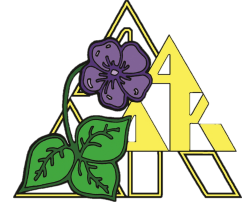


## Chapter President–Elect Duties and Responsibilities

---



### Congratulations!

You are your Chapter's President-Elect! Here are your Duties & Responsibilities.

#### **Emergency Duties**

Assume the duties of the president in her absence OR if she is temporarily unable to perform the duties of her office. These duties can be found on the International website.

#### **Schedule Regular Meetings with Your Chapter President**

- Schedule a time each month where just the two of you get together to discuss the chapter and to provide a time for you to ask questions. Your chapter president is your model and an invaluable source of information.
- Ask about any specific assignments that your chapter president may want you to carry out.

#### **Use Your Past Chapter Presidents and Leaders at All Levels as Resources**

- The past presidents have the experience and knowledge about your chapter that can prove to be invaluable. Ask them questions about issues that may come up and use them as sounding boards for ideas that you may have.
- All S/P/N leaders started out as chapter officers and chairmen. Use their experiences as assets for your leadership development. Remember – there is no such thing as a stupid question!

#### **Perform Duties and Assignments**

- You will perform any duties assigned to you by your chapter president or your chapter executive board. These could include organizing a *Longest Day* team, writing articles for the state newsletter, researching information about upcoming regional conference and International convention locations for attendees, serving on various chapter committees such as budget, assisting with setting up for meetings and ceremonies, just to name a few. Be prepared to be an active officer!

#### **Participate in Ceremonies**

You will take part in all chapter ceremonies. Check with your president and chaplain for your role.

**Be the Chairman of the Program Committee. You will plan activities and events for your chapter. As chairman, you will submit your chapter's entry for the Distinguished Program Award.**

- Your program should meet the needs of your members so ask them what they would like to be offered. Brainstorm possible ideas and speakers. Remember to turn a copy into your S/P/N president to help her plan a visit.
- The Distinguished Program Award is designed to recognize chapters with outstanding programs that promote involvement & attendance of members, plus attract the attention of prospective members through creativity and uniqueness. This award is focused on the specific chapter program offered either prior to or following the business meeting.
- Information can be found on the International website.

**Supervise the compilation of your chapter's Yearbook.**

This is a cherished, informative and funny resource for your members. Among the items to include are **a brief chapter history, requirements for membership, program and altruistic calendars, hostess and committee responsibilities, contact information for International Chapter and S/P/N executive board, member information, logos and themes, and the lyrics to *The Lamp of Alpha Delta Kappa*.** Most importantly, make it your chapter's own!

**Serve on the S/ P / N Council of Chapter Presidents.**

Accompany your Chapter President to meetings of this council and arrange to carpool together since you represent your chapter as a leadership team. This will be an invaluable resource for you to learn the role of chapter president and to network with the State President-Elect (who will be the State President in your biennium) and the other chapter presidents-elect in your State.

**Enjoy the Experience!**

Serving as a member of your chapter executive board is a unique and rewarding experience. Enjoy every event, meeting, and interaction as you embark on this memorable adventure. Celebrate all that is Alpha Delta Kappa!

