

# Month-by-Month Guide for Chapter Presidents

## 2022-2024 Biennium

1

### DKGNJ Supplement to the 2022-2024 Biennium Monthly Guide for Chapter Leaders

#### July 2022

- **July 1<sup>st</sup>** - begins the fiscal year and your biennium
- **Deadline July 20<sup>th</sup>** – check to be sure your chapter submitted the requested yearbook information to the state yearbook chairs.
- **Deadline June 30<sup>th</sup>** – check to be sure your chapter rules are submitted with the state Rules and Bylaws Chairs.
- **Deadline July 15<sup>th</sup>** - Chapter Treasurer's Form 15 Annual Report for Chapter Treasurer
- **International Convention** –
- **Deadline Date: July 30<sup>th</sup>** – President and Treasurer Receive financial review of books closed. Balance financial accounts and reconcile bank statements.
- Review the *Constitution and International Standing Rules and Guidelines for Chapter Presidents* to learn about the Society and its policies and procedures.
- Check your chapter files for the following: current *Constitution and International Standing Rules*; current *Go-to-Guide*; current *Guidelines for Chapter Presidents*; state organization *Bylaws* and *Standing Rules*; chapter rules; state *SAP*; chapter *SAP*; official initiate register; state organization yearbook; *Our Heritage, Volumes I & II; H3, Our Heritage, Volume III (1970– 2008)*; history of the chapter and of the state. Most of these are available on the state or international website.
- Be sure that the state organization president and Society Headquarters have your correct name, address and email address. **Sign in & Use the My DKG Drop Tab**, for members only, to make changes or additions. Keep your state organization president's name, email and phone number available for a quick reference.
- Insert your chapter members' email addresses in your address book for your convenience.
- Delegate to your corresponding to forward your informational emails to the chapter.
- Make committee appointments. Try to include new members as well as experienced members. Consult your newly revised chapter rules.
- Consider appointing a web watcher to search society websites and alert members to newly published information.
- Check that all supplies needed for in chapter inductions are available.
- Meet with officers, chairs, and committees to determine the year's goals and activities (Again, if your chapter SAP is complete, refer to your SAP.) The chapter president is and ex officio member of all committees except nominations. Plan to have at least two-chapter executive board meetings a year.
- Introduce yourself and your executive committee to chapter members via newsletter, blog, or on your website. Share your excitement for the biennium with your chapter members.
- Keep in touch with members who have moved to make sure their transfer is in progress.
- Check with your Committee chairs to determine progress on completing your chapter rules and your chapter strategic action plan. Encourage committees to work closely with the state chairs.
- Make certain you receive updated chapter history from the previous chapter president. Your chapter history should be updated each biennium.

*Constantly refer to DKGNJ and DKG websites for Deadlines Calendar and the Chapter Leaders Calendar found on the DKG site for important dates and application opportunities for members. (Revised: 9-3-23 / IM)*

# Month-by-Month Guide for Chapter Presidents

## 2022-2024 Biennium

2

### August 2022

- Use the Rev. 2019 Biennium Monthly Guide for Chapter Leaders!!! Consult the Calendar for Chapter Leaders regularly as well.
- Remind members to apply for Lucile Cornetet Individual Award for Professional Development, due November 1<sup>st</sup> & May 1<sup>st</sup>. Cornetet Seminar Professional Development: Nov. 1<sup>st</sup>.
- Apply for the DKG NJ Personal Growth Stipends, due September 1<sup>st</sup>.
- Submissions to *DKG Journal: The Bulletin* (Teacher leaders in Non-Support Roles), due September 1<sup>st</sup>.
- Prepare any proposals for revisions of the DKG NJ Bylaws to be considered at the state convention-use form RBL-1, found on the DKG NJ website, due September 1<sup>st</sup>.
- Nomination forms for state officers are due September 1<sup>st</sup> to DKG NJ Nominations Chair.
- Watch for notifications update for the International Standing Rules. These changes are the results of the international convention general sessions.
- Set biennium goals to increase and strengthen your membership, including presenting interesting programs, keeping all your members in mind, during the process.
- Review *Constitution and International Standing Rules (C/ISR)*. They are the governing documents for the organization and *Guidelines for Chapter Presidents/Treasurers/Membership Chairs and Go-To Guide Handbook*, also official documents of the organization.
- Make certain that society headquarters has the correct contact information for chapter officers.
- Prepare for fall initiation and order supplies needed for an in-chapter ceremony.
- Treasurers' Form 18 and related materials will be mailed from Society Headquarters this month. Check with your chapter treasurer to make sure she has received this important packet. The packet contains two printouts listing the members. One of the copies is for you as president. You and the treasurer should check the membership list to determine if it agrees with the chapter records, including yearbook information.
- Assist the finance committee, as an ex-officio member, to prepare the annual budget to present to the chapter for adoption.
- Use the Society website resources, including browsing through other states' sites, for interesting and stimulating programs. Involve your own members in presenting programs.
- Invite the state organization president or her designated representative to a chapter meeting.
- Be certain you, and all your officers, have the dates for the state biennium and chapter activities in their calendar now! Officers and some committee chairs are needed at all the state meetings and at convention, as well as the leadership and officer training held in June of the even years of each biennium.
- September 10, 2022 DKG NJ Executive Board State Meeting at the Sayen School 9:30 am. Information will be sent to you mid to late August. Committee chairs requested to come will be announced in that information.
- Plan to provide any hard copies of the yearbook information to members needing a hard copy. Contact the communications/publicity chair with names of members who must have publications mailed to them via USPS.

