



KAPPA DELTA PI

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INTERNATIONAL HONOR SOCIETY IN EDUCATION

**Standing Committee Member  
Volunteer Handbook**

3707 Woodview Trace  
Indianapolis, Indiana, USA 46268-1158  
KDP.org

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## Support from International Headquarters

Need suggestions or advice? Your committee staff liaison is ready to answer any of your questions or talk with you about your committee work or other KDP-related items. Call toll-free 800.284.3167; outside of the United States and Canada +1.317.871.4900. Or go to [www.kdp.org/contactus](http://www.kdp.org/contactus). Hours of operation: 8:00 a.m.–5:00 p.m. (ET year-round)

*“Never doubt that a small group of thoughtful, concerned citizens can change the world. Indeed, it’s the only thing that ever has.”* –Margaret Mead, KDP Laureate



## Dear Standing Committee Member,

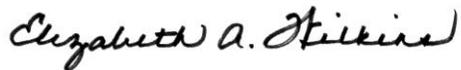
On behalf of the Kappa Delta Pi Executive Council, staff, and members, we want to thank you for your support and commitment to serve on one of Kappa Delta Pi's international committees.

As a committee member, you will be supporting the work of the Executive Council and advancing the mission and strategic goals of the Society. Moreover, you will be an important part of creating the vibrant communities, exceptional experiences, and essential resources for educators worldwide.

For more than 100 years, volunteers have been the heart of Kappa Delta Pi's work. The ongoing commitment and efforts of volunteers have empowered educators to change how they teach and lead in their classrooms, schools, and communities.

We look forward to working with you as we continue to promote excellence in education.

Sincerely,



Dr. Elizabeth A. Wilkins  
President



Faye Snodgress, CAE  
Executive Director

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

## About This Handbook

This committee volunteer handbook provides a basic overview of the Kappa Delta Pi structure and what it means to serve on a Kappa Delta Pi (KDP) international committee—the roles, responsibilities, and expectations of committee members and the tools and resources to make your service and committee a success.

## Benefits of Volunteering for Kappa Delta Pi

Volunteering to serve on the Executive Council or a Standing Committee, as a reviewer, or on a short-term committee to increase capacity for Kappa Delta Pi, not only strengthens the Society, but also benefits you as an outstanding education professional.

These opportunities allow you to:

- Help guide the Honor Society and develop new initiatives
- Gain the leadership experience that is valued in today's education community
- Develop relationships with Society members from diverse educational fields and communities
- Learn various best practices in association management and organizational development that can be applied in your professional and personal lives
- Give back to other educators around the world by sharing your expertise and experience

Volunteers increase the effectiveness and capacity of Kappa Delta Pi in advancing its mission and strategic goals. Volunteers supplement the work of staff.

Each volunteer opportunity has its own specific responsibilities and requirements. However, the following two criteria apply to all volunteer positions:

- Active member status; and
- Ability to commit the necessary time to fulfill the requirements of the specific volunteer activity.

## About Kappa Delta Pi

Kappa Delta Pi, International Honor Society in Education, founded by Dr. William Bagley in 1911 at the University of Illinois, was established to foster excellence in education and promote fellowship among those dedicated to teaching. The founders chose the name from the Greek words to represent knowledge, duty, and power. Pioneering from its beginning by including women as well as men, Kappa Delta Pi grew from a local chapter to the international organization it is today, comprising 632 chapters and more than 40,000 members.

The Society's membership continues to reflect a diverse and dynamic community of educators, from teacher education students and higher education faculty members to retired educators. Though the majority of members come from the United States, the organization is represented in countries across the globe, including China, Japan, and Canada. Membership is 90 percent female and 10 percent male.

## About KDP Leadership and Governance

The overseeing leadership of Kappa Delta Pi, International Honor Society in Education, is the Executive Council. Each biennium, KDP members vote for a new Executive Council, which provides the strategic vision for the Society and oversees its financial resources. Chosen from committed KDP members, the individuals who serve on the [Executive Council](#) are recognized for their leadership, dedication to the Society's ideals, and vision for the future of education.

The Executive Council names members for another branch of KDP's governance, the Standing Committees, which aid in creating and setting policy and provide essential feedback on various aspects of Society business. To learn more about KDP's Leadership and Governance, go to [www.kdp.org/aboutkdp/ourleadership.php](http://www.kdp.org/aboutkdp/ourleadership.php).

