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## Chapter President Duties and Responsibilities

- Serve as the chair of the chapter executive board, which consists of the elected chapter officers and the immediate past president.
- Attend chapter meetings, events and activities.
- Mentor and guide the chapter president-elect/vice president.
- Plan the agenda for and preside at executive board meetings, chapter meetings and other chapter activities and events.
  - Create a template for meeting agendas.
  - Send the agenda to all members prior to the meeting.
  - Vote only to make or break a tie unless the vote is by ballot.
- Preside at chapter ceremonies (e.g., new member initiation, reinstatement of members, officer installation) using ceremonies posted in the Resource Library on the International website.
- Hold a minimum of three executive board meetings a year.
  - Include committee chairs, as needed.
  - Create measurable goals, set meeting dates and plan programs at the first executive board meeting prior to the first chapter meeting of the year.
  - Include the goals and strategies in the Chapter Needs Assessment (CNA), which is found in the Resource Library on the International website.
  - Review progress toward goals at each meeting.
- Appoint and serve as an ex officio member of all committees except the nominating committee, which is elected by the chapter.
  - Appoint the following required committees: Alpha Delta Kappa (ADK) Month, altruistic, budget, bylaws, fraternity education and membership.
  - Establish additional standing or special committees with the chapter executive board (e.g., world understanding, excellence in education, technology, ways and means, etc.), as needed.

- Work with chapter officers and committee chairs.
  - Share chapter bylaws and/or policies and procedures to clarify duties or responsibilities specific to the chapter.
  - Utilize the training tools for chapter officers that can be found in the Resource Library on the International website.
  - Ensure that the duties and responsibilities of optional officers are assigned to other chapter members if the office is vacant.
  - Become familiar with and monitor the chapter officers' and committee chairs' activities.
  - Ask for input from committee chairs on the budget.
  - Ensure chapter officers and committee chairs have the information and supplies necessary to carry out their duties.
  - Assist the chapter membership chair with writing the CNA goals, bringing in new members and keeping current members.
  - Assist the chapter secretary with completing and submitting the Annual Chapter Highlights Summary (Form H-114) by the submission deadline.
  - Assist the chapter treasurer with encouraging members to make their dues payments.
  - Remind officers and committee chairs to send in all reports by the submission deadlines.
  - Refer to the Officers Calendar – Deadlines and Events in the Resource Library on the International website to assist officers and committee chairs in meeting specific deadlines.
  - Ensure chapter officers and chairs transfer their files to new officers and committee chairs.
  
- Maintain communication with chapter sisters through various forms of media (e.g., emails, individual correspondence, newsletters, AΔK CONNECT, etc.).
  
- Compile and submit all reports required by the state, provincial or national (S/P/N) executive board and Headquarters by the submission deadline.
  
- Maintain a record of pertinent chapter materials and pass the file on to successor.
 

Retain the following permanently:

  - Charter (Fidelis Scroll, if Fidelis Chapter)
  - Minutes of meetings and bylaws
  - Names of initiated members and initiation dates
  - Written history
  - Correspondence on any legal matters

Retain the following for four years:

  - Forms and correspondence (for the current and immediate past biennium)

- Connect with the S/P/N president.
  - Submit chapter yearbook to S/P/N president by annual submission deadline.
  - Send monthly communication (e.g., chapter email or newsletter, minutes, treasurer's report, etc.) to the S/P/N president.
  - Invite the S/P/N president to visit the chapter.
  - Seek advice from and report to the S/P/N officers any questions or concerns.
- Serve on the S/P/N council of chapter presidents (CCP) and represent the chapter at S/P/N, regional and International conferences, conventions and meetings.
- Perform other duties as described in the chapter bylaws and/or policies and procedures.

*Updated April 2024*



## Chapter President-Elect/Vice President Duties and Responsibilities

- Serve on the chapter executive board.
- Attend chapter meetings, events and activities.
- Assume the duties of the president in her absence if she is temporarily unable to perform the duties of her office or if she turns the gavel over in a meeting.
- Serve as the chair of the chapter program committee.
  - Plan programs, activities and events for the chapter.
  - Compile the information for the chapter yearbook.
  - Submit the chapter's entry for the Distinguished Program Recognition.
- Schedule regular one-on-one meetings with the chapter president.
- Use past chapter presidents and leaders at all levels as resources.
- Participate in chapter ceremonies, as requested.
- Serve on the state, provincial or national (S/P/N) council of chapter presidents (CCP) and represent the chapter at S/P/N, regional and International conferences, conventions and meetings.
- Perform other duties as described in the chapter bylaws and/or policies and procedures and as directed by the chapter president.

