



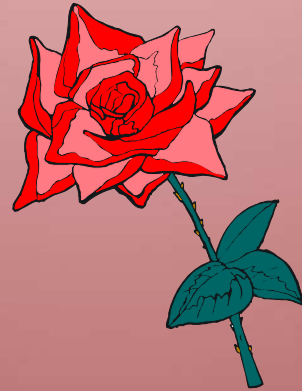
INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS

DELTA KAPPA GAMMA

2010 Leadership Development: Presidents' Training

June 23 and June 24

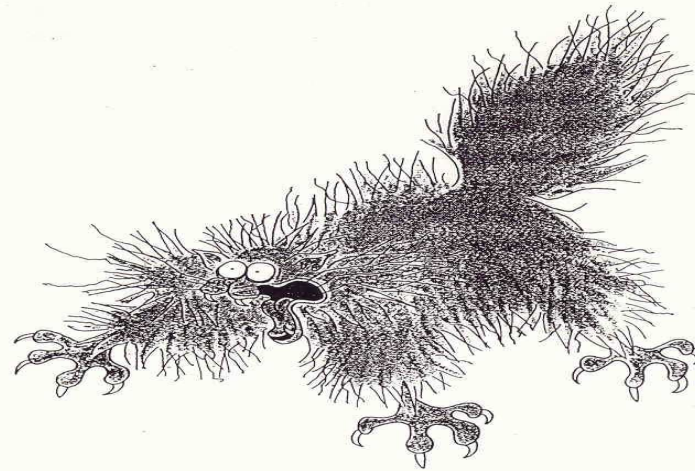
Clare and Jackson



CONGRATULATIONS! YOU'VE
BEEN ELECTED AS
PRESIDENT OF YOUR
CHAPTER

You've Accepted The Job
Time to
Plan, Prepare, and Preside





Murray

**Does carrying the torch of
leadership make you feel uneasy?**

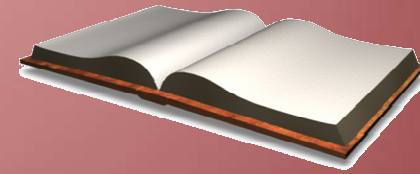
This session focuses on:

- Understanding the Responsibilities of the President



Helpful Tools & Resources

- Guidelines for Chapter Presidents (red booklet)



- Websites: Internation and State

www.dkg.org

www.deltakappagamma.org/MI

- Delta Kappa Gamma Handbook
- Past Presidents of your chapter
- Alpha Iota State Officers

Some Inspirational Quotes



Life isn't about how to survive the storm, but
how to dance in the rain.



Every person I work with knows something better than me. My job is to listen long enough to find it and use it.

Jack Nichols

An optimist
is the human personification
of spring.

Susan J. Bissonette

A good leader inspires people to have confidence in their leader.

A great leader inspires people to have confidence in themselves.

Commitment is what transforms
a promise into reality.

Abraham Lincoln

The signs of outstanding leadership are
found among the followers.

Max DePree

Differing views, opinions, and beliefs add texture and color to the world's tapestry...

Controversial times, while difficult to weather, can change the world.

Michelle Sedas

Leaders

- Build on ideas and understandings
- Reflect on the past and imagine the future
- Appreciate, integrate, apply

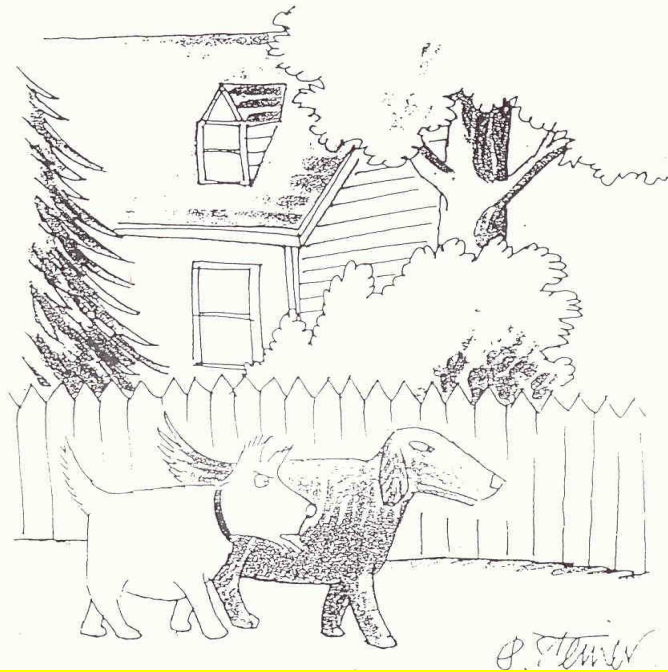
WHAT TYPE OF LEADER ARE YOU?

