

Circle Operations and Officer Responsibilities



OMICRON DELTA KAPPA
The National Leadership Honor Society

Today's topics

- Officer Roles and Responsibilities
- Circle Standards
- Best Practices for Circle Operations

Officer Positions

Those in bold are required – other roles are optional.

Advisor Roles

- **Circle Coordinator**
- **Faculty Advisor**
- Circle Assistant
- Alumni Advisor

Student Officer Roles

- **President**
- **Vice President**
- **Treasurer**
 - *This role can also be filled by the circle coordinator or faculty advisor*
- *Circle may create more student officer roles as desired*

Officer Requirements

- Advisors
 - Full-time staff or faculty members (*with the exception of alumni advisors*)
 - If not already an OΔK member, must be initiated at the next available opportunity
 - Advisors receive a waiver to cover their National Initiation Fee
- Student Officers
 - Must be initiated members of OΔK at the time they assume the officer role

OΔK – Not a Student Organization

- OΔK may be registered on campus as a student organization for the purposes of room reservations, access to org funding, etc.
- The Society considers circles to be an institutional program – the university owns the charter
- Therefore, advisors play a heightened and critical role in circle operations
- **Student officers are an important and valued part of the circle leadership, but the ultimate responsibility for circle operations lies with the advisors**

Division of Responsibilities

- Each circle can determine which officer is responsible for what tasks
 - Exception - an advisor must submit the certificate order via MyODK
- Ultimate responsibility for the circle operations lies with advisors
 - *Tasks should be delegated to student officers, but followed up on by advisors*
- Officer Duty Matrix
 - Outlines all tasks related to circle operations and circle standards, and allows the circle to determine primary and secondary responsibility for each task
 - Ideally, this should not change year to year – consistency is important

Sample Matrix

Duties (P= primary, S=Secondary)	Type	CC	FA	AA	CA	SP	VP	TR
Develop annual activity plan for the circle	Activities	S	S			P		
Make sure that the circle is current with its registration as a student organization with the institution's student activities or dean of students' office as necessary	Administration	P				P		
Track circle standards and circle recognition	Administration	P	S			S		
Coordinate the Circle Leader of the Year selection and submit recipient to the National Headquarters	Awards	S				P		

Circle Standards

- OΔK sets circle standards to ensure that circles operate in a healthy and functioning capacity.
- All standards are included in the Officer Duty Matrix
- Each standard is tracked in MyODK via the Circle Executive Dashboard
 - *Standards pulled from the Circle Annual Report are not updated until after July 1*
- Circles must meet all standards in order to be eligible for Circle Recognition Awards

Circle Standards

Initiation

1. The circle must initiate within the fiscal year from July 1 to June 30 each year.

Officers

2. All officers must be initiated members of OΔK
 3. Two active advisors (Circle Coordinator, Faculty Advisor, and/or Alumni Advisor)
 4. An elected president and vice president
 5. An elected student treasurer if the Circle Coordinator or Faculty Advisor does not handle funds for the circle
- *All officers must submit the Circle Officer Agreement upon appointment.*

Circle Standards

Membership, Recruitment, and Initiation

A circle is required to initiate new members each academic year.

6. All invited members must pay the National Initiation Fee before receiving the membership emblems (pin and certificate). Only honorary members and newly appointed advisors shall have their National Initiation Fee waived by the national headquarters.

7. The initiation must follow the ordained ritual program, and anyone seeking lifetime membership in OΔK must be present at an official initiation ceremony.

Circle Standards

Circle Operations

A circle is required to do the following:

8. Pay the Institutional Membership Fee by the fall or spring deadline. Institutional fees are due at the time of the first circle initiation each academic year.
9. Circles are required to meet at least twice between August 1 and December 15 and twice between January 1 and June 15 each year, not including initiation ceremonies.
10. Offer a Signature Leadership Program annually.
11. Offer a Signature Service Program annually.
12. Complete and submit the Circle Annual Report by the national deadline.

Officer Recruitment

- OΔK members are among the busiest students on campus
- Create additional leadership opportunities for students to advance from
 - Ex: committee chairs
- Initiate sophomores for member longevity
- Select new officers earlier in the year to allow for shadowing
- Create job descriptions for each role, so they know their tasks
- Hold transition meetings and pass along the “binder”

Engaging Busy Members

- Be organized
 - Provide a detailed calendar at the beginning of each semester
- Be clear
 - Provide written expectations for all circle members in terms of engagement
- Be flexible
 - How else can they engage besides attending meetings?
- Be realistic
 - Set standards and high expectations, but understand your members' obligations

Planning Engaging Circle Meetings

- Use your time well
- Devote part of the meeting to the things your members want and need
 - Professional development, guest speakers, networking opportunities
- Provide an agenda for circle business and stick to it
- Offer opportunities for members to make announcements
- Use part of the time for committees or work groups
 - Divide and delegate – give members ownership over events or tasks

Circle Operations Best Practices

- Create an annual calendar and stick to it
 - Continuity is critical
- Provide the calendar to members as early as possible
- Communicate with your circle contact often