**Officer Meetups:** We know that this semester has been busy, so with that in mind, the training and development team has postponed your governing council meetups that were scheduled to happen this April until the fall 2022 semester. Be on the lookout for more information after the summer!

**ALL COUNCIL OFFICERS**

The Confident Leaders Experience is a new conference designed for our collegiate and alumnae leaders to develop skills, learn how they can translate their sorority experience to other areas of their life, create connections with Kappa Deltas across the country and build personal and professional confidence. Mark your calendars for **June 25, 2022**! Registration is now open and is free to all members thanks to Kappa Delta Foundation! **Head to our website for more information!**
**VP-RECRUITMENT AND MARKETING & VP-LEARNING AND DEVELOPMENT:**

**Recruitment Surveys:** If your chapter recruited new members this semester, please make sure they complete the Newly Initiated Member Survey (taken during Stage 7) once they’re initiated!

**Bylaws and Standing Rules:** Please vote on your revised bylaws once your LDC approves the final version! They should be voted on by the end of the semester.

**President**

**New KD Member Portal:** No more switching between Nautilus Network, OmegaOne and the Member Portal. This May, Kappa Delta is launching a software solution that will serve as your primary source for all member functions. To prepare for this update, you will need to download and save any files such as chapter meeting minutes, reports or housing documents on OmegaOne by April 30, 2022 before they are turned off on May 1, 2022. After this date, you won't be able to access files. Have questions? Reach out to your LDC!

**NCDP Action Plan Management:** It’s been a little while since you’ve submitted your action plan to your LDC. So, now what?

For the rest of your term as VP, you’ll be responsible for managing your chapter’s action plan and checking in with council officers according to the checkpoints you set. This will help you see what’s been successful and what may need some extra attention to stay on track! As always, you can utilize your CAB and LDC if you have questions or need extra support.

**Vice President**

**Raising Awareness for Child Abuse Prevention:** April is Child Abuse Prevention Month! Throughout this month, people across the country will raise awareness for the prevention of child abuse. No matter if you’re hosting a Shamrock event this semester or not, your chapter should consider participating in Child Abuse Prevention Month on your campus. There are so many ways you can raise awareness of this important issue – check out these resources for some ways to participate:

- Virtual Pinwheel Garden
- 2022 Digital Advocacy Day
- Social Media Kit
- PCAA: Prevention Creates the Future by Transforming Culture
- Find Local PCA America Chapter

**Girl Scout Events:** Utilize your director of philanthropy and community service to keep in touch with your local chapter and schedule Girl Scout events! Be sure to look through Ideas with Working with Girl Scouts for more event suggestions.
**VP-RECRUITMENT AND MARKETING**

**Recruitment Preparation:** If you’re participating in primary recruitment in the fall, it’s time to start planning! Start working through Spirit Week logistics and make sure to communicate expectations with the chapter for attending Spirit Week and recruitment. You’ll also want to work with your VP to set deadlines for excuses. During your recruitment team meetings, make sure to delegate the work and designate assignments and deadlines. And don’t forget to utilize the *Spirit Week Plans Report* template and upload them to Nautilus Network to get feedback from your CMS! Start working now and throughout the summer so when you return in the fall all you have to do is polish and execute!

**VP-M Facebook Pages:** The VP-M Facebook groups (Kappa Delta VPs-M Facebook group and Kappa Delta VPs-M for Deferred Recruiting Chapters Facebook group) have been deleted, and this community space is being replaced with Governing Council Huddles, Cohort Calls and Officer Meetups.

**Save The Date:** Up next in our Recruitment and Marketing Webinar Series is a session on how to market the sorority experience throughout the summer break. Register in advance using the link below! After registering, you’ll receive a confirmation email containing information about joining the meeting.

- April 6 - The Summer of Marketing, 8 p.m. EST/7 p.m. CST/5 p.m. PST. [Click here to register.]

**VICE PRESIDENT (continued)**

**Reporting:** As vice president, you play a big part in ensuring other governing council officers are fulfilling their responsibilities. To better manage everything, utilize the efficiency calendar to see upcoming reporting deadlines for each council officer. And be sure to collaborate with officers as needed to ensure everyone is submitting their reports on time.