Kurt Lewin, psychologist, identified in 1939 three major leadership types

- Authoritarian (Autocratic)
- Participative Leadership (Democratic)
- Delegative (Laissez-Faire)

Styles of Leadership





**It's always "Sit...Stay...Heel"
never "Think...Innovate...Be Yourself!"**



WHAT AM I EXPECTED TO DO AS CHAPTER PRESIDENT?

Represent my chapter in public and at all state board meetings

Preside at all meetings of my chapter

Direct the activities of the chapter and its committees

Make all appointments for the chapter

Complete all reports required by the state and international organizations

Serve as a voting member of the state executive board

Invite the state president to a chapter meeting

Attend state meetings and encourage other chapter members to do so

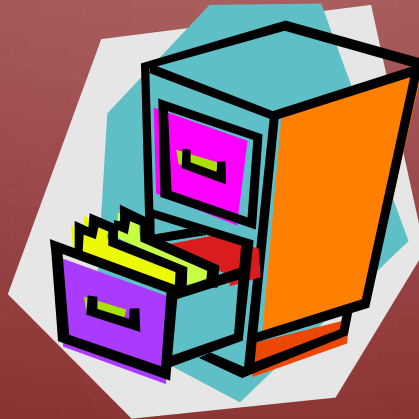


WHAT AM I EXPECTED TO KNOW AS CHAPTER PRESIDENT?

- Structure of the international organization (or where to find this information)
- Purposes of the Society
- Framework of the Delta Kappa Gamma Society International
- Composition and function of state executive board and committees

- Time and place of state organization, regional and international meetings
- Responsibilities to my chapter
- Responsibilities to the state organization as a member of the executive board
- Basic agenda for conducting chapter meetings
- Chapter rules
- Basics of parliamentary procedure

- Ways to expedite, get action, involve members
- Use of documents (*Constitution, International Standing Rules, Handbook*)
- Contents of your file – what to save and what to discard





TIPS FOR EFFECTIVE MEETINGS

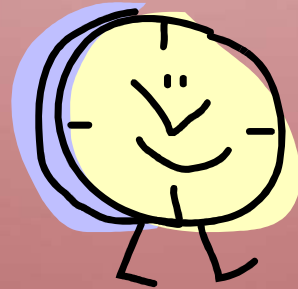
- Establish a purpose
- Confirm pre-meeting assignments
- Place follow-up topics on the agenda
- Distribute the agenda one day ahead of the meeting
- Set time limits for discussion on topics
- Minimize interruptions during the meeting
- Encourage open discussion
- Make decisions by consensus
- Summarize decisions made and actions taken
- Schedule the next meeting, or announce the next meeting
- Distribute the minutes as soon as possible
- Follow up between meetings



WHERE CAN I FIND HELP?

- Consult with your chapter executive board, especially the past president
- Review the files and written communications from my chapter chairmen, the state organization president, and state committee chairmen
- Network with other chapter presidents at meetings of the state executive board
- Contact state officers or committee chairmen for information

MANAGE TIME – SIX TOP TIPS



Set Goals

Be timely – don't procrastinate

Minimize interruptions

Manage telephone and e-mail time

Conquer paperwork

Plan shorter more effective meetings

In Order to Conquer Paperwork

Try the **TRAF** system.

- **Toss It:** Toss mail that is junk or needs no action.
- **Refer It:** Keep a folder handy for each person you deal with on a regular basis. When that person comes to see you, open the folder and take care of all the items at once.
- **Act on It:** Start an action folder or action page in your planner.
- **File It:** Write a discard date on papers that will outlive their usefulness and clutter your files.

Time management can be as informal or as detailed as you want to make it. Develop a plan to fit your own needs - be flexible throughout time and tailor it as your needs change.

Remember – It's not how much time you have; it's how well you manage it.



GUIDELINES FOR CHAPTER PRESIDENTS BOOKLET

- ✓ It has the answers to many questions
- ✓ If you need help call/email one of the officers.
- ✓ Read it!