*Constantly refer to DKG NJ and DKG websites for Deadlines Calendar and the Chapter Leaders Calendar found on the DKG site for important dates and application opportunities for members. (Revised: 9-3-23 / IM)*

# Month-by-Month Guide for Chapter Presidents

## 2022-2024 Biennium

3

### September 2022

- **Due September 1<sup>st</sup>: Nomination forms to state nominations chair**  
Lucile Cornetet Award for Professional Development, DKGNJ Personal Growth Stipends, Submissions to **DKG Journal: The Bulletin**, revisions of the DKGNJ Bylaws
- Always check the web sites, state and international calendars, for all due dates.
- Start collecting dues now, sooner if possible.
- **Remind** members to update MyDKG profile with any changes.
- **Event:** Attend the state meeting along with your officers and requested committee chairs. After attending have all committee chairs and officers report back to membership actions and important information as a result of the meeting.
- **Remind** members to always be looking for key women educators to invite to membership and use the DKG Membership Plan. Encourage the possibility of finding members in schools not represented by your chapter. Invite potential members to meetings. **Collegiate members are an exceptional way to build your chapter and share your(as well as their)experiences!**
- Assist your chapter treasurer with collection of dues. By mid-September you should check the status of dues payments. Considerable efforts should be made to encourage members to continue their Society membership. Use varied means of contact including reminder cards, email and phone calls. Do not drop any member from membership unless she has been personally contacted.
- Stress to your membership the importance of notifying Society Headquarters about any change of address, email or phone, via MyDKG, or a hard copy form. This data is very important to have updated, not only at the international level, but at the state and chapter levels as well for mailing publications and other communication. Be certain to notify the state president and the state communication/circulation chair.
- Share the goals of membership and other goals set forth by the executive board with the chapter.
- Be sure to read each issue of the international **President's Page, DKG News and DKGNJ Newsletter** and **News Between the News** (Mail Chimp email) and notify members of all deadline dates (including December 1<sup>st</sup> deadline for Leadership/Management seminar applications, January 3<sup>rd</sup> for Educational Foundation project applications, and February 1<sup>st</sup> for scholarship applications). All applications are available on the DKG website and can be returned via email as well.
- Share important information from the international and the state president with your chapter members!! Make an effort to create the **connection** between chapter, state and international levels of the organization.
- After the state meeting, check with the chapter chairs on progress of chapter rules and the chapter strategic Action Plan (SAP).
- Coordinate your chapter membership goal with the state membership goal and add it to the SAP.
- Order new Member Certificates with the new International President's signature for all new inductees.

*Constantly refer to DKGNJ and DKG websites for Deadlines Calendar and the Chapter Leaders Calendar found on the DKG site for important dates and application opportunities for members. (Revised: 9-3-23 / IM)*

# Month-by-Month Guide for Chapter Presidents

## 2022-2024 Biennium

### October 2022

- **Deadline Date: TBD** - **DKGNJ Fall Newsletter** articles about chapter happenings.
- **Reminder:** Rose Bud Award information due to state special awards committee chair **November 17<sup>th</sup>**
- Continual reorientation for all members is an encouraged activity and DKG has provided materials for each chapter to use for doing this. Use the, **Sustaining the Pride in the Big Picture**, is available on the Society website.
- Check the minutes of the chapter. Minutes are never destroyed and should be bound periodically according to policy set by the chapter executive board.
- Be sure the recording secretary keeps a complete record of all important business in the minutes. Minutes should indicate the vote on acceptances of invitations and on persons requesting a status change or reinstatement, as well as the record of resignations.
- Check with the treasurer to make sure that IRS Form 990 has been or will be filed by the November deadline, if necessary.
- Review the Membership Plan with members. Distribute any forms they may need to recommend a key women educator to membership. Invite members all year long. There is no “enrollment period” in DKG.
- Begin your chapter transition calendar for the biennium work you and the chapter does. (Sample included in training binder).

