

# President

**A**s chapter president you can lead your chapter in exciting PDK-sponsored activities that will tap the talents of your members, develop their skills and raise their profile, and make a real difference to education in your community and beyond. Be activity driven, action oriented, and promote positive relationships among members.

## FREQUENTLY ASKED QUESTIONS

### How do I get started?

Find three professional-level PDK members to serve as membership representative, foundation representative, and treasurer. With this core leadership team, identify activities and programs that will engage your chapter and have a significant impact on education.

### What PDK-sponsored activities should our chapter participate in?

Select activities that your chapter members are passionate about and will resonate in your education community. Some chapters select multiple activities while others focus on one or two. 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 or participating in the PDK Walk for Education. You also may apply for regional project grants to fund chapter activities. An application is available at [www.pdkintl.org/chapters/rproject.htm](http://www.pdkintl.org/chapters/rproject.htm).

### 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 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/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 valued. 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 student and associate members as activity leaders.

### How do I submit officer names to the international office?

Submit the names of all chapter leaders to [www.pdkintl.org/chapters/lead\\_rpt.htm](http://www.pdkintl.org/chapters/lead_rpt.htm) by June 30 to ensure continued receipt of chapter funds. You will be able to access a leadership list for your chapter at any time by logging in to the PDK website and clicking on “live member data.”

### How often should our leadership team meet?

Meet as needed, and remember that meetings do not always have to be face-to-face. Consider using teleconferences and e-mail.

### How do we let area and regional leaders, as well as international staff, know about the good work we are doing?

Mail or e-mail them a copy of your chapter newsletters, submit text and photos of an activity or event to “Best Practices:



Chapters Making A Difference” at [chapters@pdkintl.org](mailto:chapters@pdkintl.org), and complete the online activity report at [www.pdkintl.org/chapters/lead\\_rpt.htm](http://www.pdkintl.org/chapters/lead_rpt.htm) by the end of the fiscal year (June 30).

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

An e-newsletter, the *Leadership Link*, is sent to leaders monthly, and you should check the website regularly.

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

Member leaders at all levels and staff at the international office are always willing to provide assistance. A directory is available on the PDK website and a chapter officer list may be accessed by logging into the website and clicking on “live member data.”