Guidelines Include:

- ✓ Duties of Chapter Presidents
- ✓ Documents for Your Files
- ✓ Membership Supplies
- ✓ Forms
- ✓ Reports
- ✓ Month-by-Month “guide” for your biennium



Duties of Chapter Presidents

pages 1-3

Preside at regular and called meetings

Direct the activities of the chapter

Chair the chapter executive board

Appoint a parliamentarian

Appoint standing and special committees (follow your chapter's standing rules regarding committees)

Approve payment of expense claims

Approve publications

Represent the Society at meetings, conferences and other events:

Alpha Iota State Convention and Fall Conference (required)

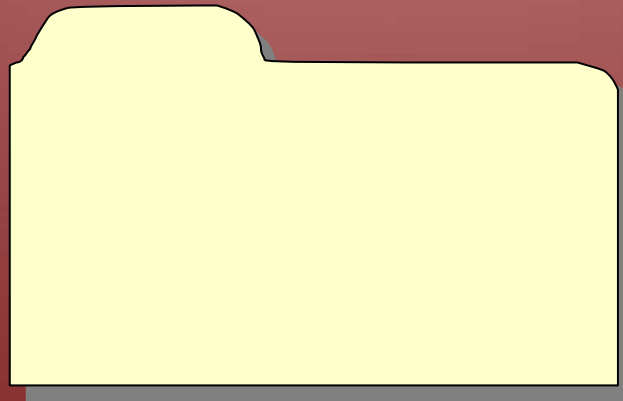
International Convention or Northeast Regional Conference (recommended)

As an ambassador of the Society in your community

Fill by appointment all vacancies in office

Take action, with the advice & approval of the executive board on matters which cannot be deferred until the next meeting.

Check the preceding president's files for materials



Handbook of Delta Kappa Gamma Society International

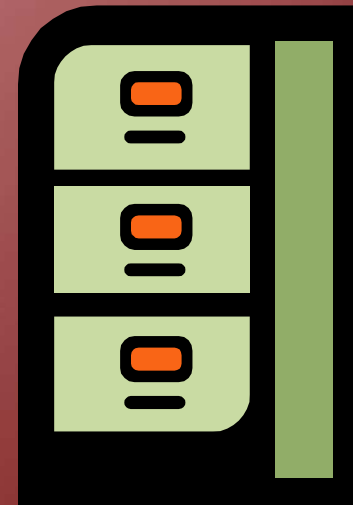
This publication provides information regarding chapter responsibilities as designated by the Constitution.

You can find the handbook at www.dkg.org. Click Library, then click Publications.

Documents and Publications for President's File

page 1

- Current DKG Constitution & International Standing Rules
- Current Handbook
- Alpha Iota State Bylaws
- Alpha Iota Standing Rules
- Chapter Rules
- Chapter Charter
- Official Initiate Register
- Review & read your chapter's files



Membership Supplies

page 2

- Society Brochures
- Membership Certificate
- Ceremonies
- Chapter Yearbooks
- Member on the Move (for transfers)
- Orientation Guide
- New Member Kit



Reports the state president needs:

- Chapter Presidents need to complete:
 - ✓ Chapter Officers Form for 2010-2012
 - ✓ Chapter President and Treasurer Form for 2010-2012 to International
 - ✓ Annual Report each February





FORM FOR REPORTING 2010-2012 CHAPTER OFFICERS

State Organization Copy

Please complete this form and mail, fax or e-mail *no later than May 15* to the appropriate person in your state organization, unless another form has been provided to you by your state organization president.

CHAPTER NAME: _____ STATE NAME: _____

	NAME	MEMBER I.D.#	MAILING ADDRESS	PREFERRED TELEPHONE (include area code)	FAX	E-MAIL
President						
Treasurer						
First Vice President						
Second Vice President						
Recording Secretary						
Corresponding Secretary						
Parliamentarian						

Thank You!



FORM FOR REPORTING 2010-2012 CHAPTER OFFICERS International Copy

Please complete this form and mail, fax or e-mail *no later than May 15* to
International Headquarters
Membership Department
P.O. Box 1589
Austin, TX 78767-1589
Fax: 512-478-3961

OR, you may download the form from the Society
web site and e-mail it to Linda Davenport at
lindad@dkg.org

CHAPTER NAME: _____ **STATE NAME:** _____

	CHAPTER PRESIDENT	CHAPTER TREASURER
NAME		
MEMBER I.D. #		
MAILING ADDRESS P.O. Box, Street, Route City, State, Zip/Postal Code Country		
PREFERRED TELEPHONE (include area code)		
FAX		
E-MAIL		

Thank You!



