Program Committee

The Program Committee is a standing committee required by KDP International Constitution and Bylaws. This committee is responsible for planning, implementing, and overseeing activities in which the chapter participates during the year. The Program Committee strives to develop activities that interest members and seeks feedback on how programs have worked to ensure that the chapter continues to be of value to its members. The Committee monitors the budget and chapter goals as set by the Executive Committee.

The Program Committee also performs the following tasks:

- Assists the Membership Committee in distributing the Member Interest Survey and compiling its data to plan the annual calendar of programs;
- Coordinates fundraisers, job-search preparation programs, service projects, speakers, and other creative opportunities to provide new experiences for chapter membership;
- Coordinates programs that recognize member accomplishments; and
- Monitors progress of the Program Committee's subcommittees.

The Program Committee also may coordinate the following subcommittees to meet the ongoing needs of the members:

- Professional/Career Development
- Service
- Networking/Social
- Fundraising
- Publicity and Public Relations.

When arranging programs and activities for the chapter, the Program Committee needs to keep in mind the following aims:

- Meet members' needs by developing programs, events, and opportunities that are based on the results of the Member Interest Survey;
- Consider chapter goals set by the Executive Committee and form an action plan to meet these goals;
- Involve members in program planning to increase the flow of ideas, create member commitment, and supply opportunities for member involvement and leadership;
- Keep within the financial budget for programming as set by the Executive Committee; and
- Incorporate feedback from similar programs conducted in previous years.

Specific tools and resources to help committee members with program ideas, as well as in planning, budgeting, implementing, and evaluating programs are available the Chapter Resources section the KDP website.

Publicity and Public Relations

The Program Committee and its subcommittees may plan great activities and events, but without a publicity and marketing plan, those activities may not be successful. People need to know about and be drawn to chapter events or programs. A good publicity and public relations campaign not only gets individuals and groups to participate in chapter activities, but it also offers widespread public recognition of Kappa Delta Pi—both at your institution and in the community. Such recognition builds pride in membership, which leads to increased active involvement and retention of members.

The goal of public relations is to increase awareness on a particular issue or to establish a positive image over a long period of time. The Program Committee or a Public Relations subcommittee can devise publicity messages and promotional blitzes that communicate to a targeted, but diverse, group of people—including educators, college students, the service community, and business people.

A long-term effort is necessary for a publicity campaign to develop awareness at an institution and the community. Chapter leaders and the committees work together to create the chapter’s “signature piece”—a program or service activity that the chapter conducts and participates in annually. The time, effort, and commitment that committee members give to the campaign result in a positive image for the chapter.

Strategies and tools to help committees publicize chapter programs and create a public relations campaign are readily available the Vice President [Tools and Resources](#).

Vice President Tools and Resources

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

- Chapter Year Checklist
- Project Planning Form
- Project Evaluation Form
- Project Budget Worksheet
- KDP Logos and Graphics
- Chapter Programming Ideas
- Member Involvement Suggestions
- Member Interest Survey