*Updated April 2024*



## **Chapter Immediate Past President Duties and Responsibilities**

- Serve on the chapter executive board.
- Attend chapter meetings, events and activities.
- Complete the unexpired term of the chapter president if the office of chapter president becomes vacant.
- Serve in an advisory capacity to the chapter.
- Serve on the state, provincial or national (S/P/N) council of chapter presidents (CCP) and represent the chapter at S/P/N, regional and International conferences, conventions and meetings.
- Serve on the chapter membership team.
- Perform other duties as described in the chapter bylaws and/or policies and procedures and as directed by the chapter president.

*Updated April 2024*



## Chapter Membership Chair Duties and Responsibilities

- Chair the chapter membership committee.
  - Use the Membership Development Manual (MDM) found in the Resource Library on the International website to lead the chapter membership committee in focusing on bringing in new members and keeping current members.
  - Develop goals for membership in collaboration with the chapter executive board and membership committee. Present goals to the chapter executive board and members.
  - Share the monthly membership message from the state, provincial or national (S/P/N) vice president for membership (VPM)/membership consultant (MC) at chapter meetings, via email and/or in chapter communications.
  
- Access the Alpha Delta Kappa (ADK) directory on the International website and update the chapter roster, as necessary.
  - Report membership information accessible on the chapter dashboard found on the International website. Analyze membership statistics found in the chapter dashboard. Share analysis with the chapter executive board and members.
  - Prepare membership reports and updates for executive board and chapter meetings.
  - Analyze membership needs to facilitate bringing in new members and keeping current members.
  
- Complete the Chapter Needs Assessment (CNA) in collaboration with chapter members and work with the membership committee and chapter president to analyze and finalize the goals. Go to the Resource Library on the International website to access the CNA form and timeline and the Member Needs Assessment (MNA).
  - Follow the information in the CNA timeline.
  - Ask members to complete the MNA.
  - Compile and analyze the results.
  - Share results with chapter members. Use the information to develop chapter goals,

strategies and programs.

- Complete the CNA and submit it online by the submission deadline.
- Coordinate efforts to keep current members engaged and the chapter vital. Analyze membership needs and interests. Share with the chapter executive board for future program planning.
  - Enlist mentors from the S/P/N executive board, S/P/N membership committee or nearby chapters.
  - Develop a plan using the CNA and MDM as resources.
  - Keep members connected by engaging them in chapter activities and sharing leadership responsibilities.
  - Communicate with sisters who miss a meeting with a phone call, email and/or note.
- Coordinate efforts to reinstate former members.
  - Invite former members to a chapter meeting or special event and encourage them to reinstate.
  - Use personal connections to contact former members.
  - Assist former members in completing the online reinstatement process.
- Coordinate efforts to bring in new members.
  - Engage in ongoing recruitment of new members.
  - Promote AΔK and the chapter in local schools and communities.
  - Invite outstanding educators to meetings or special events.
- Coordinate the new member initiation and onboarding processes.
  - Encourage members to bring in and initiate new members.
  - Encourage sponsors to meet with the prospective members to explain the purposes of AΔK, discuss member responsibilities and answer questions.
  - Obtain a badge for new members prior to the initiation ceremony.
  - Plan and conduct an initiation ceremony.
  - Assist the new members to complete the online form and pay dues immediately following the ceremony.
  - Assign a mentor to each new sister.
- Attend membership trainings at the S/P/N convention/conference, regional conference and/or other functions.
- Perform other duties as described in the chapter bylaws and/or policies and procedures and as directed by the chapter president.

*Updated April 2024*



## Chapter Treasurer Duties and Responsibilities

- Serve on the chapter executive board.
- Attend chapter meetings, events and activities.
- Prepare and present a draft budget for approval.
- Reference and adhere to the deadlines and procedures listed in the current Finance Guide found in the Resource Library on the International website.
- Participate in trainings offered by International, the region and the state, province or nation (S/P/N).
- Serve as the custodian of all chapter funds and manage the finances and budget.
  - Notify the bank of the signature change on accounts upon assuming office. Two authorized signers must be on bank accounts.
  - Present treasurer's report at chapter meetings.
  - Account for the money received, spent and invested by the chapter.
  - Make required payments and report on time.
  - Administer the operating accounts of the chapter, keeping itemized records of all receipts and expenditures following the record retention policy.
  - Distribute funds as directed by the president and/or the executive board.
  - Manage the bank account(s).
  - Collect dues and process as directed.
  - Present financial reports for review.
  - Submit required annual financial reports to International Headquarters.
  - File Internal Revenue Service (IRS) forms for chapters in the United States of America and the Commonwealth of Puerto Rico or required province or nation forms by the deadline.
  - Turn over all chapter financial records to the successor immediately at the end of term.
  - Contribute to the preparation of fiscal year-end reports upon change of officers.
  - Apply for a raffle permit. See Treasurer's Corner on California website.
- Perform other duties as described from International Headquarters, the chapter bylaws and/or policies and procedures and/or as requested by the chapter president.