Delta Kappa Gamma Chapter President

2009-2010 Annual Report

Due February 1, 2010

Directions:

Send one copy to:

1. Your state Organization President
2. KEEP THE SECOND COPY IN YOUR FILE

Note: An interactive version of this form is also available online at www.dkg.org. Information from this form will be compiled by your state organization president to be shared and submitted to the International President. Copies may be duplicated before mailing. Questions may be answered as needed on a separate sheet and attached to this form.

<i>Greek Name of Chapter</i>	<i>Name of State Chapter</i>
<i>Number of Chapter Members</i>	<i>Number of Chapter meetings held per year</i>
<i>Name of Chapter President</i>	<i>Address</i>
<i>City, State, Zip</i>	<i>Country</i>
<i>Telephone</i>	<i>Fax</i>
<i>E-Mail Address</i>	<i>Date of Report</i>

Yes

No

1. Has your chapter held one or more initiations since January 2009?
How many members had less than 5 years of teaching experience? _____

2. Did you review your chapter profile to identify areas where you did not have current members?

3. Has your chapter created a “buzz?” Describe the ways that your chapter has gained recognition in the local media for events or activities. Include clippings from media outlets.

Has you chapter used the new logo?

Has your chapter used the new brochure(s)?

Has you chapter developed an elevator speech to use when telling others about DKG?

Yes No

4. Has your chapter utilized electronic technology to communicate with members?
If yes, check the technology used.

- Email
- Electronic Newsletter
- Web Page
- Go to Meeting Technology
- Skype
- Facebook/Linked In

How does your chapter share information with those members who do not use technology?



Yes **No**

5. Has your chapter discussed the upcoming *Constitution and Standing Rules revisions at a chapter or Executive Board meeting?*

If not, do you plan to do so prior to the International Convention?

6. Check the following you have found useful in your role as chapter president.

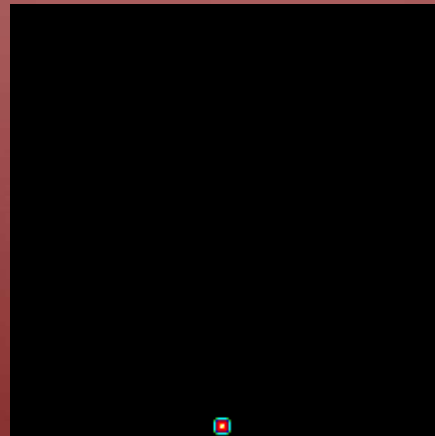


- President's Page
- State Organization President
- Delta Kappa Gamma News
- State Committees
- Guidelines for Chapter Presidents
- Bulletin
- Networking with Chapter Presidents
- DKG website
- Other

7. What are the top 3 issues that your chapter is facing as it continues to remain a vibrant chapter?

What is the chapter doing about these issues?

8. What has been the highlight of your biennium as chapter president?



Chapter Presidents or her designee should attend...

- Fall Conference

October 15 -16, 2010

DoubleTree Hotel

Bay City, MI



- State Convention

April 15 - 17, 2011

Crowne Plaza Detroit Metro Airport

Romulus, MI

Chapter Executive Board

page 4

- Select the treasurer for the biennium (2 years)
- Act in matters requiring immediate action
- Recommend policies & procedures for consideration
- Establish rules for budget development & approval
- Establish rules for supervision of chapter finances

Chapter Committees

pages 5 - 7

- Standing Committees – established by constitution, bylaws or chapter rules
- Special Committee – established as a need arises to carry out a specific task and ceases to exist when the task is completed

The president is ex officio member of all committees except Nominations Committee

