



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

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, by making chapter funds available for this purpose

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

DO YOU HAVE?



Check the items below that your chapter has available:

- _____ *Our Heritage*, Volumes I and II (in chapter files or available from International)
- _____ *Constitution and International Standing Rules* (2006)
- _____ *Handbook* 2006 Update (CD or PDF)
- _____ 2006-2010 Program Resource Guide: ***Passion for Learning: The Essence of Growth***
- _____ *Ceremonies*
- _____ Official Initiate Register
- _____ Society Song Card for the Delta Kappa Gamma Song
- _____ Current edition of state organization Bylaws and Standing Rules
- _____ Chapter Rules (kept up to date)
- _____ Current chapter program yearbook with accurate information
- _____ *Orientation Guide*
- _____ *Guidelines for Chapter Presidents* (for the current biennium)
- _____ *Guidelines for Chapter Treasurers* (for the current biennium)
- _____ *Guidelines for State and Chapter Membership Committee Chairmen* (current)
- _____ *Guidelines for State and Chapter Communications Committee Chairmen* (current)
- _____ Society Order Form (Form #1)
- _____ Initiate card (yellow)
- _____ Change of address card (blue)
- _____ Reinstatement card (green)
- _____ Transfer Application (Form TR-A)
- _____ Forms 18 and 18A
- _____ Death of a Member Report (Form #6)
- _____ Contribution Form (Form #43)
- _____ Jewelry order form (Award Concepts)
- _____ Copies of free Society brochures (see order form)
- _____ State Directory
- _____ State By-Laws and Standing Rules
- _____ Membership Brochures

Manage Time - Top Six Tips

Sharpen your use of time by adopting some of these “Top Six” tips:



1. **Set Goals.**

Write down your goals. (It’s only a wish until you write it down.)
Goals must be useful, measurable and attainable.

Prioritize your goals using the “A, B, C” method:

A = High Priority

B = Medium Priority

C = Low Priority

2. **Avoid Procrastination.** Procrastination is the one time waster of which you have control.

How to keep procrastination under control:

- Slice the task into manageable pieces; start on the easiest one.
- Clarify the task by discussing and rationalizing with others.
- Designate interim completion points.
- Set a deadline for completing the project.

3. **Minimize Interruptions.**

How to handle interruptions:

- If it’s necessary, handle immediately.
- If it’s unnecessary, stop it or avoid it.
- If it’s untimely, reschedule it.

4. **Manage Your Telephone Time.**

The telephone is both a terrific time saver and an insidious thief. Unfortunately, phones are a primary source of interruptions.

How to manage your phone calls:

- Screen your calls through an assistant or answering machine.
- If the person you’re calling isn’t available, leave a precise message. You’re more likely to get an answer back without calling again.
- Use automatic dialing to save valuable time.
- Return calls before lunch or the end of the day. People get to the point faster when lunch or quitting time draws near.
- Keep a phone log in your planner to record decisions and discussions.

5. **Conquer Paperwork.**

You should handle paper only once. Try the **TRAF** system.

- **Toss It:** If you have an assistant, delegate the sorting, screening and tossing of mail.
- **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.

6. Plan Shorter and More Effective Meetings.

- Don't allot more time for meetings than necessary. Many times all the tasks can be completed in less time than originally scheduled.
- Distribute the meeting agenda at least one day in advance, and don't overload the agenda. Place follow-up topics on the agenda
- Start meetings on time, even if everyone is not present.
- Set time limits for discussion on topics
- Encourage open discussion
- Make decisions by consensus
- Summarize decisions made and actions taken
- Don't schedule a meeting for more than 2 hours; beyond that, concentration suffers.
- Issue minutes promptly.
- Follow up between meetings

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.

