Officer Position Descriptions & Leadership Agreement

The chapter officers set goals for the chapter and create a structure for the chapter to get things done. Each chapter is encouraged to fill the officer positions. Descriptions and expectations of each of these positions are listed below; much of this information comes directly from the Society bylaws and can be interpreted by each chapter.

All chapter officers must be initiated members of the chapter and maintain an active membership with both the chapter and the Society in order to be eligible for leadership.

Overview of Positions and Responsibilities

President
The President shall . . .
- Preside over the meetings of the chapter and the executive committee.
- Appoint committees subject to the advice and consent of the executive committee.
- Perform all duties as specified in the chapter bylaws.
- Coordinate the election and training of new officers.

Vice-President
The Vice-President shall . . .
- Preside in the absence of the President and assume the duties of the President should a vacancy occur in that office.
- Chair the program committee.
- Promote benefits available to chapter members through Kappa Delta Pi including, but not limited to, scholarships, Society events, publications, recognition opportunities, and other online resources.

Secretary
The Secretary shall . . .
- Keep the minutes of meetings of the chapter and executive committee.
- Handle chapter communications as assigned by the executive committee.
- Keep an accurate record of the chapter membership.

Treasurer
The Treasurer shall . . .
- Receive chapter dues from new initiates.
- Make disbursements upon order of the chapter.
- Keep an accurate account of monies received and expended.
- Provide, with cooperation of the Chapter Counselor, for the safekeeping of all chapter funds.
- Submit the Annual Financial Report with the assistance of the Chapter Counselor within the stated deadline.

Historian
The Historian shall . . .
- Furnish reports of chapter activities and submit applications for consideration and publication in appropriate Society communications.
- Assist the Chapter Counselor in the preservation of the charter, documents, and historical records of the chapter.
Membership Chair
The Membership Chair shall...
- Chair the chapter’s membership committee.
- Oversee the organization of each initiation ceremony including the collection and submission of all forms.
- Recruit new members and organize and execute the Informational and Orientation Meetings.
- Develop retention efforts including membership education.

Fundraising Chair
The Fundraising Chair shall...
- Develop fundraising activities.
- Serve as primary chapter contact for KDP’s advancement efforts, including Chapter Challenge & Chapter Grant.
- Promote Kappa Delta Pi scholarships.

Graduate Student Liaison
The Graduate Student Liaison...
- Must be currently enrolled in a graduate program.
- Shall act as liaison officer, serving both the graduate and professional members of the chapter, and shall serve in an advisory capacity to the Executive Committee regarding the needs of the graduate and professional members.
- May be part of the planning committee to ensure that programs are implemented that meet the needs of the graduate students and professional members.

Advocacy Chair
The Advocacy Chair shall...
- Teach chapter members about education-related policy at the local, state, and national levels.
- Teach members how to advocate for the education profession.
- Provide opportunities for members to advocate.
- Liaison with the KDP Public Policy Committee.

Chapter Counselor
Each active institutional chapter shall have a Chapter Counselor selected from the faculty or staff of the institution. The Chapter Counselor must be an active member of the chapter and the Society. He or she shall sponsor and advise the local chapter. The duties of the Chapter Counselor include:
- Serving as a member of the chapter executive committee.
- Providing for the safekeeping and accessibility of records and properties of the chapter.
- Assisting in planning chapter activities.
- Ensuring the submission of reports or other correspondence required.
- Providing for the installation of officers of the local chapter.
- Ensuring observance of the rituals.
- Serving on the membership committee.

Associate Counselor
Each chapter may select one or more Associate Counselors. All provisions applicable to the Chapter Counselor shall apply to Associate Counselors. However, the Associate Counselor does not need to be a member of the faculty or staff at the institution. This position might be appropriate for an alumni member.

Optional Officer Positions
We recognize that each chapter has a unique member experience and opportunities for leadership. We have provided the standing officer positions with examples of what each position should oversee. However, we understand that chapters may elect more officers based on their operations, and below are some examples of officer positions that have been created by chapters.
Past President

The Past President is not an elected officer position; rather, it is one that is held by the individual who served as Chapter President during the previous term. One of the main benefits to having a Past President is that this individual would have at least one year of experience as a chapter leader under his/her belt and would be able to help advise the chapter. Also, depending on when this individual served as Chapter President, he or she may be an alumnus having entered the professional work environment and would bring a unique perspective to your chapter meetings.

Webmaster

If the chapter has its own website—whether using a program like WordPress or a university-sponsored program—it would be wise to appoint/elect a Webmaster. This position would be great for someone with skills in designing and updating websites.

Communications Chair

As time passes, more and more opportunities arise to communicate with members (and potential members) including, but not limited to the following: the chapter website, email, newsletters, flyers, and social media. Historically, the Secretary has been responsible for coordinating these communication efforts. Your chapter may want to consider a Communications Chair to work closely with the Secretary in planning the chapter communications throughout the year to keep members informed of all chapter activities in a timely manner.

Service Coordinator

As it is one of the Society’s guiding values, service is an integral part of Kappa Delta Pi chapters. Designate one or more individuals to serve as your Service Coordinator to ensure your chapter’s community service and Celebration of Teaching projects are successful this year. This position completes all forms related to Celebration of Teaching.

Awards & Recognition Coordinator

Kappa Delta Pi offers a variety of chapter and individual awards for which your chapter and its members may qualify. Having an Awards & Recognition Coordinator would be beneficial to organize the submissions that are required in order to be considered for a national award. This officer could also be tasked with organizing a local awards program to honor member contributions to the chapter.

Alumni Liaison

What better way to connect with chapter alumni than to appoint an Alumni Liaison whose sole responsibility is to represent that population of your membership? This position would benefit your executive committee by bringing the perspective of a member who has left the collegiate experience, but may still be interested in being involved in the community of educators. This individual also could help to coordinate programs that involve bringing alumni back to present workshops, speak on panels, and so forth.

SGA Liaison

Many of our chapters are recognized student organizations with their Student Government Association (SGA). This allows them to hold various programs on campus, reserve space for meetings, and sometimes access additional funds through grants. If your chapter is a recognized student group, having an SGA liaison would be beneficial, as it would give someone the responsibility to attend the assemblies and business meetings and fulfill the reporting requirements as stated by the SGA.
Officer Service Agreement

President____________________________________          Date_________
Vice President_________________________________________       Date_________
Secretary_____________________________________________     Date_________
Treasurer_____________________________________________       Date_________
Historian_____________________________________________       Date_________
Membership Chair_________________________________________ Date_________
Fundraising Chair________________________________________ Date_________
Graduate Liaison________________________________________ Date_________
Counselor_____________________________________________       Date_________
Associate Counselor____________________________________ Date_________
Other Positions
[Title/Name]_____________________________________________ Date_________
[Title/Name]_____________________________________________ Date_________