Chapter Meetings

pages 8-14

Format suggestions

First Meeting of the Year

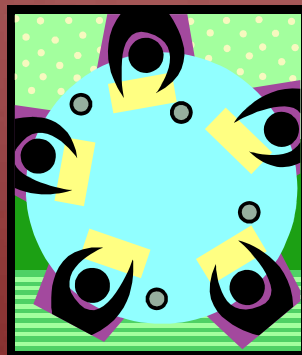
Exemplary Chapter

Getting to Know One Another

Revitalizing

Tradition

Characteristics of Healthy Chapters - pg. 14



Membership

pages 15-25

- Orientation
- Initiation
- Ongoing Membership Procedures



Finances

pages 26-28

- Budget
- Fiscal Year
- Payment of dues and fees
- Contributions
- Handout for treasurers regarding 999N e-postcard



Month-by-Month Guide

- First year of the biennium pages 35 - 42
- Second year of the biennium pages 43 - 49



State Website

www.deltakappagamma.org/MI

Our state website is full of information and is updated regularly by Webmaster, Tamara Webster.





- [About Alpha Iota](#)
- [Alpha Iota Chapters](#)
- [Alpha Iota History](#)
- [Become a Member](#)
- [Buzz Tips](#)
- [Calendar](#)
- [Coordinating Councils](#)
- [Committees](#)
- [Employment & Volunteer Opportunities](#)
- [Events & Registration](#)
- [Future & Strategic Plan](#)
- [International Link](#)
- [Forms](#)
- [Pictures](#)
- [Resources for Chapters](#)
- [Scholarship Forms](#)
- [Society Purposes](#)
- [Yearbook](#)

**President's Mailings
2009-2010**

- [Tips for Chapter Presidents](#)
- [Chapter Annual and Biennial Forms](#)
- [State Committee Annual and Biennial Forms](#)
- [September 2009](#)
- [October 2009](#)
- [November 2009](#)
- [December 2009](#)
- [January 2010](#)
- [February 2010](#)
- [March 2010](#)
- [April 2010](#)
- [June/July 2010](#)



**Welcome to Michigan
Alpha Iota State
of
The Delta Kappa Gamma Society International**

*2,311 Key Women Educators ~ 64 Chapters ~ Two Peninsulas
If you seek a pleasant peninsula, look about you!*

Register Now for Leadership Development Seminars



*Thank you for visiting
our site,
Jackie Smart,
Alpha Iota State
Organization President*



Visit our new, renovated International Site

Are you a member who would like periodic updates and statewide emails?
Sign up for our listserve.



This Website has been continuously certified by The Delta Kappa Gamma Society International since 1999.

Contact Michigan webmaster Tamara Webster with problems or questions about the web site.
The Technology Committee appreciates any suggestions, criticisms, and comment.

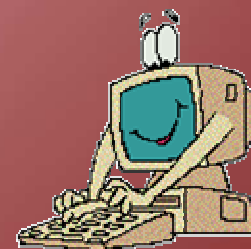
Event Registration

You can register for events online:

- ✓ Fall Conference in Bay City
- ✓ International Convention in Spokane, WA
- ✓ Leadership Training in Clare or Jackson
- ✓ State Convention

Forms & Applications

- ✓ Scholarships
- ✓ Chapter Woman of Distinction
- ✓ State Woman of Distinction
- ✓ Chapter Visitation Request
- ✓ Newsletter Information
- ✓ Form 6: Death of a Member
- ✓ Wilma Adams Application
- ✓ Friend of Education
- ✓ Yearbook Information



President's Mailings



- Each month you will receive an email alert from me telling you the President's Mailing has been posted.
- There are tabs for the monthly President's Mailings.
- Just click the month tab and my newsletter and any other flyers will be available for you.



President's Mailings 2009-2010

June/July 2010

- [June/July President's Newsletter](#)
- [2010-2011 Chapter Woman of Distinction Directions and Form](#)
- [2010-2011 State Woman of Distinction Directions and Form](#)
- [May Buzz Tip](#)
- [Focus on Finance](#)
- [Updated PAC Roster](#) (Password Protected)



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA

Alpha Iota State President's Newsletter

International President's Theme 2008 - 2010

From Vision to Action: Advancing the Society

www.dkg.org

State Theme 2009-2011

ΔΚΓ Service Sharing Sisterhood Scholarship - We Hold the Key

www.deltakappagamma.org/MI



Alpha Iota State- Michigan

Volume 1, Issue 9
June - July 2010

Nominations

Interested in serving Alpha Iota State as an officer for the 2011 - 2013 biennium? The Recommendations for Nominations to State Offices and State Nominations Committee are on Alpha Iota State website. Forms will be accepted by the committee until October 15, 2010.

