

What Makes Good Officers?

Leadership Ability—Officers who serve Kappa Delta Pi and the chapter are active participants who are willing to step up to the plate either on their own or when asked. They have experience displaying responsibility, initiative, and follow-through or are willing to learn leadership through their service to the chapter and Society.

Officer Expectations:

- **Serve as a member of the committee to which your position is assigned.** Attend all meetings, and be willing to take on assignments as needed.
- **Maintain an officer folder.** This folder, binder, or file must be well-organized and include everything someone would need to do your job. Include any publications relevant to your position, a written record of the year's activities, a calendar and/or timeline of your tasks, job responsibilities, contact information, and resources you used during your term.
- **Train your successor.** Give your folder and resources to your successor, and look through them together. Answer questions, explain documents, or point out resources that were especially helpful to you.
- **Report to your committee chair regularly.** Touch base with the chair of your committee on a regular basis either bi-weekly or monthly.

Great officers take the challenges of their position and the chapter to new heights! They must be creative, inventive, and progressive. They collaborate on projects and hold their fellow officers accountable when they aren't living up to expectations. To support, motivate, challenge, and encourage officers and members alike, it is essential that EVERYONE understands what is expected of them.

It is perfectly normal for a newly elected officer to be excited, overly anxious, and completely overwhelmed. In fact, it is perfectly normal for a veteran officer to feel all of these things. Part of overseeing the management and direction of a chapter is enabling everyone around you to do their job. Follow these steps:

1. As an executive board, determine goals, assign tasks, beginning and ending deadlines, and outcomes. If repeating programs, events, or fund-raising from previous years, think bigger, better, and different.
2. Review and learn the proper committee structure.
3. Hold everyone accountable including officers and chapter members. Confront those who are not doing their job. And, of course, offer support and congratulations through hard times and for a job well done. Set a trend for the chapter that shares both the work and the celebrations.

The mark of a real leader is allowing others to do the work and falling into a supporting role. Much of what is expected of officers can actually be carried out by committee members. Instead of being an expert in planning programming, leaders have to be experts in guiding others who are planning programming and offering assistance when necessary.

For decisions in which you feel your chapter may be very interested, it is a good idea for the committee to narrow down the options to two or three and ask the chapter to vote. Remember, your fellow chapter members will be more interested in executing events they had a hand in planning!