

THE JIGSAW PUZZLE OF CHAPTER LEADERSHIP TRAINING

PART IV!

Dear Ohio State Organization 2020-2022 Chapter Officers

The puzzle is coming together! Accepting to be a leader in these challenging and eventful times takes a special soul, **and it is YOU!** No doubt your fellow members noticed your quality leadership skills and trust that the chapter will be in the best of hands through your vivid vision, positive patience, and generous grace. Please accept our sincere gratitude for your willingness to serve as chapter officers. You are a gift and a key to the jigsaw puzzle that is “Chapter Leadership Training.”

You will notice this is now Part IV of what this training would/could/and finally looks like through 10 months of planning through very unusual times. Every officer provided voice and experience to make this event happen and I am most grateful for their care.

Here's where our voices led us:

THE ISSUE: Now that OSO Convention is cancelled, how, where, and when to safely present key information to incoming chapter officers as near to the beginning of their biennium as possible while being cognizant of the demands and needs of those presenting information, the health and safety of all, and the ever increasing stress level facing members and their families, the state, and our nation.

THE ANSWER: Present the training through **Zoom on July 29, 2020.**

This letter will explain the format and other key factors.

Session One: 10:00-12:00 Noon

Category	Professional(s)	Minutes
Introduction, Overview, and Protocol	Dr. Lois Harkins, Leadership Chair	10
Goals and Expectations of Chapter Members Gold Key	Diana Kirkpatrick, President	25
Membership and Membership Initiative	Debby Canter, 1st Vice-President	15
Communication and Marketing	Eileen McNally, Chair Communication & Marketing Cathy Tenney, Voice Editor	20
Educational Excellence	Melodie McGee, 2 nd Vice-President	15
Conducting a Meeting and Parliamentary Procedure	Joyce Jones-Weinkam, Parliamentarian	15
Questions and Answers		20

Session Two: 1:00-3:00 PM

Category	Professional	Minutes
Chapter Finance	Diana Haskell	40
Questions and Answers		80

Key Factors

- Become familiar with Zoom by viewing online tutorials and reaching out to friends and family who use Zoom. Helpful online tutorial: <https://youtu.be/6fIYWnfTc5o>
This video is an excellent step-by-step.
- **You will use a link coming via Constant Contact to REGISTER for the meeting(s).** A separate REGISTRATION link will be sent for each session. **OSO strongly suggests that both the President and Treasurer attend Session Two.**
- After submitting the Registration, Zoom will send the official invitation(s). These invitation(s) will have the link to each session.
- The presenters will begin at 10:00 and 1:00. Each officer will present their information in the order listed on the previous page. Please note times are approximate. There will be a slight pause between presenters.
- Participants (you) will use the “chat” feature for questions. When forming your concern, please include the category (e.g. Educational Excellence) along with your question. You might even wish to physically jot down a few notes throughout the presentations for “chatting”. The appropriate officer will respond live to your concern during the Question and Answer Period. Later you may also contact State Officers if you need further information.
- OSO officers are organizing documents to share with you prior to the Zoom meetings. President Kirkpatrick will email these as separate attachments to you and these will also be available on the website. It will be most helpful if you review these ahead of the meeting in order to gain background knowledge. Also, conversations with past chapter officers in regard to these documents will be another helpful strategy.
- These two sessions will be recorded and available by July 31st on OSO’s website and Ohio State Organization of DKG on YouTube. **Please encourage other chapter officers to take advantage of this opportunity.**

Finally, we fully realize this is “where we are for the moment”. With that being said, please recognize we value your contributions and look forward to the day we can physically see you and celebrate your goodness and achievements. Also, we are aware of your sacrifices learning new roles and modes of communication. You truly are an important part of the jigsaw puzzle and we could not promote DKG’s valuable contributions to education without you.

In gratitude

Lois Harkins, Ph.D.
Leadership Chair