International Convention

If you are planning on attending the International Convention in Spokane, WA remember that we need to sit together in the designated Michigan section during the business meetings so we can tally and report Michigan's votes on proposed constitutional changes. In DKG, each member in attendance at the business meeting gets a vote.

If your summer vacation plans include a trip to Spokane and the International Convention and you did not sign the list at state convention, please let me know. Sally Garrison can hook you up with a roommate. J-Jay Pechta has planned a Michigan Dinner on Thursday, July 22 at Hills Restaurant and Lounge. If you would like to join in the fun, email me at jackie@mysmartfamily.com.

I have been asked by our N.E.R.D. Beth Ann Richey, to let convention attendees know that they are NOT to bring any student gifts to be given to local schools. The "gifts" that our Northeast members will be giving are provided and will be at the tables at our NE Regional Breakfast. The thought for the gift is for our members to *"Give from the Heart - Feed the Spirit."*



Dates

- July 20 - July 25
DKG International Convention in Spokane
- August 21
PAC Meeting
Lexington Lansing Hotel
- July 21 - 25
Registration forms for the 2010 International Convention in Spokane, WA are available on the International website at www.dkg.org
- October 15 - 16
Executive Board and Fall Conference in Bay City at the DoubleTree Hotel.
- October 22 - 24
Women in the Arts Retreat

We Need Your News!

Articles, announcements, or chapter news for the August President's newsletter should be sent to Jackie Smart at jackie@mysmartfamily.com by July 20. The *Wolverine* editor would also like you to share your chapter's activities, news, and happenings with your Michigan sisters. Send news blurbs and photos to jpechta.dkg.comcast.net

We know not where our dreams will take us,
but we can probably see clearly where we'll go without them.

Marilyn Grey

Mission Statement

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.





Encourage your chapter members
to visit the state website.




Wolverine



Send articles and photographs from your chapter events to the Wolverine editor, J-Jay Pechta at jpechta.dkg.comcast.net

THE
WOLVERINE

Vol. 61, No. 3 Official Publication of the Alpha Iota State Organization Spring 2010
The Delta Kappa Gamma Society International - For Key Women Educators



Jackie Smart
2009-2011
State President

Delta Kappa Gamma
Service Sharing Sisterhood
Scholarship
We Hold the Key

President's Message

Kudos, Alpha Iota State Chapters! I have just finished compiling the Chapter President reports for my State President Annual Report for International. I am impressed with the relevant programs, service to your communities, and philanthropy of the chapters in our state. It is obvious from your reports that DKG Michigan members do hold the key for service, sharing, sisterhood and scholarship! Chapter Presidents brought up some concerns that affect us all, and I will include this information in my Annual Report.

I invite you to take the opportunity to attend the State Convention that is being held at Grand Traverse Resort & Spa in Acme, Michigan, April 30 - May 2, 2010. Olive Horning and the Program of Work have done an excellent job of planning workshop sessions that will communicate Society information, be of interest to a variety of members, help members earn SB-CEU credit for professional development, as well as inspiring personal growth. I want to thank the Key Women Educators who are taking the time to share their time, talent, and expertise at this year's convention. Many workshop presenters are willing to offer their session at your chapter meetings. We are trying some new ideas at this convention.

- There will be a buffet dinner opportunity on Friday evening from 6:00 - 8:00 p.m. The cost is \$20, but this includes tax and gratuity. You would probably spend this in any of the hotel or local restaurants.
- There will be a Pre-Conference Technology Seminar on Friday from 5:00-7:00 p.m. that is appropriate for all levels of computer users, including the timid beginner and the confident dilly user.
- We are combining the Executive Board meeting and the General Membership Meeting on Friday evening from 8:00 - 10:00 p.m. This leaves us time on Saturday morning for an informative General Session.