### November 2022

- **Deadline Date: November 1<sup>st</sup>** – Application for CTAUN Best Practices Awards-classroom teachers from around the world. New Jersey has won twice, as far as I know.
- **Deadline Date: November 1<sup>st</sup>** – Applications for the Lucile Cornetet Professional Development Seminar Award.
- **Deadline Date: November 15<sup>th</sup>** – Submission of chapter dues to the state treasurer. (Do not wait for unpaid dues by chapter members)
- **REMINDER:** Application forms for the international scholarship must be postmarked no later than **February 1<sup>st</sup>**.
- **REMINDER: December Deadline Dates Coming Up! (Check DKG calendar)**
- Jointly, the chapter president and treasurer should make certain that a member who has been dropped for nonpayment of dues is listed in the executive board and/or chapter meeting minutes. No action is necessary by the chapter in order to drop a member for nonpayment of dues and fees.
- Check request for program planning. Information may be due.
- Check convention responsibilities and timeline needed for the chapter’s responsibility.
- Watch for annual report forms for chapter presidents and necrology. Presidents’ form is done electronically and submitted electronically to state president before, but no later than, **February 1<sup>st</sup>**. The state president needs the information from presidents for her report to international.
- Review membership goals.

*Constantly refer to DKGNJ and DKG websites for Deadlines Calendar and the Chapter Leaders Calendar found on the DKG site for important dates and application opportunities for members. (Revised: 9-3-23 / IM)*

# Month-by-Month Guide for Chapter Presidents

## 2022-2024 Biennium

5

- Check with chapter rules and bylaws and strategic action plan committees to ensure goals for the January state meeting are met.

### December 2022

- Prepare for the January state meeting, **January 2023**.
- **Remind** officers and chapter chairs of the up-coming **January** state meeting
- **Deadline Date: December 15th** - Submissions to **The Bulletin** /Collegial Exchange
- **Deadline Date: December 1<sup>st</sup>** – DKG Ignite: Leaders Empowering Leaders Program application. (Previously called the Golden Gift)
- **Deadline Date: December 15<sup>th</sup>** – Elizabeth Bozearth State Scholarship Application
- **Deadline Date: December 15<sup>th</sup>** – Margaret Abel Scholarship Award Application
- Invite state president to attend a future meeting if she has not attended a chapter meeting in the past.
- **Enjoy the holiday season!**

### January 2023

- **Deadline Date: January 1<sup>st</sup>** - Electronic Deadline Date for Educational Foundation Project Application
- **Event:** Attend **January** state meeting. Carpool with other chapter officers, chairs, and members. After attending the meeting, have all committee chairs and officers report back to the membership any actions and important information as a result of the meeting.
- **Deadline Date: January** – submission to **winter DKGNJ Newsletter**
- **Event:** CTAUN Conference, United Nations, New York City (visit the website or wait for announcement from our state educational excellence chair/1<sup>st</sup> vice president.) Suggest active members request a professional day for this conference. CTAUN offers attendance certificates, not DKGNJ.
- **Deadline Date: February 1<sup>st</sup>!** If you have not received the annual report forms for chapter presidents and chapter necrology, check the web site or contact Society Headquarters. The state president and membership chair need these reports in order to complete their own reports, which are due **March 1<sup>st</sup>**.
- **Remind** members that **February 1<sup>st</sup>** is the **Deadline Date postmark date** for the international scholarship applications.
- **Reminder:** Key Award information to Special Awards Committee Chair. **Due February 1<sup>st</sup>**.
- If the chapter has not already invited the state president or her representative to a meeting, now is a good time to consider it.
- Hold an orientation for inductees. Your membership chair may use **Pride in the Big Picture** to assist in orientation. Collect the Chapter Membership Application and follow the DKG Membership Plan, and attachments, as found on the DKG website. Check carefully that all information is legible, complete and current.
- It is very important that your membership chair work closely with the state membership chair to provide all the information requested for new members since last convention to be listed in convention booklet and those being initiated at the state convention initiation ceremony. Please help.

