

THE LEADERSHIP TREE

An Outline for
Leadership in Alpha Delta Kappa

Regional Conferences 2014



Read. Read. Read.

Alpha Delta Kappa
2013-2018 Strategic

ARTICLE I—NAME
The name of this organiz
of The Alpha Delta Kapp

LEADING YOUR CHAPTER

(PDF) (MS Word)

IRS Form 990-N (e-postcard)



REPORT FOR MEMBER CHANGE

Fine Arts Grants Flyer
• Fine Arts Grants Application

Please send donations to
1615 W 92nd St, Kansas City, MO 64114

Form H-119
Revised-13

TO: CHAPTER PRESIDENTS

Plan short business meetings and interesting programs

Visit the Alpha Delta Kappa website
When it doubt, consult someone

Send copies to the following:

- ☐ AAK Headquarters
- ☐ S/P/N* president (forward to S/P/N* treasurer)
- ☐ membership consultant

Headquarters:
Mail: 1615 W. 92nd St. Kansas City, MO 64114
3210 or
Fax: (816) 363-4010 or
Email: kbanks@alphadeltak.org

Alpha Delta Kappa
women educators
and world

1615 W 92nd St
Kansas City, MO 64114
(816) 363-5525

International Dues and

Write the name of State, Province, or Nation

Policies & Procedures Manual Guidelines

Fraternity Education

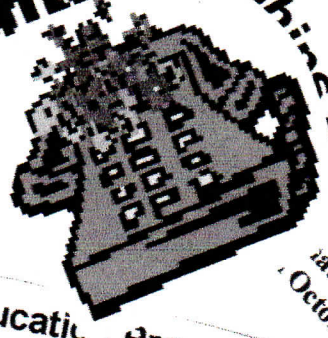
Fraternity education is the way that sisters in Alpha Delta Kappa learn how our organization works—its history—as well as the way we learn about our altruistic endeavors, our Bylaws and our policies.

Alpha Delta Kappa
International World Under
Booklist

Annual Program A
Entry Form

ANNUAL CHAPTER HIGHLIGHTS SUMMARY
Biennial

Presidents' Hot Line
Need national help? Call the Hot Line



Shine and Grants
at this form
October.

International Teacher Education Program
2012 AAK-ITE Weekend Discussion Group Movies
History and Purpose
Membership Application (H-103/131)

ALPHA DELTA KAPPA

International Honorary Organization for Women Educators

EXCELLENCE IN EDUCATION AWARD
NOMINATION FORM
CHAPTER ALTRUISTIC CHAIRMEN
RE: Completing the Chapter Altruistic Report

CHAPTER SAMPLE MEETING AGENDA

Welcome	Chapter President
Roll Call	Recording Secretary
Minutes Approval	Recording Secretary
Correspondence	
International	
State/Provincial/National	
District	
Chapter	
Financial Report	Treasurer
Executive Board/Officers' Reports	
Standing Committee Reports	
Alpha Delta Kappa Month	
Altruistic	
Budget	
Bylaws/Policies and Procedures	
Fraternity Education	
Membership	
Nominating	
Other	
Special Committees	
Unfinished Committees	
New Business	
Announcements	
Closing: Lamp of Alpha Delta Kappa	

THE LEADERSHIP TREE

An Outline for Leadership in Alpha Delta Kappa

Prepared by the International Leadership Committee

Regional Conferences 2014

Thank you for accepting a position of leadership in Alpha Delta Kappa. This may be the way you are feeling now. (show the jumbled page) This is the way we hope you will feel after this workshop. (show the agenda page) Alpha Delta Kappa leadership promises growth in the area of organizational skills, sorority knowledge, an understanding of basic meeting protocol found in Robert's Rules of Order, an ability to speak with authority and the poise with which to make it all happen.

In Alpha Delta Kappa, you are not alone: there are many sisters who are able and willing to assist you in your steps to successful leadership. The roots are our leaders from our very beginning who set Alpha Delta Kappa firmly in the fertile ground of educational excellence. The trunk of our tree represents the leadership knowledge of those who came later, and continue to add rings of growth to our tree. The branches of our Leadership Tree 2014 are suggestions on how to begin your journey as a leader in Alpha Delta Kappa.

"I've always believed that one woman's success can only help another woman's success." Gloria Vanderbilt



I. ORGANIZATION

Setting up materials in an organized way. Organization is being able to find, exchange, and evaluate items in a timely manner.

- A. A calendar/planner is a great tool to remind you of things you need to do. Make notations one week ahead of deadlines to give yourself time to accomplish tasks. If you delegate a responsibility, send a gentle reminder to help keep others on track.
- B. When you receive some type of correspondence, try to handle it only once by recording information you need on your calendar or in a notebook, and then filing it. File systems, folders, binders, boxes, etc.) can help organize materials for easy access.
- C. File papers and forms immediately, and return items to the file as soon as you are finished using it. Control the paper tiger.
- D. Making to-do lists will help you prioritize what needs to be done when.
- E. Be like Santa every day of the year. Make your list and check it twice.
- F. Alpha Delta Kappa sends checklists and correspondence which make organization easy for a first-time or experienced leader.



