

# Member Representative

## CHAPTER OFFICER GUIDE

## CONGRATULATIONS!

Welcome to PDK leadership.

### **Our Mission**

To grow and connect  
leaders in education

### **Our Vision**

The experts in cultivating  
great educators for  
tomorrow and ensuring  
high-quality education  
for today

As a PDK chapter officer, you have the power to help shape the future of education. Working together, PDK members can solve education's most pressing challenges.

This guide is intended to aid you in leading a vibrant, influential PDK chapter that will further the PDK mission and bring our collective vision to fruition. The leadership you provide is crucial to the success of your chapter and the success of PDK — success that will ultimately assure that all students have equal access to a high-quality education.

We don't want to burden you with administrative duties and paperwork requirements. Rather, we want to support you in accomplishing activities that are directly related to the PDK mission, vision, and goals. We encourage you to select activities that your leadership team finds meaningful and within your capacity to accomplish. Smaller chapters may elect to choose only one or two activities to accomplish this year, while larger chapters may have the capacity to accomplish several. Whatever you choose, we are here to lend support to your efforts.

Please visit [www.pdkintl.org](http://www.pdkintl.org) for additional resources during your tenure as member representative.

Thank you for your leadership.

***PDK International Staff and Board***

The Professional  
Association in  
Education

**PDK**  
International

**PDK—Growing and connecting leaders in education.**

# Member Representative

*As the membership representative of your chapter, you are in a position to affect the good experiences of new and renewing members. You have access to live member data on the PDK website, which can alert you to approaching expiration dates, occupational specialties, and other important information about the members in your chapter. Your knowledge of member talents and abilities will not only be crucial to chapter success but will help the chapter support members in all they do.*

## Frequently Asked Questions

### What type of membership does PDK offer?

PDK offers multiple levels of membership. View all of the membership options and benefits at [www.pdkintl.org](http://www.pdkintl.org) so you can better promote membership for your chapter. Encourage those interested in membership to visit the PDK website as well.

### What are some of the ways I can promote membership?

Highlight the benefits of membership at chapter events. Have membership brochures and applications available. Promote membership at orientations and open houses hosted by universities, colleges, school districts, and other education-related groups. Consider setting up a recruitment table or sponsoring a reception at education workshops or conferences. Include an application in the chapter newsletter for members to give to colleagues. Remember to highlight all member benefits, such as the PDK Book Club, and professional development webinars.

### How do I get membership applications, brochures, and other membership forms?

Applications and brochures for prospective members, as well as other membership forms, may be found at [www.pdkintl.org](http://www.pdkintl.org). It is suggested that forms be printed as needed because many are updated during the year. You can request brochures at no charge by emailing [memberservices@pdkintl.org](mailto:memberservices@pdkintl.org) or calling 800-766-1156.

### What do I do with new membership applications?

For the fastest processing, direct potential members to the PDK website. Individuals may choose your chapter as their local affiliate, provide credit card information, and be processed as new members within 2 business days. This eliminates mailing costs and delays. A membership certificate and other welcome materials will be sent directly to new members. You may also mail new member applications to the international office. We prefer that you attach a New Member Remittance Form available at [www.pdkintl.org](http://www.pdkintl.org) to your applications, although this is not necessary. Simply send the applicants' check or credit card information, and we will do the processing, activate their membership, and remit the local dues to the chapter.

### Am I responsible for renewing members and collecting chapter dues?

No. This task is handled by the international office so you can focus on promoting membership, connecting members to activities of interest, and recognizing members for their good work. Chapter dues are remitted to active chapters in good standing on a bimonthly basis.

### How can I help to get members engaged in chapter activities?

You should select activities that are high quality and high interest experiences. Members want opportunities to network, learn, make a difference, and have fun.

Also keep events short and cheap. Advertise multiple notices through different mediums to both members and potential members.

### What are some ways the chapter can recognize and celebrate member contributions?

Write letters of encouragement and thanks to those who have recently won local awards, received promotions, or are retiring. Recognize longstanding members with longevity awards. To find these members, log in to the PDK website, click on "Live Member Data," and sort the chapter membership roster by "number of years paid." Also, be sure to order PDK service keys and certificates to present to special members. Consider holding an annual recognition event.

### How does PDK keep chapter leaders connected to the latest information?

You will receive the monthly *Leadership Link* e-newsletter. Additionally, you can find more important resources at [www.pdkintl.org](http://www.pdkintl.org) under "Chapters" in the main menu.

### If I have questions, to whom do I turn for assistance?

Leaders at all levels and staff at the international office are always willing to provide assistance. You may call 800-766-1156 or email [memberservices@pdkintl.org](mailto:memberservices@pdkintl.org) with any questions. If chapter officer contact information would be helpful to you, log in to [www.pdkintl.org](http://www.pdkintl.org) to access "Live Member Data."