## Roles and Responsibilities of Committee Members

Members on international committees reflect the diverse constituencies of KDP membership. Appointments to international committees are for one biennium, with the understanding that effective and productive committee members can be reappointed for the second year based on active participation. KDP's committees are all working committees and as such, committee members are expected to be contributing and engaged participants.

By accepting an appointment to an international committee, committee members agree to the following expectations:

- Participate in all committee meetings (conference call, virtual, in person);
- Respond to e-mails and messages;
- Complete tasks as assigned

*If a committee member misses participating in three (3) consecutive meetings without notifying the chair, the committee member may be subject to dismissal from the committee.*

The Executive Council liaison serves on the committee to facilitate the flow of information between the committee and the Council, as the work of each committee supports and advances the goals and work of the Council. The Executive Council liaison reports to the committee on Council decisions that affect the committee's work and, if necessary, consults with the chair in proposing new activities and service that will further the mission and goals of the Society.

The KDP staff liaison is the primary staff contact for his or her assigned committee and works with the chair to ensure that the committee's work is aligned with the Society's mission and strategic goals. In addition, the staff liaison provides background information, updates on relevant Headquarters activities, and assistance to the chair as needed.

## **Roles and Responsibilities of Committees**

KDP's committees support and inform the work of the Executive Council and assist in furthering the goals of the strategic plan of the Society. Committees are charged with developing recommendations for the Executive Council, when appropriate, and implementing initiatives and projects established by the committee.

The Standing Committees of the Society and their roles are outlined in the [Kappa Delta Pi International Bylaws](#). Currently, these committees are:

- Budget
- Chapter Services
- Communications
- Constitution and Bylaws
- Graduate Student
- International
- Leadership Development and Nominations
- Membership
- Web Site

Other international committees include:

- Advancement
- Audit
- Public Policy

In addition, the Executive Council can establish ad hoc committees or task forces to complete specific tasks. An ad hoc committee disbands upon completion of its task or at the end of the biennium.

Go to [www.kdp.org/communities/getinvolved.php](http://www.kdp.org/communities/getinvolved.php) for specific roles and responsibilities of each standing committee and other committees. Committee lists for the current biennium can be found at [www.kdp.org/aboutkdp/ourleadership.php](http://www.kdp.org/aboutkdp/ourleadership.php).

## **About Committee Meetings**

Committee meetings may vary according to the nature of the committee; however, most committees follow certain guidelines.

Committee conference calls are scheduled at a minimum quarterly, but committees may meet as often as once a month in order to facilitate work in completing strategic goals. Calls are typically 60 minutes in length.

### *Before the meeting*

- The committee chair sets the date, time, and format of the meetings and works with Headquarters staff to prepare the agenda. An agenda template can be found under the Volunteer section of the KDP web site.
- The proposed agenda is distributed to the committee by the chair in advance of the meeting, together with any documents pertaining to the matters to be discussed.
- Meeting minutes, handouts and any related documents are to be stored in the committee's specific section of KDP Global.
- Committee members should review all materials in advance of the meeting.
- An agenda and call-in information should be sent about 2 weeks in advance of the meeting, with a reminder sent 24–48 hours before the call.

### *During the meeting*

- The chair conducts the committee meetings and guides the committee through the agenda items.
- At the first meeting conference call, the chair outlines the contributions expected from committee members.
- During the first meeting, the chair and committee members set the group expectations of how the committee will work together.
- Minutes are kept of each meeting conference call. A volunteer can serve to take minutes for the committee, or the task can be rotated through the members of the committee. A meeting minutes template can be found under the Volunteer section of the KDP web site.
- Committee members are expected to report back to the committee on any activities or tasks done between meeting calls. It is important to ensure that the committee clearly understands its charge.

### *After the meeting*

- The person recording the minutes distributes them to all committee members within ten days of the call.
- Committee members work on their tasks or assignments.

## **Additional International Committee Volunteer Resources**

You can find additional tools and resources under the Volunteer section of the KDP Web site.

- [Kappa Delta Pi Constitution and Bylaws](#)
- [Standing Committees Roles and Responsibilities](#)
- Committee Agenda Template
- Committee Minutes Template
- Sample Committee Action Plan

- Glossary of Kappa Delta Pi Terms and Acronyms