

## **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