

Officer Position Descriptions and Officer Service Agreement

Chapter officers are key to building successful chapters that support and guide members on their journey to teaching excellence. Chapter officers set goals for the chapter and maintain structure for the chapter to achieve their goals. We encourage you to fill as many positions as makes sense for your chapter. This allows you to customize and optimize opportunities for leadership among your members, and helps distribute the responsibilities and tasks. The Chapter President and Vice President are considered essential officer positions.

All officers must be and remain active members of the chapter and national organization for the duration of their tenure to be eligible for leadership.

Overview of Positions and Responsibilities

President:

Duties of the Chapter President may include:

- 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 specified in the chapter bylaws
- Coordinate the election and training of new officers

Vice President:

Duties of the Chapter Vice President may include:

- 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 KDP including, but not limited to, scholarships, Society events, publications, recognition opportunities, and other online resources.

Secretary:

Duties of the Chapter Secretary may include:

- 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:

Duties of the Chapter Treasurer may include:

- Coordinate the collection of 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
- Provide the Chapter Counselor with accurate numbers for the Chapter Affiliation Agreement within the stated deadline.

Historian:

Duties of the Chapter Historian may include:

- Furnish reports of chapter activities and submit applications for consideration for publication in appropriate Society communications
- Assist the Chapter Counselor in the preservation of the charter, documents, and historical records of the chapter.

Membership Chair

Duties of the Membership Chair may include:

- 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

Duties of the Fundraising Chair may include:

- Develop fundraising activities
- Serve as primary chapter contact for KDP's advancement efforts, including Chapter Challenge & Chapter Grant.
- Promote Kappa Delta Pi Scholarships

Online Student or Graduate Student Representative:

Duties of the Representative for Online Student or Graduate Student members may include:

- Be an initiated member in good standing
- Be currently enrolled in an online or a graduate program
- Represent the interests and perspectives of online, graduate, and alumni chapter members, and advise the Executive Committee regarding the needs of the online, graduate, and alumni members
- Participate in the program committee to ensure that programs are implemented that meet the needs of the graduate students and alumni members

Advocacy Chair

Duties of the Advocacy Chair may include:

- 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 chapter must have a Chapter Counselor selected from the faculty or staff at the institution. The primary counselor is granted a complimentary membership. They 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 property of the chapter
- Assisting in planning chapter activities
- Ensuring the submission of the Chapter Affiliation Agreement annually
- 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 will not receive a complimentary membership, nor do they need to be a member of the faculty or staff at the institution. This position might be appropriate for an alumni member.

Additional Officer Positions

Each chapter has a unique member experience, and different opportunities for leadership. We have provided examples of some of the less-traditional officer positions and what they are expected to oversee.

Past President:

The past president is not an elected officer position. Rather, it is one that is held by the individual who served as the chapter president during the previous term. One of the main benefits to having a past president position is that this individual would have at least one year of experience as a chapter leader under their belt and would be able to help advise the chapter. Additionally, if this person is an alumnus working in the field, they can bring a unique perspective to your chapter meetings.

Webmaster:

If your chapter operates a website, it would be wise to elect a webmaster. This position is great for someone with skills designing and updating websites.

Communications Chair:

The communications chair works closely with the secretary to plan chapter communication throughout the year to keep members informed of all chapter activities and updates in a timely manner.

Service Coordinator:

Service is an integral part of KDP chapters. A service coordinator ensures your community service projects are successful. This position completes all forms for KDP's *Signature Service Initiative*.

Awards & Recognition Coordinator

KDP 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 submission of all required documentation when applying for awards.

Alumni Liaison

This officer position is meant to ensure that alumni can participate in the chapter. This individual could help coordinate programs that involve bringing alumni back to present workshops, speak on panels, etc.

SGA Liaison

Many of our chapters are recognized student organizations with their Student Government Association. This individual attends SGA meetings and ensure that the chapter is in compliance with both KDP and SGA requirements.

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 _____