



# OFFICER UPDATES

**August 2019**

## **New for FY 2020**

Welcome to the new academic year. We wish you the best as you start the fall term on your campus. We have new materials, opportunities, and programs to aid your circle. Below is a list of the most important updates for the coming year. This list is also available at [odk.org](http://odk.org).

### **Circle Primary Contact List – Circle Visits**

We have assigned every circle a primary contact from the Membership Services Team. Think of this person as your personal representative in the OΔK National Headquarters. The primary contact will be reaching out to you on a regular basis to work directly with you and your circle. The primary contacts will be planning to visit your circle as well as make sure you have everything you need to support your circle. The name and email of your circle Primary Contact are on the [Administration page of the MMS portal](#)

### [Dates and Deadlines](#)

The Dates and Deadlines for most of the scholarships, grants, reports, and financial transactions for the period July 1, 2019-June 30, 2020, are posted. All dates and deadlines are subject to change. OΔK will make every effort to inform the membership and circle leadership in advance of any changes to deadlines.

### [FY 2020 Fees \(with incentive program\)](#)

The FY 2020 Fees Schedule is posted. We have also created an Initiation Incentive program to encourage circles to increase the number and variety of individuals selected for membership.

### [Circle Officer Handbook](#)

The revised Circle Officer Handbook is now a single comprehensive document which combines nearly everything a circle officer needs to know. From the National Bylaws, Policies, and Procedures to best practices for managing a circle, the FY 2020 version is a resource you must have. It is available in a searchable .pdf which can be accessed online, downloaded, or printed. In whatever format is best, the circle should have this document available at all times.

### [Circle Officer Transition and Training](#)

Omicron Delta Kappa requires that circles report new circle officers (circle advisors and student officers) each year. The forms can be found on the Update Leadership page on our website. Once the form is submitted, new officers will be sent a welcome email that will include a link to online training modules. We recommend completing the training within the first two weeks of your appointment. This training will review material ranging from

recruitment, selection, and induction to financial management and best practices. The Circle Officer Handbook will be a digital companion to the training which you can refer back to over the course of your tenure with OΔK.

### [Recruiting Materials](#)

We have received numerous requests for nationally produced recruiting materials. We have designed and posted a series of posters, flyers, and handbills along with our traditional recruitment brochure and welcome card for use by circles. You can view all these materials on the Materials page. You can order brochures and welcome cards. The posters and flyers are a downloadable .pdf format so you can determine what size and how many to print. We also have created social media-ready images for you to post to your accounts. Remember to tag OΔK (#odk, #odknhdq).

### [Circle Minimum Standards](#)

The OΔK Minimum Standards synthesize the various bylaws and policies that require specific action by the circles in one list. These minimum standards will be the basis by which the national organization considers a circle "in good standing." Only circles in good standing will be eligible for Clay Grants, Gift of Membership, and Circle Recognition Awards. Print a copy of the OΔK Minimum Standards for your records.

### [National Invitation to Membership Program](#)

The OΔK National Invitation to Membership Program leverages the resources and prestige of the national organization to assist local circles with recruitment by directly contacting eligible students and their families. OΔK research indicates that many prospective members ignore recruitment notifications from local circles for a variety of reasons. Included in those reasons are 1) the lack of knowledge about OΔK at the national level and 2) belief that there are no benefits to the student beyond the specific campus. The advantages for circles which adopt this program begin with the connection of the potential new member directly to the resources of the National Headquarters. Circles still retain complete control over the selection and initiation of new members, but they are required to follow specific timelines and recruiting practices in order to achieve maximum effectiveness. ODK National Invitation to Membership Program

### [National Leadership Conference](#)

We are actively planning the first annual National Leadership Conference to be held on June 4-7, 2020, at the University of Kentucky. The conference website will be ready by August 1. The Conference Planning Team leadership is nearly finalized, but we still need volunteers for committees.

### [Stone Ethical Leadership Challenge](#)

The Stone Ethical Leadership Challenge offers a series of programs from a 90-minute session to a full-day ethical leadership immersion program. The program was generously funded by a gift from Linda and Jeff Stone (Auburn Circle initiates). Materials are free to circles, and trained facilitators will be available at a nominal cost.

### [Internships and Experiences for Members](#)

We have added one new internship through Absolute Internships and one new experience through Outward Bound Costa Rica to our offerings for members. Please encourage your members and prospective members to review these great opportunities on our Internships and Experiences Page.

## **Membership Management System (MMS) updates**

We have a number of revisions and improvements to the [Membership Management System \(MMS\) for FY 2020](#). It is VERY important the advisors and student officers review the changes in the [MMS Guide](#). New features include:

- Improved layout and links to administrative areas
- A list of approved circles officers on the Administration page
- Improved downloads of membership rosters
- Circle Minimum Standards Tracking

- Circle Health Report (posted after September 15)
  - Circle contact email on the Administration page
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