

# OFFICER *news*

## ALL COUNCIL OFFICERS

**Officer Training Hours:** Thank you to everyone that attended Officer Training Hours! Your attendance and feedback are much appreciated and will help us create impactful trainings and programs for future Officer Experiences. Missed Officer Training Hours or want to review the information? Click the links below to head to the Resource Library!

- [President Recording | Slide Deck](#)
- [Vice President Recording | Slide Deck](#)
- [VP-Events and Programming Recording | Slide Deck](#)
- [VP-Finance Recording | Slide Deck](#)
- [VP-Inclusion Recording | Slide Deck](#)
- [VP-Learning and Development Recording | Slide Deck](#)
- [VP-Recruitment and Marketing Recording | Slide Deck](#)
- [Panhellenic Delegate Recording | Slide Deck](#)

The password for all recordings is **officer22**.



Zeta Mu-Towson

**Officer Experience Pre-Assessment:** Have you taken the **Officer Experience Pre-Assessment** yet? This assessment gives you some time to think critically about your current skills and knowledge as they relate to your officer role. It's not a test, it's a way for you to help us understand where you are in your of your position. Once you complete the Officer Experience post-assessment, we'll analyze the pre- and post-assessments to find which areas of the Officer Experience were most beneficial or need to be revised. Try to answer each question with self-awareness of your strengths and weaknesses, and of course, all individual answers and data are confidential and will only be used to determine how we can make the Officer Experience relevant and impactful during your term! If you missed the original deadline of February 15, no worries! The deadline has been extended to March 15, 2022.



Eta Alpha-Texas A&M/College Station

# ALL COUNCIL OFFICERS (continued)

**Officer Meetups:** Looking for even more connection with other officers after Officer Training Hours? You're in luck! Throughout April, you're invited to attend Officer Meetups! These meetups won't focus on tactical training, but instead give you a chance to chat with other like officers from across the country. Curious what another chapter does for Shamrock events? What about chapter meeting best practices? How are other officers translating their experiences to leverage their skills as an officer into an internship or a career? All of these and more can be discussed at Officer Meetups! Registration is open, so click your officer link below to sign-up!

- **President: April 5 at 7 p.m. CST**
- **Vice President: April 6 7 p.m. CST**
- **VP-Events and Programming: April 7 at 7 p.m. CST**
- **VP-Finance: April 12 at 7 p.m. CST**
- **VP-Inclusion: April 13 at 7 p.m. CST**
- **VP-Learning and Development: April 14 at 7 p.m. CST**
- **VP-Recruitment and Marketing: April 19 7 p.m. CST**
- **Panhellenic Delegate: April 20 at 7 p.m. CST**

## *council* COLLABORATION

### VP-RECRUITMENT AND MARKETING & VP-LEARNING AND DEVELOPMENT:

**Recruitment Surveys:** Congrats to our chapters who have completed primary recruitment and COB! We have three recruitment surveys that your new and initiated members will need to complete following primary recruitment:

- **New-Member Recruitment Survey** (Taken during Stage 1.)
- **Initiated Member Recruitment Survey** (Taken during first chapter meeting following primary recruitment.)
- **Newly-Initiated Member Survey** (Taken during Stage 7.)

### PRESIDENT & VP-FINANCE:

**Billing:** Golden Circle contribution, spring national dues and annual national chapter fees are billed based on the chapter roster as of March 15. Work together to make sure your Nautilus Network chapter roster is up-to date so you are billed correctly. No refunds will be issued if your roster is not correct before March 15.

### PRESIDENT & VICE PRESIDENT:

For chapters extending bids to new members this term – we're so excited you get to expand your sisterhood! Remember, each of you have a role to play in the New-Member Portal. The vice president will manage the portal and the president will approve the new members initiation date after Third Degree. You can follow the steps outlined in the **New-Member Portal Instructions** to make sure you complete each step!

## PRESIDENT

**Roster Management:** If your membership roster has changed, make sure to update it on Nautilus Network! And as you submit resignations/probations, double check that you're marking if members have yet to pay their dues.

**Grade Reports:** Quick reminder to send your chapter's fall 2021 grade report to your LDC once you receive it from your university!

Theta Upsilon-Loyola/Chicago



## VP-EVENTS AND PROGRAMMING

**PCA America:** Next month is Child Abuse Prevention Month! April is a great time to partner with your **local PCA America chapter** to raise awareness and inspire action. You can also order pinwheels for PCA America's Pinwheels for Prevention Campaign. Find more information on how to order [here!](#)

Hosting a Shamrock event to raise awareness of your local beneficiary? Check out these resources to make it your best event yet!

- [Sample Donation Request Letter](#)
- [Shamrock Budget Worksheet](#)

## VICE PRESIDENT

**NCDP Action Plan Management:** You should have received an email from your LDC with your chapter's NCDP rubric with NLT feedback. This email also includes a Google Sheet link to your action plan.

We're using Google Sheets so you can update your action plan in real time, allowing governing council, advisors and the division team to check your chapter's progress in real time and be able to support your chapter toward your goals!

Now that you've created your action plan, it's time to focus on the check points! Consider discussing your action plan at a monthly governing council, executive board or CAB meeting. Ask the officer listed in the "Officer Responsible" column to report on the status of the activity. You might learn that some activities have been completed while others you still need some attention, and that's okay! Use this as an opportunity to collaborate as a team and see what you need to do next!

## VP-INCLUSION

**Standards Board Training:** Need to train your new standards board? Check out the **Standards Board Facilitation Guide** and **PowerPoint!** If you have any questions, connect with your LDC.