II. SORORITY KNOWLEDGE

As a leader, you want to be well-versed in the knowledge, history and traditions of our sorority. Resources for learning more about Alpha Delta Kappa abound. Most can be found on our website, www.alphadeltakappa.org.

- A. Under the RESOURCES tab, one will find Fraternity Education and History. Fraternity Education includes activities for AΔK Month, the Lamp of Alpha Delta Kappa and suggested activities for chapter meetings, among other ideas. History includes a taped conversation with one of our founders, Agnes Shipman Robertson as well as information about our Four Founders.
- B. The MEMBERSHIP INFORMATION link under RESOURCES provides much in the way of fraternity education. Awards, program ideas, chapter organization, the membership campaign, there's a host of topics about membership which will help everyone understand our organization better.
- C. Under the RESOURCES tab is a DOCUMENTS AND FORMS link. This leads to our guiding documents: constitution, bylaws, handbook, and policies and procedures, membership development manual, and strategic plan. Every leader should be aware of the contents of these documents. All required forms for the organization can be found there as well, so don't despair if you misplace your paper copy. Some forms can even be submitted on line.
- D. DOCUMENTS AND FORMS also has a section on responsibilities of officers and committees, a great resource for identifying who does what in a chapter.
- E. Additional ways to expand your knowledge of our sorority:
- F. Read the Columns newsletters and the KAPPAN magazine. Current and back issues can be located on the website.
- G. Talk to past presidents of your chapter, district, region or S/P/N. What was it like when they were Presidents? You may even discover that some remember the early days of our organization and might have met one of our Four Founders!
- H. Ask Past Chapter Presidents to bring their archives (scrapbooks) to a meeting. Allow time for small groups to look at various scrapbooks to note important or interesting events or projects from different biennia. Share findings with the rest of the chapter.

- I. You can broaden your knowledge of Alpha Delta Kappa on the chapter, district, S/P/N, regional and International levels by attending conferences and conventions, by inviting others to report on those events, and by doing further research on the website.



III. MEETING MANAGEMENT

A well-planned and well-executed meeting will enhance members' enjoyment of and enthusiasm for formal business gatherings. One who knows Robert's Rules will be able to manage fair and orderly meetings and conventions. But Robert's Rules are only one component to running an effective meeting. Consider each of the following when striving to be a successful meeting facilitator.

A. Agenda

1. Prepare and distribute agenda to members prior to the meeting, reminding them of what is due by whom.
2. Contact members with responsibilities a week ahead to see if they are ready and to ask if they need any assistance.
3. Include reminders of future meetings, events, altruistic projects
4. Time the agenda to control the flow and aids planning meeting duration

Standard Order of Business - 3R-SUN

- Reading and approval of minutes
- Reports of officers, boards, and standing committees
- Reports of special (select and ad hoc) committees
- Special topics
- Unfinished business
- New business

(from <http://www.dummies.com/how-to/content/roberts-rules-for-dummies-cheat-sheet.html>)

B. Establish and Adhere to Meeting Norms

Record basic behaviors all agree are important for an effective and efficient meeting. Write and post norms.

Quickly review at start of each meeting. Remind members of norms if the meeting begins to stray from the norms.

Sample norms you may wish to use, OR establish your own as a group:

1. Respect everyone by your thoughtful listening and by withholding side conversations.
2. Be present at all meetings, physically and mentally.
3. Be present for all parts of each meeting; start and finish on time.
4. Members share responsibilities equally.
5. Be concise when speaking; share the air time; ask questions for clarification.
6. Leave titles and egos at the door.
7. Always address the issue, not with person.
8. Complete all assignments on time.

C. The President presides over the meeting.

1. Stick to agenda items.
2. Avoid open-ended questions that allow conversations to go on forever.

3. Give each person a chance to express her opinion, but control how long each person may speak.
4. Manage voting on motions.

ROBERT'S RULES OF ORDER

"Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation."

<http://www.robertsrules.org/>

D. Simple Motions

A motion is required to carry on discussion about business that will require a vote.

Maker of the Motion: "I move that we allocate \$50 to buy pizza for the first graders at Hillcrest."

Seconder: "I second the motion."

President repeats the motion and moderates discussion until pros and cons have been adequately presented.

President: "We're ready to vote on the motion. Would the secretary read the motion? [Secretary reads motion.]

