

President

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 for additional resources during your tenure as president.

Thank you for your leadership.

PDK International Staff and Board

The Professional
Association in
Education

PDK
International

PDK—Growing and connecting leaders in education.

President

As chapter president you can lead your chapter in exciting PDK-sponsored activities that will tap into the talents of your members, develop their skills, raise their professional profiles, and make a real difference to education in your community and beyond. You have the opportunity to be activity-driven, action-oriented, and promote positive relationships among members.

Frequently Asked Questions

How do I get started?

Find another PDK member to serve as Treasurer for the chapter and submit their name along with yours to the international office. With this core leadership team, identify activities and programs that will engage your chapter and have a significant impact on education.

How do I submit officer names to the international office?

Log in to the PDK website and select "PDK Chapter Leadership Report" from the menu options under "My Account." Note: You will only be allowed this privilege if you currently hold an office for the chapter. The two required positions must be filled with good-standing members before the submission is complete. Additionally, the form requires that you provide a primary contact to be listed on the PDK website. This usually is the chapter president. This individual's email address will be listed on the PDK website so that potential chapter members have a point of contact with whom to correspond before joining the local chapter.

In what PDK-sponsored activities should our chapter participate?

Select activities that your chapter members are passionate about and that will resonate in your education community. The most important thing to remember is whatever the chapter chooses to do, do it with enthusiasm and an outward focus that supports the PDK vision.

Is there any funding available to support chapter activities?

The primary source of funding for activities is your membership dues. However,

chapters can and do supplement their dues by engaging in fundraising activities.

What other officers do I need in addition to the core leaders?

This depends on the activities and programs your chapter chooses to engage in, and it may change as one activity ends and another begins. It is useful to identify a chairperson, liaison, or coordinator for each activity the chapter conducts. A newsletter editor/communications officer to get the word out to members about upcoming activities and volunteer opportunities is key.

How do I recruit chapter leaders?

Ask, but first make sure that you are offering tasks and roles that are meaningful, time-sensitive, and valuable. PDK provides guides for key leadership positions. These one-page documents help to describe the duties and responsibilities for each role. You can download the guides at www.pdkintl.org under chapter resources. Make personal calls, network, and leverage technology tools to make connections to potential leaders. A chapter membership roster may be accessed by logging in to the PDK website and clicking on "Live Member Data." Also, expand and develop your leadership pool by involving students and associate members as activity leaders.

How often should our leadership meet?

Meet as needed, and remember that meetings do not always have to be face-to-face.

What is the chapter affiliation agreement?

The chapter affiliation agreement more clearly describes the relationship between

PDK International and its chapters. It is another document that the IRS considers when reviewing an association's nonprofit status. It is the responsibility of each president to read and abide by the terms of the agreement.

How do we let the association board and staff know about the good work we are doing?

Annually, you must submit your chapter leadership report by June 30. This report can also be submitted when you log in to the PDK website and select "Chapter Leadership Report" from the menu options under "My Account." Any current PDK chapter officer can log in at www.pdkintl.org and complete the online leadership report, which needs to be submitted no later than June 30 each year. To submit the report you will need to have the names and titles of next year's chapter leaders, chapter banking information, and an optional 250-word description of a chapter sponsored local activity that you would like to share with others.

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 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 with any questions. If chapter officer contact information would be helpful to you, log in to www.pdkintl.org to access "Live Member Data."