**Identity Exploration Activity:** Did your chapter have formal recruitment or COB'd this semester? Are you thinking ahead to Stage 7? Us, too! During this stage, you'll facilitate the **Identity Exploration Activity**. Head over to the Resource Library to access the facilitator's guide! This guide provides you with an overview of the workshop, goals, a script, a new-member program evaluation and more.

**Sisterhood:** Hitting that mid-semester slump, overwhelmed with midterms or just looking for some inspiration? Let us help you out! Here are some fun **virtual and IRL sisterhood ideas.**

## VP-EVENTS AND PROGRAMMING (continued)

**Girl Scouts:** As a reminder, all Kappa Delta chapters are required to hold at least one or more Girl Scout event per semester. Be sure to introduce yourself and the director of philanthropy and community service to your **local Girl Scout chapter** and start planning!

It's cookie season! Help sponsor your local Girl Scouts with these resources provided by GSUSA: **Cookie Finder, Girl Scout Cookie Program FAQ, Today's Girls, Tomorrow's Entrepreneurs.**

**Confidence Initiatives Toolkit:** We have some exciting news to share! As the VP-E&P, you are the person that will coordinate and plan events and this includes events that relate to our message of confidence. Many of you have events like confidence week or a way to celebrate the You Make Me Smile Campaign. **This toolkit** allows you to walk through guidelines and considerations to make sure your event is planned and executed as easily as possible!

### Opportunities to Collaborate:

- **VP-Recruitment and Marketing:** Work with the director of social media and marketing to ensure that your Shamrock event, community events and other Kappa Delta sponsored events are being promoted online and in person!
- **VP-Inclusion:** Utilize the DE&I committee to incorporate best practices into all your philanthropy, community service and social events.
- **VP-Finance:** Collaborate with your VP-finance to plan your Shamrock budget with the **Guide to Shamrock Finances.**

## VP-LEARNING AND DEVELOPMENT

**New Member Experience:** To those of you who are welcoming new members into your chapter this spring – remember that you have your SET leaders to help you with the new member experience! Keep the new members engaged and excited throughout the spring term and start thinking about ways you can continue to keep them involved over the summer – it's never too early to start planning.



Delta Mu-Newberry

Beta Alpha-Virginia



## PANHELLENIC DELEGATE

**Questions or Concerns?** Please contact your Panhellenic specialist if you have any questions or concerns regarding recruitment, resetting total, changes to bylaws or other governing documents. The Panhellenic specialist team is listed below:

- Divisions 1, 4, 17 – Samantha Dutton, [samanthakd1897@gmail.com](mailto:samanthakd1897@gmail.com)
- Divisions 2, 7 – Heather Strobe, [heather.strobe@wku.edu](mailto:heather.strobe@wku.edu)
- Divisions 3, 11, 18 – Kim Ryan, [kimfloodryan@aol.com](mailto:kimfloodryan@aol.com)
- Divisions 5, 6 8 – Cheryl Sizer, [csizerkd@gmail.com](mailto:csizerkd@gmail.com)
- Divisions 9, 13, 15 – Karen Fesmire, [vuktf@aol.com](mailto:vuktf@aol.com)
- Divisions 10, 12, 14 – Corre Stegall, [corre@LaTechalumni.org](mailto:corre@LaTechalumni.org)
- Divisions 16, 19 – Julie Johnson, [jjohnsonkd@gmail.com](mailto:jjohnsonkd@gmail.com)

## VP-RECRUITMENT AND MARKETING

**Recruitment Workshops:** Have you worked with your VP to schedule recruitment workshops for the month? It might be something to consider if you're a fall primary recruiting chapter! You can use the **Recruitment Workshops** resource as a guide, or you can reach out to your CMS for more ideas! Check out the **Recruitment Responsibilities Month-by-Month** resource which includes separate timelines for fall primary and deferred primary recruitment for additional information.

**How to Market the KD Experience:** Collaborate with the director of social media and marketing on ways to showcase your chapter's unique KD experience! We know this can be a handful, so we created a few resources to get you started. The **Director of Social Media and Marketing Guidebook** is a new resource specific to the position! It includes tips and tricks on how to effectively combine marketing, sisterhood, digital strategy and social media. Below are two important resources included in the guidebook that we encourage you to incorporate in your planning efforts:

- **Kappa Delta and Navigating the Digital World**
- **Example Social Media Content Calendar**



## VP-FINANCE

### FAQ's During the Budget Process

**What is a fiscal year?** A fiscal year is a one-year period that companies use for financial reporting and budgeting. It spans twelve months and corresponds with a company's financial reporting periods. Sometimes, a fiscal year may differ from a calendar year. Kappa Delta chapter's fiscal year is July 1, 2022 – June 30, 2023.

**What if you have a question and you can't find it in the Budget Committee Guide or the VP-F Guidebook?** Ask your CAB-F! If neither of you know, then reach out to your CAS.

**When is my budget due?** Your CAS should let you know when to have your final draft sent to her. You should have everything finalized no later than the start of the fiscal year, July 1, 2022.

**I'm done meeting with my budget committee and finished my last draft.**

**Now what?** Have your CAB-F send your final draft to your CAS, copying you. You will work with her to make all final edits. Be diligent in responses to questions and feedback from your CAS. The sooner you can respond to her requests, the sooner she can approve your budget.

**My CAS has approved my budget! Now what?** Get chapter approval using the **2022-2023 Chapter Budget Presentation**.

Before sharing this with the chapter, make sure your CAB-F and CAS reviews the presentation. Once the budget has been approved, upload it to Nautilus Network and Billhighway. **This tutorial** on budgeting walks through the process to create or edit a budget in Billhighway.