You have heard the motion. All in favor, say aye. [] All opposed? [] [President announces whether the motion carries or fails based on voice vote.] Secretary records wording of the motion, maker and seconder, and whether the motion CARRIED or FAILED.

e.g., MOTION: To allocate \$50 for pizza for the first graders at Hillcrest. (Jones/Smith) CARRIED

E. Other business items

1. Committee reports/committee motions need no second. Because they come from a committee, they are moved on behalf of that group, and a second is assumed.
2. Minutes may be filed after changes are approved. "Thank you, Jane. We will file the minutes as presented/with the approved changes."
3. Treasurer's Report may be filed without a motion. "Thank you, for your report, Edna. We will file the treasurer's report as presented."
Motion and approval vote are needed when a budget is proposed.
4. Most motions require a simple majority approval, more than half of those voting. If a motion limits the rights of members, it usually requires 2/3 approval of those voting. e.g., suspending/changing bylaws, closing debate
5. Sample scripts for carrying on business at meetings may be found at <http://www.dummies.com/how-to/content/roberts-rules-for-dummies-cheat-sheet.html>.
6. Robert's Rules of Order specifies what information or action takes precedence over other types. See <http://www.robertsrules.org/>

F. Be patient with yourself. Relax. It takes time to learn basic parliamentary procedures. Ask someone who knows Robert's Rules to coach and to assist when the presiding officer is unsure of procedural protocols.

G. Distribution of Minutes

Ask the secretary to type and distribute minutes within a week of the meeting. Members should send recommended changes to the secretary. Resend corrected minutes with the next call to meeting. This will help to remind members of assignments prior to the meeting in order to complete tasks on time.



IV. PUBLIC SPEAKING

Speaking in front of a group may seem intimidating people, but it doesn't have to be! You can be an effective speaker and even enjoy addressing a group. Here are a few suggestions to help you. Start thinking about your talk well in advance

- H. Find out how much time is allotted for your talk (3-5 minutes is often enough, don't go much more than 10)
- I. Determine your theme based on your audience and the event, or work with the theme already set.
- J. Search online for *Quotes/"your theme"* You might need to tweak your search word, but can find many good inspiring and encouraging quotes. Select copy and save a few that you might use.
- K. Write a draft of your speech
 - 1. Include a greeting to the leaders and members; state the reason you are together and share your theme.
 - 2. Expand two to three ideas in your theme in a way that inspires and encourages your audience.
 - 3. Write a conclusion that restates the main points and ties back to the theme.
 - 4. Read your draft out loud to see how it flows. Replace overused expressions.
 - 5. Time your speech, and edit it if it exceeds the time limit.
 - 6. Leave it alone for a day or two, then read and revise it until it meets the time limit.
 - 7. Practice until you are very familiar with your speech and comfortable that you will be able to make eye contact without having to be glued to the printed word.
 - 8. Look at yourself speaking—practice smiling, looking at your audience, and speaking slowing and clearly.
 - 9. Print the final copy in large font, numbered pages, and file safely in a binder.
- L. Delivering your speech
- M. Run your finger down the edge of the page to keep your place, glance at your script to get the next phrase or sentence. Try NOT to read it without looking up.
- N. Relax and enjoy yourself.
- O. Your audience will remember how you present as much as your words—be gracious and positive.



IV. POISE

- A. Appearance is conducive to serenity, and poise and personal grooming are soul-mates. When you aren't focused on yourself, you can give attention to the people you lead. To be ordered within, begin with an outward order. Be comfortable with yourself so that you can be comfortable at the podium.
- B. Never dress to impress others—be your own authentic self.
- C. Never wear an outfit that you've never worn before when you preside. Wear comfortable shoes!
- D. Be well-groomed: brush your teeth, freshen your make-up, comb your hair, check your nails.



V. RECOGNIZING/ENCOURAGING FUTURE LEADERS

In all organizations, there are members who seek active roles and those who are comfortable sitting on and helping from the sidelines. It is important to engage all Alpha Delta Kappa members in active roles of leadership. For Alpha Delta Kappa to grow, all members' talents need to be recognized, cultivated, nurtured and used. Everyone has the potential to be in a leadership role. Leaders are made, not born. Current leaders in Alpha Delta Kappa need to:

- A. Make members feel welcome, useful and informed.
- B. Share the history of Alpha Delta Kappa.
- C. Assign a mentor, someone to explain how the organization operates.
- D. Appoint new members to committees where their talents will shine.
- E. By starting early, you will be training all members for leadership roles. Training members to develop strong leadership skills will create new opportunities for growth. When you encourage leadership, you make Alpha Delta Kappa more sustainable.



VI. GROWTH THROUGH LEADERSHIP IN ALPHA DELTA KAPPA

A. Personal Growth

- 1. Gain self-confidence
- 2. Learn how to present your ideas to others
- 3. Find out how to motivate others
- 4. Improve speaking skills
- 5. Experience new things you've never done before
- 6. Show others you never stop learning
- 7. Expand your circle of friends

B. Professional Growth

- 1. Learn from other educators who work in other educational fields
- 2. Develop a professional network outside your own workplace
- 3. Stay abreast of current trends, issues, and techniques
- 4. Meet fascinating people, fellow educators, motivational speakers, and authors
- 5. Improve speaking skills
- 6. Experience new things you've never done before
- 7. Show others you never stop learning
- 8. Expand your circle of friends