Chapter Presidents Training Items:

*Chapter Rules

Read your chapter's rules and become familiar with them. Know where to find specific items in the rules. Use tabs, hi-lites, underscores, to emphasize the most important items to you. If your chapter doesn't have a copy of their rules, task your Rules Committee with developing new ones. You can find a sample of chapter rules *here*. (add link to this document)

*How to conduct a meeting (informal) Building an agenda

You can find a guide, "How to Conduct a Chapter Meeting" *here*. (add link to this document)

*Refer to past meeting minutes when preparing your agenda

Look for any continuing business that requires attention.

*State Org Bylaws/Standing Rules regarding your duties

Check your state organization bylaws/standing rules for those regarding chapter leaders' duties so that you know what the state org expects of you. Most state orgs post their bylaws/standing rules on their website. If not, ask your state org president for them.

*President to President (formerly President's Page) Now on dkg.org

You will want to set up your My DKG account by going to: dkg.org; use your membership number (you can get it from your treasurer if you don't know it) as your user ID; dkg2014society as password to get in. Then create your new password and update your information. Once you are logged in as a member, you will be able to view the current President to President presentations as well as those presented previously.

*Financial responsibilities

Even though your treasurer oversees your chapter finances, YOU are ultimately responsible for them. Remember that the treasury belongs to the members, not an officer. The members decide (by vote) how and when their treasury is affected. Make sure that your treasurer is filing the annual N990 forms and reports to the IRS (if in the US) to avoid fines and losing your

chapter's status. All bank accounts should require two signatures-yours and the treasurer. As chapter president, you must approve all expenditures before they are paid. Be sure the treasurer knows this.

*Know the treasurer's duties and responsibilities

Since you are responsible for the chapter treasury, you should know the duties of the treasurer to ensure that these are being carried out efficiently.

*Resources available on dkg.org and perhaps, state website

The international website: dkg.org offers countless resources and information valuable to leaders at every level of the Society. It is wise to visit the website regularly and often to learn as much as you can about how to best lead your chapter. You can also chat with a headquarters staff member to ask questions, find answers, and get help on most days.

*Emergency Fund and how to apply for a member

This fund is available to any member who suffers property damage due to a natural disaster. Chapter presidents submit this form to international HQ on behalf of the member. Qualified events (members) receive $500 from the fund to help with recovery. The form for this can be found on the dkg.org website.

*Appoint committees

As chapter leader, you must appoint all committees except the Nominating Committee, which is elected each biennium. Be sure committee members know their responsibilities before appointing them. You will serve on all appointed committees.

*Schedule Executive Committee (Board) meetings

This committee includes all elected officers and, in some chapters, the treasurer and Parliamentary Adviser. This committee should meet at least twice a year. It should set the goals for the biennium and discuss other concerns to present to the membership. The Executive Board will also make recommendations and motions to the membership for their vote.

*Serve on your state organization's Executive Board

All Chapter Presidents are members of their state org's Executive Board. It is important that you attend your state meetings to represent your chapter. If you absolutely cannot attend, be sure to send a designee to represent the chapter. Be sure to let your state organization president know who your designee is before the meeting. It is also important that you respond to communiques from your state org officers in a timely manner.

*Set goals and develop a plan for your biennium

Together with your leadership team (officers), you should develop your plan for the biennium. Discuss goals and how you plan to reach them. Revisit these throughout the biennium to chart your progress. Celebrate all progress.

*Report newly elected officers to state org leaders at the end of your biennium

It is very important that you report this information to state org leaders so that your successors can receive the communiques from them. Include all contact information as well as names and positions. The form for reporting new chapter officers can be found at dkg.org.

*How will you communicate with your chapter members?

Discuss with members how to best communicate with them. Some may prefer texts, some emails, some calls. Will you use an app to communicate? You and your team will need to decide and make a plan to reach all members as needed.

*What records do you keep? For how long?

As a general guide, keep all membership records in your archives, they do not expire. Keep all meeting minutes. Keep financial records for 5-7 years. It is wise to keep these in chronological order. Minutes,Membership and Financial records are the only records that should be kept for extended periods.