



Responsibilities of the Standing Committees

Executive Committee

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

- 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

The Membership Committee is composed of members of the chapter with the Membership Chair serving as the committee chair. More information regarding this committee is located in the *Membership Chair's Guidebook* on www.kdp.org in the Chapter Services section, or contact your Chapter Resource Consultant at 800-284-3167.

- 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 in the Chapter Services section.

Program Committee

The Program Committee is composed of members of the chapter with the Vice President serving as the committee chair. More information regarding this committee is located in the *Vice President's Guidebook* on www.kdp.org in the Chapter Services section, or contact your Chapter Resource Consultant at 800-284-3167.

- 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.