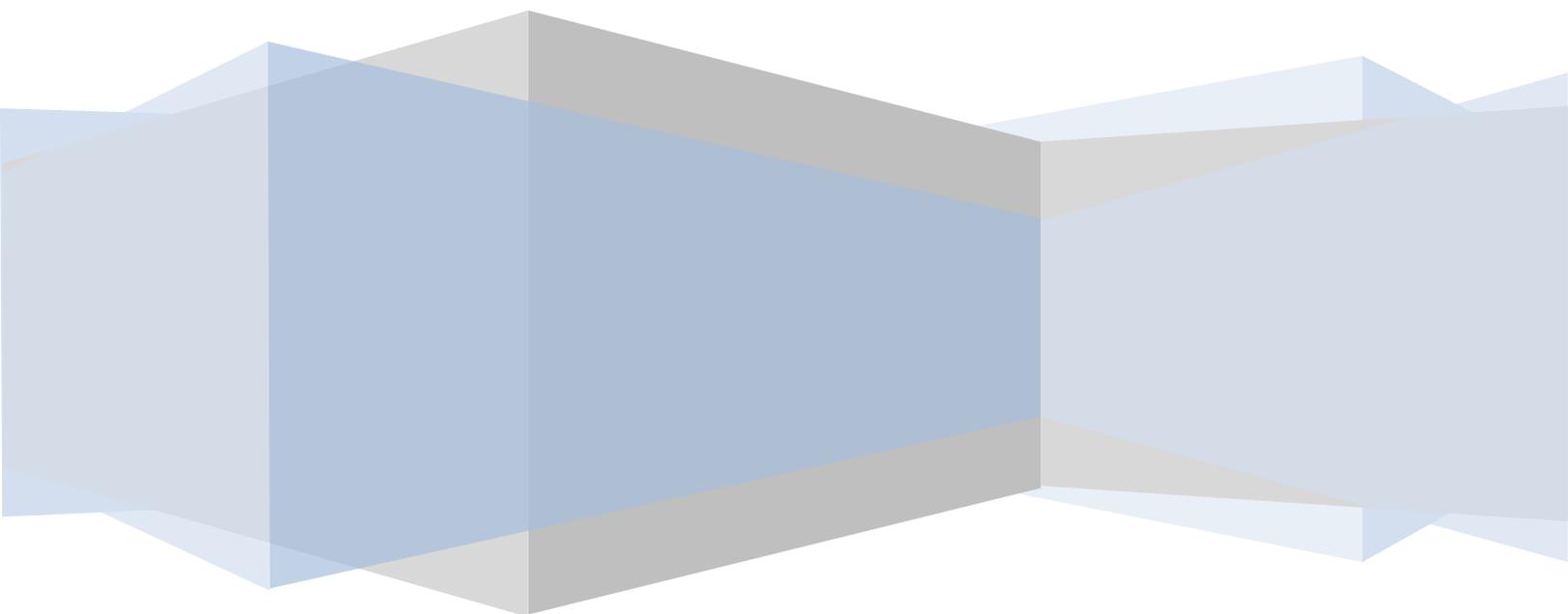


Pi Kappa Delta

A GUIDE FOR PROVINCE OFFICERS

Helping Your Organization Flourish

*Prepared by the National Council of
Pi Kappa Delta*



A Guide for Province Officers

Prepared by the National Council of Pi Kappa Delta

Introduction

The National Council believes that the officers of the provinces of Pi Kappa Delta play an important role in the success of the overall organization. However, there are times when individuals serving in positions of leadership require knowledge of the overall Pi Kappa Delta organizational structure. Therefore, this handbook should help to supply useful information for province officers as they carry out their duties.

Important Items & Time Line

When Province officers are elected these are several steps that should be taken immediately:

Provide the names, addresses, phone numbers, e-mail, and local chapters of newly elected officers to the following members of the National Council (President, Secretary-Treasurer, National Office Secretary, and Province Coordinator).

Select state liaisons, if applicable or desired.