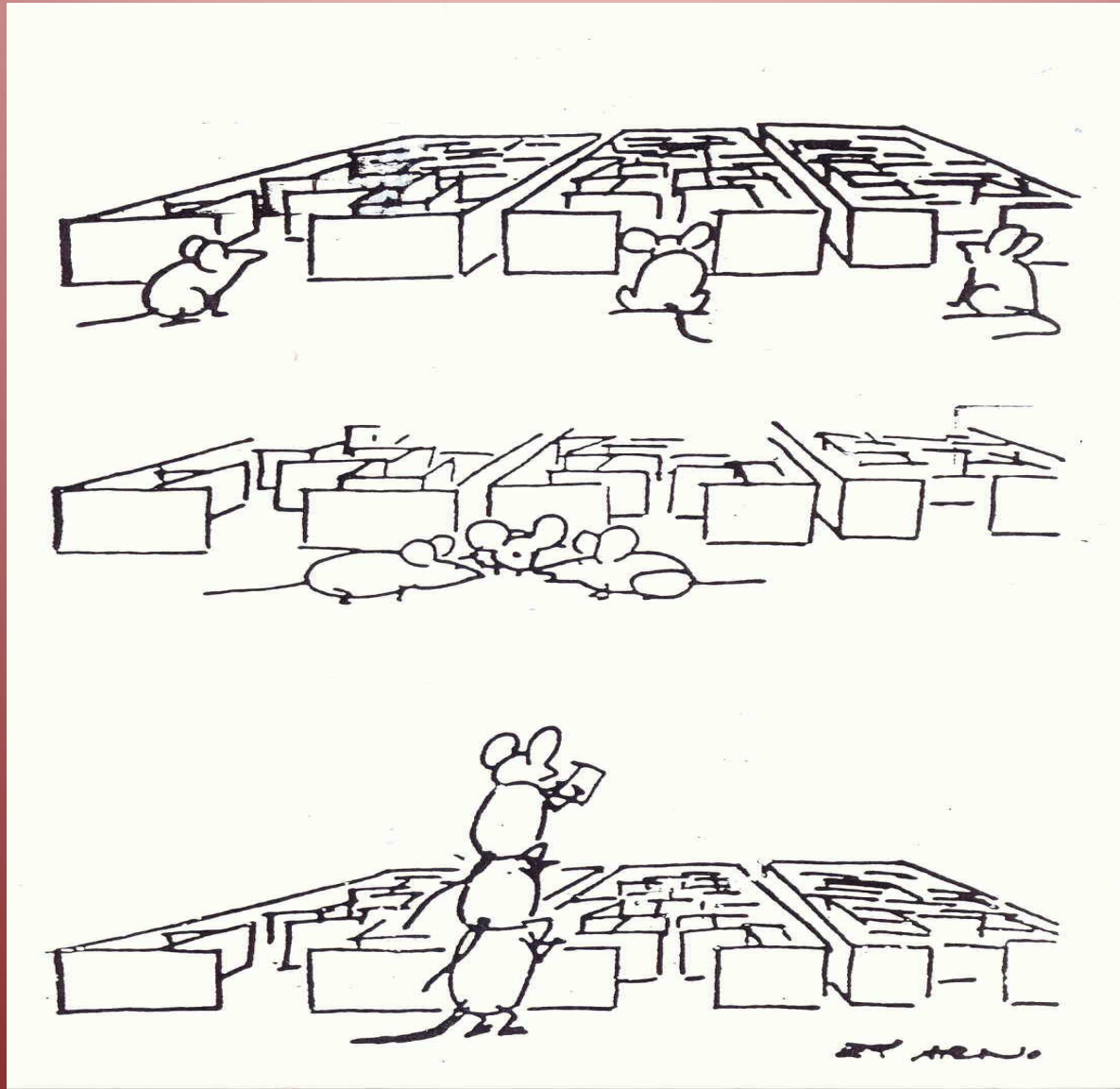
We will still have the Outgoing and Incoming presidents' rehearsal immediately following the combined Executive Board and General Membership meeting.

Inside this issue:	
President's	1-2
Membership	3-5
White Roses	4
State Committees	5-10
Chapter News	11-12
State Convention	13-15
Stand Rules Changes	16
State Raffle	17
Leadership Registration	18
International News	19

In Summary

- Know your responsibilities
- Keep on schedule (check e-mail frequently, return forms promptly, follow up on phone calls and requests)
- Delegate responsibilities and check in as needed
- Enjoy being creative and interacting with your members - that's the fun of it all!





It's easier to get through the maze if we work together.



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA

“While a delightful part of our Society is found in our social gatherings, how many of our members keep in mind that we are organized for certain serious and worthy professional purposes? It follows the newer order of organizations, namely, that a body formed for specific undertakings, namely a professional association of women educators to support the professionalism and professional development of women educators.”

Annie Webb Blanton



Best wishes for a successful
biennium. Remember to have
some fun!