*Constantly refer to DKGNJ and DKG websites for Deadlines Calendar and the Chapter Leaders Calendar found on the DKG site for important dates and application opportunities for members. (Revised: 9-3-23 / IM)*

# Month-by-Month Guide for Chapter Presidents

## 2022-2024 Biennium

6

- Review progress on completion of chapter rules and the chapter SAP

### February 2023

- **Deadline Date: February 1<sup>st</sup>** – Annual Reports due! (President and Necrology Reports)
- **Deadline Date: February 1<sup>st</sup>** – State committee chairs' reports for convention booklet to state president.
- **Deadline Date: February 1<sup>st</sup>** – Membership information to state chair for new chapter inductees. Needed to be published in the convention booklet and for those being initiated at the state convention.
- **Deadline Date: February 1<sup>st</sup>** – applications for international scholarships (\$6000 for MA and \$10,000 for doctorate; up to to 30 awarded) and the Lucile Cornetet Award for Professional Development
- **Deadline Date: February 1<sup>st</sup>** – Key Award information to Special Awards Committee Chair, Luella Vengnock
- **Encourage** members to attend the state convention, **April 5<sup>th</sup> to April 7<sup>th</sup>**
- **Encourage** members to attend the international conference, July 2023. All newly elected state officers should attend this training.
- Review chapter participation and evaluate chapter activities, including the SAP.

### March 2023

- **Deadline Date: March 1<sup>st</sup>** – Send tributes for Celebration of Life Ceremony to Necrology Chair with a 5x7 photo of deceased sister(s).
- **Deadline Date: March 1<sup>st</sup>** – submission to *The Bulletin*
- **Prepare to attend your state convention.** You are a member of the state executive board and must be present at the business meetings to represent your chapter. Review your chapter's responsibilities for convention including chapter assignment, record book (if not digital) banner, initiate's register, current certificates, and items for Friday night auction.

### April 2023

- **Deadline Date: TBD** – Submissions to the **Spring DKG NJ Newsletter**
- Encourage members to attend international conferences. July 2023
- \*Your own personal concern and contact are important in keeping members involved in chapter meetings and activities. If any member has been absent, give her a personal call and show your interest. (Ongoing)

### May 2023

- **Deadline Date: May 1<sup>st</sup>** – Lucile Cornetet Individual Professional Development Award.
- **Deadline Date: May 15<sup>th</sup>** – submission to *The Bulletin*
- Include recognition of DKG Founders Day, May 11<sup>th</sup>, in your chapter meeting program. Materials are obtainable from *Our Heritage, Volumes I, II and III*, from the international website.

*Constantly refer to DKG NJ and DKG websites for Deadlines Calendar and the Chapter Leaders Calendar found on the DKG site for important dates and application opportunities for members. (Revised: 9-3-23 / IM)*



# Month-by-Month Guide for Chapter Presidents

## 2022-2024 Biennium

7

- Report to your chapter on the ideas received from the state convention and implications for the future growth of your chapter's activities.
- Continue developing plans for excellent chapter representation at the international Conferences/conventions.
- If you have members who are moving and will transfer, be sure to explain the procedures for transferring.
- Welcome and involve each new inductee into your chapter activities. Get them involved at the chapter level as active members.

### June 2023

- **Deadline Date: June 1<sup>st</sup>** – Submissions to *The Bulletin*
- **Event: June 8<sup>th</sup>** – Transitional meeting for state officers and state committee Chairs.
- **Deadline Date: July 15<sup>th</sup>** – Submission of Yearbook information to state yearbook chair.
- Summarize activities of the year for the history of your chapter. Remember that you will need to write a summary of the biennium for the next state convention, this is a great place to begin.
- **Deadline Date: June 30<sup>th</sup>** - payment of membership dues and fees to chapter treasurer. ***If dues are not paid by June 30<sup>th</sup>, the treasurer, after checking with each member, is required to drop the member from the chapter roll due to nonpayment of dues and fees. Do not hold up sending dues to state treasure in efforts to collect dues. If they come in late, it can be handled.***
- Clear all your files of all unnecessary letters and out-of-date materials and forms. Remind the treasurer and membership chair that obsolete forms should be discarded.
- Meet with your executive board concerning plans for the coming year.
- Provide opportunities for recognition and appreciation of members' contributions to the profession, community, and the Society at all levels.
- The new state president will have her biennium dates posted on the DKGNJ web page by the first August of her biennium.