Transfer all records/files from past to newly-elected officers. It would be wise for each officer to create a “portfolio” of information to be presented to the new officer at, or shortly after the province tournament or when they are elected.

Compile a current list of chapters, advisors, mailing addresses, e-mail addresses, and telephone numbers. Note any anticipated changes in advisors.

Create an account at a bank for your Province. When rebate checks are sent, cash them immediately.

Convention/Tournament Year

Monthly Things to Do:

September

- Send letter to all chapter requesting information on chapter advisors (sponsors), active members, and plans for attending the national convention/tournament.
- Local chapters should be reminded to send annual reports to the national Secretary-Treasurer. (Use the information gathered to compile a province directory)

October

- Send province newsletter to all chapters with information about the national tournament (convention/tournament or NCT)
- Develop plans for provincial involvement at the national convention/tournament.
- Distribute the Province Directory to officers. Additionally, copies of the directory can be sent to chapters in your province, if desired. Preferred method is electronically to be environmentally conscious.

November

- Contact State Liaisons to assess status of chapters.
- Encourage chapters to attend the national convention/tournament or NCT.
- Determine if charter buses, group air travel, etc., would be beneficial for your province.

December

- Encourage individuals in your province to submit program proposals for the annual National Communication Association Convention to the Primary Planner for Pi Kappa Delta. Deadline for submissions is usually in mid-February for next year's convention.

January

- Contact chapters and encourage them to send in their tournament registration forms.
- Encourage local chapters to send in memberships early. There is always a rush on National Convention years to enroll members; the National Secretary-Treasurer is better able to service the needs of local chapters when they send in memberships early.
- Contact Chair of the Charter and Standards Committee if new chapters will be installed from your province.

February

- Contact each chapter in your province to cover final plans for attending the convention and solicit items for province meetings.
- Recruit slate of candidates for province officer elections, if applicable.

March

National Convention & Tournament

- Attend the business meetings.
- Attend the Governor's meeting.
- Consult with Charter and Standards Committee on problem chapters.
- Preside at province business meeting
- Begin plans for province convention and tournament.
- Determine site and date
- Select tournament manager/host.
- Submit resolutions to the Resolutions Committee for the Province (e.g., "Thank you to the host province," "commendations," "recommendations." etc.).

April

- Verify that province secretary-treasurer will send annual financial report to the national secretary-treasurer by May 1st.

- If your province wishes to submit a bid for one of its member schools to host the National Convention and tournament or NCT, all relevant information must be in the hands of the Site Selection Committee Chair/President-Elect by April 15th.

May

- Communicate concerns to members of National Council prior to the Summer Council meeting.

*For the following year, repeat all items listed above that are not specifically related to the National Convention.

Non-Tournament Year

September

- Begin specific work on the province convention and tournament. Appoint province tournament and nominating committees.
- Verify location of the tournament and inform the National President, Secretary-Treasurer, and Province Coordinator.
- Send information about new chapter sponsors' names and addresses to the national Secretary-Treasurer.

October

- Develop and distribute a province directory. Send a newsletter to province chapters encouraging support of the province tournament.

January

- Encourage chapters to submit membership applications for new initiates.

February

- Receive committee reports regarding nominations and other matters of importance to province structure.

At the Province Convention & Tournament

- Assume responsibilities as tournament chair or co-chair.
- Conduct business meetings.
- Arrange for convention and tournament pictures.
- Send pictures of new officers and students awarded superior ratings to Editor of The Forensic.
- Arrange for transition of responsibilities to new officers, when appropriate.
- Send names of new officers to National President, National office Secretary, Secretary-Treasurer, and Province Coordinator.

Sources of Information/Assistance

Request:

To obtain forms, supplies, procedural information.

To get information on the status of inactive or probationary chapters.

To obtain permission for special procedures, such as transfer of chapters from one province to another.

To assist prospective chapters and petitioning groups.

To submit news, articles, scholarly manuscripts, Reports on province tournaments.

To get information about improvements in the provinces.

To submit programs for the NCA.