*Updated April 2024*





## **Chapter Secretaries Duties and Responsibilities**

### **Secretary**

- Serve on the chapter executive board.
- Attend chapter meetings, events and activities.
- Record and present the minutes of chapter meetings, executive board meetings and other functions at the chapter president's request.
- Distribute chapter minutes to the chapter president and members as specified in the chapter bylaws and/or policies and procedures and as directed by the chapter president.
- Complete and submit to Headquarters the H-114 Annual Chapter Highlights Summary found in the Resource Library on the International website by the submission deadline.
- Maintain an electronic permanent file and back-up file of all membership rosters, minutes and letters of value to the chapter. Keep a current record of names, addresses, email addresses and phone numbers of chapter members. Transfer all files to successor at the biennium's end.
- Assume the duties and responsibilities of the corresponding secretary if the chapter does not have a corresponding secretary.
- Perform other duties as described in the chapter bylaws and/or policies and procedures and as directed by the chapter president.

### **Corresponding Secretary**

- Serve on the chapter executive board.
- Attend chapter meetings, events and activities.
- Prepare, send and read correspondence (e.g., cards, notes, letters, invitations, etc.) as directed by the chapter president. Send invitations to chapter meetings and functions, if requested.
- Assist chapter president in editing and disseminating the chapter newsletter, if requested.

- Maintain a file and back-up file of all correspondence of value and make it available at chapter meetings. Transfer all files to successor at the end of the biennium.
- Perform other duties as described in the chapter bylaws and/or policies and procedures and as directed by the chapter president.

*Updated April 2024*



## Chapter Chaplain Duties and Responsibilities

- Serve on the chapter executive board.
- Attend chapter meetings, events and activities.
- Prepare and present thoughts for the day at chapter meetings and at the request of the chapter president.
- Prepare messages appropriate for the event and/or time of year. Consider aligning topics to International, regional or state/province/national themes and/or educational ideas.
- Be aware of the cultural and religious diversity among Alpha Delta Kappa members. Avoid religious references.
- Utilize resources in the Resource Library on the International website as well as other resources (e.g., bookmarks, books, greeting cards, music, music lyrics, quotes, videos, websites, etc.) and original thoughts.
- Participate in chapter ceremonies, as requested.
- Prepare and present a memorial service for a chapter meeting, if requested.
- Perform other duties as described in the chapter bylaws and/or policies and procedures and as directed by the chapter president.

Note: This office is optional. If there is no officer serving in this position, these duties and responsibilities are assigned as documented in the chapter policies and procedures and/or at the discretion of the chapter executive board.

*Updated April 2024*



## Chapter Historian Duties and Responsibilities

- Serve on the chapter executive board.
- Attend chapter meetings, events and activities.
- Collect items of interest (e.g., programs, notes, cards, photographs, newspaper articles, other memorabilia) for inclusion in the chapter biennium archives.
- Take photographs at chapter meetings and functions or designate someone to take pictures.
- Share photographs for inclusion in various forms of media (e.g., chapter email/newsletter, website, social media, membership recruitment materials, etc.).
- Create print or digital chapter archives that include a written and pictorial history of chapter activities during the biennium. Go to the Resource Library on the International website for additional information on the written and pictorial history.
- Display chapter archives at state, provincial or national (S/P/N) meetings as requested by the S/P/N historian.
- Send materials requested by the S/P/N historian by the submission deadline.
- Participate in chapter ceremonies, as requested.
- Perform other duties as described in the chapter bylaws and/or policies and procedures and as directed by the chapter president.

Note: This office is optional. If there is no officer serving in this position, these duties and responsibilities are assigned as documented in the chapter policies and procedures and/or at the discretion of the chapter executive board.

*Updated April 2024*



## Chapter Sergeant-at-Arms Duties and Responsibilities

- Serve on the chapter executive board.
- Attend chapter meetings, events and activities.
- Be the doorkeeper at meetings. Greet guests and escort them to their seats, if requested.
- Serve as protocol officer for chapter functions.
  - Know the rules of protocol in the Alpha Delta Kappa Protocol Handbook, which can be found in the Resource Library on the International website.
  - Provide fraternity education regarding protocol to members.
  - Preserve order as directed by the chapter president.
  - Be familiar with the emergency exit plan for the meeting venue.
- Assist the president and committees in coordinating activities at meetings and events.
- Make meeting and event signage (e.g., officer and guest place cards, reserved seating, special seating, etc.), if requested.
- Lead the provincial or national *Pledge of Allegiance*, if requested.
- Be in charge of counting the ballots for the election of officers, if requested.
- Participate in chapter ceremonies, as requested.
- Consider volunteering as an assistant sergeant-at-arms at state, provincial or national conventions/conferences, regional conferences and International conventions.
- Perform other duties as described in the chapter bylaws and/or policies and procedures and as directed by the chapter president.

Note: This office is optional. If there is no officer serving in this position, these duties and responsibilities are assigned as documented in the chapter policies and procedures and/or at the discretion of the chapter executive board.

*Updated April 2024*