***Year Two of Your Biennium – this will need to be updated due to new state leadership and dates to add and other dates to adjust.***

### July 2023

- **Event: Northeast Regional Conference: Phoenix, AZ & Detroit, MI**
- **The fiscal year begins July 1<sup>st</sup>! Incoming state president begins her term for the state biennium.**
- **Deadline Date: July 15<sup>th</sup>** – Yearbook information due to state yearbook chair.
- **Deadline Date: July 15<sup>th</sup>** – Chapter treasurer's Form 15 and IRS Form 990n due.
- All state officers and state committee chairs will change for the 2023-2025 biennium.
- Order all supplies needed for all new members and in-chapter inductions.
- Meet with officers, chairs and committees to set goals and plan the year's activities. Use and review the chapter strategic plan and the chapter rules when making plans.

***Constantly refer to DKGNJ and DKG websites for Deadlines Calendar and the Chapter Leaders Calendar found on the DKG site for important dates and application opportunities for members. (Revised: 9-3-23 / IM)***

# Month-by-Month Guide for Chapter Presidents

## 2022-2024 Biennium

8

### August 2023

- Form 18 and other related materials will be mailed from Society Headquarters to your treasurer this month. One of these is for you. You and the treasurer may wish to check the membership list to determine if it agrees with the chapter records, including yearbook information.
- Help the finance committee prepare the annual budget to present to the chapter for the adoption
- If you have not invited the state president or her representative to a chapter meeting, plan to do that now.
- Encourage appropriate chairs and officers to attend the September meeting.

### September 2023

- **Event:** CTAUN website: [www.teachun.org](http://www.teachun.org) Upcoming events (postponed from May)
- **Deadline Date: November 1<sup>st</sup>** – application for Lucile Cornetet Individual Professional Development Award
- **Deadline Date: By September 1<sup>st</sup>** – Form RBL-1 due to DKGNJ Rules and Bylaws committee chairs.
- **Deadline date: Professional Growth Stipend:** December 15 of each year of a DKGNJ biennium and September 1 of the second year of each biennium.
- **Event:** Attend the state meeting, September 9<sup>th</sup>, at Steinert High School, Hamilton, NJ. After attending have all committee chairs and officers report back to membership actions and important information from the meeting.
- Check to be certain that you have the new 2023-2024 list and contact information of the newly elected DKGNJ Executive Committee and Chairs, and phone chain used for emergencies.
- Work with the chapter treasurer to encourage members to pay dues and fees.
- Keep in mind the goals set forth by the incoming state executive board.
- Be certain to read each issue of the international *President's Page, Get Connected, DKGNJ Newsletter, and DKG News*. Share pertinent information and dues dates with your chapter. These documents are found on the state (<http://dkgalphazetastate-nj.weebly.com>) and international (<http://www.dkg.org>) websites.
- Ask your communications committee to send news of the chapter activities, programs, and projects to the state communication committee for our *DKGNJ Newsletter* and to newspapers to market our organization. Try to include the website addresses of your chapter, the state and international.

### October 2023

- **Deadline Date: October 1<sup>st</sup>** – submission to *The Bulletin*
- **Remind members** – all dues are collected by **October 31<sup>st</sup>!!** Members must be personally contacted prior to being dropped from the role for nonpayment of dues, so contact them before the 31<sup>st</sup>.

*Constantly refer to DKGNJ and DKG websites for Deadlines Calendar and the Chapter Leaders Calendar found on the DKG site for important dates and application opportunities for members. (Revised: 9-3-23 / IM)*



# Month-by-Month Guide for Chapter Presidents

## 2022-2024 Biennium

9

- **Deadline Date: January (Date TBD, see attachments)** - submissions for **DKGNJ fall Newsletter** due to state communications chair/editor
- **Reminder:** Check with the treasurer to make sure that **IRS Form 990** has been filed by the **November 15<sup>th</sup> deadline.**
- **Reminder:** **Rose Award** information to state special awards committee chair - **due Feb. 1<sup>st</sup>, 2024.**
- **Reminder:** **Dedicated Service Award** information to state special awards committee chair - **due Nov. 8<sup>th</sup>, 2023.**
- Reorientation for all members is a continuous activity. Do it in sections at meetings, not necessarily all at once. Use **Sustaining Pride in the Big Picture** for ideas. Can be downloaded from DKG.org>Resources>New member dashboard>Orientation/reorientation
- Check with the chapter recording secretary that all minutes are preserved and include the acceptances of invitations, individuals requesting a status change, as well as resignations.
- Update the chapter transition calendar for the next biennium president.