To submit bids for the National Convention/Tournament or NCT.

To submit suggestions for the improvement of the Honorary.

To request letters of congratulations or commendation.

To inquire about an item in Pi Kappa Delta history.

To request information about the National Convention/Tournament or NCT.

To suggest changes in the constitution.

Source:

National Office Secretary
National Secretary Treasurer

Charter & Standards Coordinator
National Secretary Treasurer

National President
Province Coordinator

Charter & Standards Coordinator
National Secretary-Treasurer

Editor of *The Forensic*

Province Coordinator

Immediate Past-President

President-Elect

National President

National President

Historian

National Tournament Director

National Secretary-Treasurer

To nominate individuals for Pi Kappa Delta
Hall of fame or other PKD national awards.
To nominate individuals or chapters for Pi Kappa
Delta province awards.

Historian

Province Coordinator

The Work of the Governor

The constitution sets forth certain responsibilities for Province officers. The Forensic regularly carries notices of importance, so the Governor and Province officers should read each issue thoroughly and keep a file of copies. The Governor should also join the PKD list-serve.

Communication

Communication is one of the keys to a vigorous organization. This means regular communication by the governor with the National Council and with chapters of the Province.

To assist the Governor in his/her role are the officers and the state liaisons. These liaisons are charged with the responsibility of knowing the status of chapters in their states and keeping the Governor apprised of any changes in personnel.

Frequent, continuing, personalized contact with the chapters of the Province is one of the best ways a Governor can lead. Copies of the Governor's correspondence with National Officers, when applicable, can often be of great help to other officers and committee chairs in the province.

Correspondence

Early in the Fall, the Governor should communicate with the chapters in the Province to receive reports of changes in advisors (sponsors), plans for the year, and help with any problems that may arise. The first communication should probably be more than a postcard request and should be followed with a second letter. Sponsors (advisors) are always busy and may think that if they send in their National Fall Report, the Province Report is unimportant. However, the Governor can well use this first contact to get information as to the state of the province and also to disseminate information about Pi Kappa Delta procedures to new chapters and sponsors.

Turnover of about one third of forensic directors in a two-year period is about normal, and departing sponsors may not have been careful to educate their successors. Much of the orientation work therefore falls to the Governor and State Liaisons. They may not want to include large amounts of elementary information in the first contact letter, but can follow up with a second letter for the new directors. In general, the Governor should keep all sponsors informed. Specifically, chapter sponsors should be reminded to

1. Send in National and Province Fall reports.
2. Attend the general PKD meeting at the NCA Convention.
3. Re-read the Constitution to make sure the chapter is fulfilling its obligations.
4. Note the importance of all chapters to attend Province tournaments.
5. Observe National regulations on membership and National chapter fees.

Other opportunities for contact may come in the form of requests for nominations for Province elections, letters of congratulations to chapters attaining outstanding records, or, conversely, letters of encouragement to inactive groups, along with suggestions for activities.

Whenever the opportunity arises, the Governor should make personal contacts with chapters. Speeches at Spring Banquets, conducting initiation ceremonies as a guest officer, presiding at installations for new chapters, as well as attendance at the tournaments sponsored by PKD schools are all ways in which the Governor can help unite chapters and inspire loyalty to the organization.

The importance of working with new chapter sponsors cannot be overemphasized. Many sponsors will not be members of Pi Kappa Delta and will not understand its operation or its philosophy. A chapter can thus easily atrophy because the sponsor does not promote PKD activity.

Often a new forensic director is hesitant to ask for help and does not know where to go for information. The Governor can be of real service by offering definite advice and assistance. Even such simple matters as providing the address of the National Office, lending some back copies of *The Forensic*, and informing the National Secretary-Treasurer of the name and address of the new sponsor, are useful aids.

Province Directory

After the initial letter requesting information, the Governor should have the Secretary-Treasurer of the Province prepare and distribute a Province Directory. As the National Directory is not compiled until late fall, a Province Directory would be most useful early in the school year. This directory could be a printed copy or even distributed via e-mail.