

## ***Words of Wisdom: A Collection of Ideas and Suggestions***

Use email for communications. Be specific in subject lines. Use a folder system to keep emails needed for later. Reply to emails and check your Spam folder.

Refer to the Society Handbook for information, templates, and other resources.

Program ideas: music, arts & crafts, legislation, books, travel, awards and recognition, professional development, DKG projects, website scavenger hunt, exercise, service projects (tutoring, literacy, women's shelters, library, local museums and projects), and social meetings

Use the DKG and [dkgmichigan.org](http://dkgmichigan.org) websites for forms, samples, templates, rosters, and event info.

We provide a list of due dates.

Assign a task or position to each member.

Mentor new members.

Be generous with praise, encouragement, respect, and recognition.

Communication is key: email, phone, text, newsletters, website, social media, and yearbook.

Ask members to write articles for newsletters and *The Wolverine*.

Team build and set goals with deadlines for completion. Create a chapter strategic plan. If you have a plan, update it periodically.

Choose chapter projects that can involve all chapter members.

Don't just hand someone a task. Be sure all is understood.

Get rid of what is not working for your chapter. Fit the needs of your members.

Attend state events and network with women from other chapters to gather ideas.

Coordinate meetings and speakers with other chapters or councils.

Order the membership brochure (Unlock your Potential). Share with prospective members.

Create a chapter brochure (templates on the Society website) to share.

Check out the non-dues revenue and program suggestions on the Society website.

Follow copyright laws; websites for free photos.

Ask committees with International or state counterparts to check the committee page and blogs on the website and share ideas.

Use Society logos (available on the website) and press releases for DKG visibility.

Check out the websites of other chapters and state organizations. (Some available on [dkg.org](http://dkg.org))

Create a chapter website, Facebook, Instagram, or other social media account.

Ask members to watch the websites for new info and to add material to your social media pages and website.

Prepare and distribute an agenda (ahead of time) to keep the meeting running smoothly.

During a meeting, ask questions and involve people! Ask people to silence their phones.

Set aside a specific time each week, or as needed, for DKG work.

Plan next year's programs and meetings early, usually in June or July.

Survey members to get ideas for programs, meeting sites, and speakers.

Use Google Docs to gather information from members.

Use carpools to help all members come to meetings and events.

Use a pre-packed tote bag for meetings; add items needed each time.

Create and use letterhead and notecards that display the DKG name and logo.

Ask past presidents to serve as secretary. They know the drill!

Begin and end your meetings on time and set time limits on discussions.

Periodically check over the "Successful Chapter" and "Wellness" lists to evaluate progress. These can be found on the Society website.

Have fun!