### November 2023

- **Deadline Date: November 1<sup>st</sup>** – Lucile Cornetet Professional Development Seminar Award application
- **Deadline Date: November 15<sup>th</sup>** – submission of chapter dues to the state treasurer
- **Deadline Date: Feb. 1st** – Rose Award information due to state special awards committee chair.
- **Remind** members of the availability of international scholarships. Application forms must be postmarked by no later than **February 1<sup>st</sup>!**
- **Remind** members that applications for Leadership/Management seminar must be postmarked no later than **December 1<sup>st</sup>!**
- The interactive Annual President's Report Form is emailed to presidents from international. When completed, they are submitted to international via email – contact state president to let her know you submitted your form. Necrology will also receive a form from international.

### December 2023

- **Deadline Date: December 1<sup>st</sup>** – DKG Ignite: Leaders Empowering Leaders Program application. (Previously called the Golden Gift)
- **Deadline Date: December 15<sup>th</sup>** – submission to *The Bulletin: Collegial Exchange*
- **Deadline Date: December 15<sup>th</sup>** – DKGNJ Elizabeth Bozearth State Scholarship application
- **Deadline Date: December 15<sup>th</sup>** – Margaret Abel Scholarship Award application
- **Deadline Date: December 15<sup>th</sup>** – DKGNJ Personal Growth Stipend
- **Remind** all chapter officers and essential committee chairs to attend the up-coming DKGNJ meeting in January (January 6<sup>th</sup>, 2024)
- Enjoy your holiday!

*Constantly refer to DKGNJ and DKG websites for Deadlines Calendar and the Chapter Leaders Calendar found on the DKG site for important dates and application opportunities for members. (Revised: 9-3-23 / IM)*

# Month-by-Month Guide for Chapter Presidents

## 2022-2024 Biennium

10

### January 2024

#### CONVENTION Countdown!!

- **Deadline Date: March 1st** – Educational Project Award applications
- **Deadline Date: January (Date TBD, see attachments)** - submissions for **DKGNJ winter Newsletter** due to state communications chair/editor
- **Event – January (Date TBD) – CTAUN / UN Conference**, United Nations, New York City. Pre covid was always held in January. This has changed to events throughout the year. Check out the **CTAUN** website: [www.teachun.org](http://www.teachun.org) for current info & lessons!
- **Event** – Attend the DKGNJ State meeting (January 6<sup>th</sup>, 2024)
- **Remind members** that international scholarship applications must be postmarked no later than **February 1<sup>st</sup>**.
- **Reminder:** Rose Awards information to special awards committee chair. **Due February 1<sup>st</sup>**.
- **Reminder:** Check the international website ([dkg.org](http://dkg.org)) for the International Convention registration. **National Harbor, MD, July 9-13, 2024.**
- **Reminder: Due March 1<sup>st</sup>:** DKG International Project Awards (for members & nonmembers) Check the international website for info!
- Review the chapter responsibilities for the state convention. Have a plan.
- If the chapter has not already invited the new state organization president or her representative to a meeting during this biennium, now is a good time to extend the invitation.
- Complete your Chapter Report Form, send it to international, check with your membership chair and treasurer to see if their forms are completed and sent to the state membership chair and state treasurer.
- Stress the importance of attending state conventions and the international convention/conference! Share available information with your members. Try carpooling to the state convention and possibly room sharing to cut costs and have more fun. Share a room at the International Convention/conference!
- Check with the chapter membership chair to make certain the **Chapter Member Application (Old Form 11)** are being completed with the inductees.
- Work with membership chair, and any other members who want to help, to plan and prepare the one (1) hour orientation meeting for inductees. Follow the New Membership Plan for orientation meetings that can occur throughout the year. If you are only having members initiated during our state convention, you should still follow the recruitment plan throughout the year and prepare for the state initiation as directed by the state membership chair.
- Start preparing your end of **biennium chapter review due in February**. Submit it whenever it is complete.

