

## **DUTIES OF REGIONAL DIRECTOR**

Be an inspiration to the members of your Region. Encourage the Chapters and offer your assistance. Let them know you are willing to help in any way. Endeavor to keep harmony within the Chapters and your Region.

Immediately following your Regional Meeting, notify the National President, National Corresponding Secretary and National Historian of the Regions's newly-elected officers, their addresses, phone numbers and Chapter affiliation.

The Regional Secretary-Treasurer should send minutes within two (2) weeks following your Regional Meeting. These minutes are to be sent to the National President, National Vice-President your Regional Officers and Presidents of all Chapters within the specific Region. If these minutes are not done, it is your responsibility to complete them and forward to the appropriate Officers.

Keep a file of the Chapter's minutes. Chapter Secretaries are to send these within two weeks following their business meeting. If a Chapter meeting is not held, then the Secretary should forward a notification stating so along with the reason. If minutes become overdue, please contact the Secretary and ask for them.

Send a quarterly "newsletter" or an informational letter to your Chapters. Also, send a copy of it to the National President, National Vice President and the other Regional Directors of Kappa Delta Phi.

Send congratulatory messages to newly-installed Chapters of your Region if unable to attend their installation. Forward a copy of the Regional By-laws to the newly-installed Chapter. Assist the Counselor with her position.

Send welcome notes to new members of your Region (obtain information from PCT). Do write to your National President periodically. Remember, you are the link between her and the Chapters of your Region.

Be familiar with the duties of all Regional Officers. Keep in contact with your Officers and bridge the unity of your Region. Offer your assistance and work as a team. It is a good idea to hold a meeting of your Regional Officers prior to and following your Regional Meeting.

Visit Chapters when instructed to do so by the National President. Make arrangements with the Chapter 30 days prior to visit. Take a copy of their By-laws. Send the Chapter visit report to the National President, keeping a copy within your files.

Contact Hostess Chapter to offer assistance and to receive information concerning Regional meeting. Work with them to schedule appropriate amount of time for business meeting, workshop and Officers' meetings.

Inform Hostess Chapter that they are to send information pertaining to the upcoming Regional meeting to the National Corresponding Secretary and National President for publication in the Monthly Bulletin.

Encourage Chapters to participate in Regional nominations and elections. Election of Officers to take place at the Regional meeting.

Advise Chapters if they wish to present amendments to Regional By-laws, to whom they should send meeting deadline dates according to your Regional By-laws.

The Regional Secretary-Treasurer should submit the proposed By-laws to the National Vice President, who is Chairman of the National Judicial Committee (3 copies are to be sent). In the event the Secretary-Treasurer ends her term following the Regional meeting, she should submit the By-laws for approval to the Judicial Committee and ask them to be returned to the newly-elected Secretary-Treasurer. It is the responsibility of the Regional Director to work with the new Secretary-Treasurer to complete the distribution of approved amendments to all Regional Officers and Chapter Presidents.

Check your Regional By-laws and/or guidelines as to the details of Regional Charity Project.

Forty-five(45) days prior to Regional meeting, request the following information from your Chapters: name of Chapter, number of active members, number of associate members, number of new members since previous Regional meeting and number of *PLEDGES*. This information is to be reported at the Regional Business Meeting.

Request financial reports from your Chapters and submit to the Chairman, National Board of Directors, prior to May 15<sup>th</sup>.

Write Convention report and submit with photos to the National Historian immediately following your Regional Convention. This will be published in the Kadelphian.

#### EXPENSE OF YOUR OFFICE

1. Postage
2. Supplies of your office
3. Registration fee for your own Regional meeting
4. Mileage at 20 cents per mile, round trip to own Regional meeting
5. Hotel at single rate for one meeting
6. Any other expense authorized in advance by the National President or as prescribed in National By-laws

National will not pay for scrap books, Christmas cards and postage on same, gifts to Officers of Chapters or Region, copies for Regional Conventions. These are things that should be covered by the Region or by the Officers themselves and claims for expenses incurred in office to be sent upon request of National office.

#### VACANCY

In the event of a vacancy of a Regional Director, the National President must be notified immediately so that she may make the appointment to fill the unexpired term; except where Regional By-laws provide for filling vacancy.

#### FILES

Transfer files at the Regional meeting or within 30 days following installation. General correspondence shall be retained for two years. Other documents to be retained indefinitely.

### NATIONAL CONVENTION

Encourage your Chapters throughout the year to be represented at National Convention. Suggest money-making projects, sharing rooms/travel to help cover expenses and to instill camaraderie.

If, at all possible, try very hard to attend National Convention. As Regional Director, you have a vote in the business. Your vote should be given as Director of your Region.

All current Regional Directors will be invited to attend a meeting with the National President and National Vice President. Be prepared to ask questions and contribute information pertaining to your office and Region.

Send a copy of your annual membership report given at Regional Convention to the National Vice President as soon after meeting as possible.

Send any suggestions pertaining to expansion to the National Vice President. All ideas merit due consideration if they are for the betterment and expansion of Kappa Delta Phi.

### INSTALLING NEW CHAPTER

Be familiar with the procedure for installing a Chapter. (Copy of instructions for installing Chapters should be in your files. If not, request one from the National Vice President.) Assist in seeing that the Constitution and By-laws and Ritual are followed.

Work with your Regional Director/Counselor to see that a newly-installed Chapter is receiving adequate instructions and aid to make a sound organization.

### EXPANSION

The Regional Director will forward names and addresses of new associates and members who have moved outside Chapter areas. Contact these members to encourage expansion. Also, keep in constant contact with Chapters for expansion leads. Furnish your National Vice President with copies of all letters written to prospective members. (Contact friends and social groups in your area for possible expansion.)

**DUTIES OF REGIONAL SECRETARY-TREASURER**

Be sure all files pertaining to your office are transferred at Regional meeting.

ANSWER ALL CORRESPONDENCE IMMEDIATELY

Notify all Chapters within Region of monies due at least 30 days prior to Regional meeting.

Collect all monies that are due your Region. Pay all obligations of your Region upon approval. Keep a complete file of all treasury accounts.

Immediately following National Council (each year), correct Regional By-laws to conform with the National By-laws.

Forward three (3) copies of all amended by-laws or revisions to the National Vice President (Chairman of the National Judicial Committee) within 30 days following Regional meeting. Upon receipt of any corrections or suggestions from the National Judicial Committee, notify Chapter Presidents and Regional Officers.

Record minutes of your Regional meeting and forward a copy to the National President immediately following Regional Convention. Also, copies of the Regional minutes are to be sent to Chapter Presidents within your Region.

Submit proposed Regional by-law amendments and revisions to the Chapters in the proper time frame prior to Regional Convention as prescribed by your Regional By-laws.

Other duties as prescribed by Regional By-laws.

KAPPA DELTA PHI SORORITY  
\_\_\_\_\_ REGION  
MEMBERSHIP REPORT \_\_\_\_\_ YEAR

Chapters beginning of year \_\_\_\_\_  
Chapters added \_\_\_\_\_  
Chapters dissolved \_\_\_\_\_  
Chapters end of year \_\_\_\_\_  
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TOTAL ACTIVE MEMBERS BEGINNING OF YEAR \_\_\_\_\_

Added members:  
Initiates \_\_\_\_\_  
Transferred in \_\_\_\_\_  
Reinstated from associate \_\_\_\_\_  
Reinstated from dropped \_\_\_\_\_

Less members:  
Voluntary termination \_\_\_\_\_  
Involuntary termination \_\_\_\_\_  
Deceased \_\_\_\_\_  
Transferred out \_\_\_\_\_  
Going associate \_\_\_\_\_  
Going National associate \_\_\_\_\_

TOTAL ACTIVE MEMBERS END OF YEAR \_\_\_\_\_

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TOTAL ASSOCIATE MEMBERS BEGINNING OF YEAR \_\_\_\_\_

Added members:  
Transferred from active \_\_\_\_\_

Less members:  
Voluntary termination \_\_\_\_\_  
Involuntary termination \_\_\_\_\_  
Deceased \_\_\_\_\_  
Reinstated to active \_\_\_\_\_

TOTAL ASSOCIATE MEMBERS END OF YEAR \_\_\_\_\_

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PLEDGES END OF YEAR \_\_\_\_\_

HONORARY MEMBERS INCLUDED IN ABOVE TOTALS

National \_\_\_\_\_  
Chapter – Active \_\_\_\_\_  
Chapter – Associate \_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_  
Regional Director