### February 2024

- **Deadline Date: February 1<sup>st</sup>** – Chapter Reports are due to the state president.
- **Deadline Date: February 1<sup>st</sup>** – Chapter Necrology Reports (Form 2) due to state organization membership chair.

*Constantly refer to DKGNJ and DKG websites for Deadlines Calendar and the Chapter Leaders Calendar found on the DKG site for important dates and application opportunities for members. (Revised: 9-3-23 / IM)*

# Month-by-Month Guide for Chapter Presidents

## 2022-2024 Biennium

11

- **Deadline Date: May 1<sup>st</sup>** – Application for the Lucile Cornetet Award for Professional Development.
- **Deadline Date: February 1<sup>st</sup>** – All chapter membership information for inductees due to state organization membership chair.
- **Deadline Date: February 1<sup>st</sup>** - Rose Awards information to special awards committee chair.
- **Deadline Date: February 15<sup>th</sup>** – **Send to state president** – your end of biennium chapter review. Don't be late, it has to go to print in the convention booklet soon.
- Prepare for the Celebration of Life Ceremony at the state convention. The state necrology chair must receive all tributes and pictures by **March 1<sup>st</sup>, or earlier**.
- **Continue to encourage** your members to attend the state convention in Somerset, NJ and the international convention in National Harbor, MD.
- Check with the treasurer to make certain a chapter president's pin has been ordered.
- Begin organizing necessary supplies for the state convention and for your chapter responsibility for the convention.
- Finalize everything needed for your chapter responsibilities at the state convention.

### March 2024

- **Deadline Date: March 1<sup>st</sup>** – deadline for Celebration of life tributes and pictures.
- The **election of chapter officers should occur early in the year**, even though terms begin **July 1<sup>st</sup>**. March is the best time for the election so the incoming officers can prepare for their biennium and become oriented to their responsibilities. Installation may come later in the spring.
- Make sure that Form 6 (for deceased members) has been sent to international so the names can be listed in the international convention memorial booklet.
- Review the chapter's responsibilities for the state convention and prepare to attend.

### April 2024

- Plan a formal installation of the new chapter officers. Ceremonies are found in the Ceremonies booklet or online.
- Your own personal concern and contact are important in keeping members involved in chapter meetings and activities. If any member has been absent, give her a personal call.
- Attend the state convention at the Doubletree in Somerset, NJ: April 12, 13 14, 2024
- Prepare all your new officers to attend the June state leadership meeting. It is **VERY IMPORTANT** they all attend as a team.

### May 2024

- **Deadline Date: May (Date TBD, see attachment)** - submissions for **DKGNJ spring Newsletter** due to state communications chair/editor
- **Deadline Date: May 1<sup>st</sup>** – Application for Lucile Cornetet, Individual Professional Development Award.
- **Deadline Date: May 15<sup>th</sup>** – submission to *The Bulletin*
- **Deadline Date: May 15<sup>th</sup>** – **Make certain the list of newly elected officers**, Reporting Chapter Officer Form, is sent to international and the state president.

*Constantly refer to DKGNJ and DKG websites for Deadlines Calendar and the Chapter Leaders Calendar found on the DKG site for important dates and application opportunities for members. (Revised: 9-3-23 / IM)*

# Month-by-Month Guide for Chapter Presidents

## 2022-2024 Biennium

12

- Include recognition of Founder's Day, May 11<sup>th</sup>, in your May chapter meeting program of materials obtainable from *Our Heritage, Volumes I, II, and III*.
- Report to your chapter on the ideas received from the state organization convention and implications for the future growth of your chapter's activities.
- Include and support new inductees in chapter activities and positions.
- Continue developing plans for chapter participation at the international convention.
- If you have members who are moving, and will have to transfer, be sure to explain to them the procedures for transferring.
- Update your chapter's history.

### June 2024

- **NEW!!** **Deadline Date: July (Date TBD, see attachment)** - submissions for *DKGNJ summer Newsletter* due to state communications chair/editor
- Prepare a transition calendar for your new chapter president.
- Spend time with the new president to help them become oriented with the responsibilities and with the resources.
- Clear and organize your files. Remind the treasurer and membership chair that obsolete forms should be discarded. A retention of items for the chapter is listed in this manual.
- After the state leadership meeting in June, meet with the new executive board to discuss plans for the coming year with them. Suggest it is time to review and update the chapter Strategic Plan.
- Give the incoming president your files (on a flash drive) and assistance.

*Thank you for your willingness to service as your chapter's president!*