And one last thing! Check to make sure you or your chapter’s director of administration are continuing to email your weekly chapter and council meeting minutes to your CAB, LDC and chapter.

**VP-INCLUSION**

(CW: Sexual Assault) This month’s reminders do mention sexual assault. If this is a topic you’re uncomfortable engaging with, do not feel like it’s a requirement to review. If you have questions about your responsibilities, reach out to your CAB-I or LDC!

**April is Sexual Assault Awareness Month:** Consider working with your Inclusion, Equity and Diversity team and the director of health and wellness on what support your campus and community offers for survivors of sexual violence. You might consider providing your chapter with educational and support resources. Remember this can be a difficult subject for sisters, so please approach these conversations with compassion and empathy. If your chapter has any programming around this topic, allow space for those who are not comfortable participating. If you are looking for additional resources, reach out to your LDC!

**Think Positively:** Is your chapter struggling with morale? Consider spotlighting positive member behavior to showcase great examples of creating an inclusive environment. Work with your director of social media and marketing to give shoutouts on Instagram or reward members who are going above and beyond with a gift card to a local restaurant or coffee shop!
VP-LEARNING AND DEVELOPMENT

**New-Member Experience:** Many of you have facilitated the new-member experience this spring – we hope you are so excited to expand your sisterhood, but the fun doesn’t have to stop there! The newest members of the chapter are excited and eager to learn about Kappa Delta. Make the most of this entire term and help them feel comfortable as they embark on their Kappa Delta journey.

And remember – for those of you who are going to plan a new member process in the fall, it’s never too early to get started!

**Senior Experience:** Spring graduations are almost here! How is your chapter honoring graduating sisters? Don’t forget to schedule each component of the Senior Experience, like the senior circle, senior retreat and senior farewell!

VP-FINANCE

**Spring National Fees:** Check out the Schedule of National Fees for details on Spring National Dues and the Annual National Chapter Fee that were billed on April 1. To find the amount owed for the chapter’s spring national fees, go to Nautilus Network > Finance > Reports > Chapter Statement > Kappa Delta Sorority Chapter Statement. Please make sure you are remitting payment using the correct cash account and sending payment to Kappa Delta Sorority.

**Golden Circle:** To find the amount owed for the chapter’s Golden Circle donation, go to Nautilus Network > Finance > Reports > Chapter Statement > Kappa Delta Foundation Chapter Statement. This was also billed on April 1. Please make sure you are remitting payment using the correct cash account and sending payment to the Kappa Delta Foundation.

**Shamrock Events:** Please use the Shamrock Finances Guide to help send in your Shamrock donation. Of the funds raised from your chapter’s Shamrock Event(s), 20% are due to the Kappa Delta Foundation. (The foundation collects funds from all chapters and submits one check to Prevent Child Abuse America for its national efforts.) The remaining 80% should be sent to your local beneficiary. If you receive late donations after the form and payments have been submitted, you will need to repeat the process for the additional donation(s).
VP-FINANCE (continued)

Spring Facility Fees: If your chapter had new members this spring and does not have a house corporation, now is the time to send your chapter’s facility fees to Kappa Delta headquarters to deposit them into a savings account. Please send a scheduled payment or check to Kappa Delta Sorority for the total amount of facility fees by June 30 with the memo “Spring 2022 Facility Fees.” To come up with this amount, take the number of new members that joined this spring and multiply it by your chapter’s facility fee ($50 minimum).

Summer Break Tasks: Summer break is almost here, but your job as VP-F doesn’t stop even if your classes end. Here are some summer tasks to keep in mind:

- Your monthly financial reports are due on the 10th of each month.
- The 30-60-90-day process continues throughout the summer. Enlist your director of finance and divvy up the workload before you leave for break.
- Communicate with your CAS and CAB-F throughout the summer. If they call or email you, please return the message within 48 hours. If you can’t answer right away, send a quick response that you received the message and will get back to them in a day or two. If you will be out of the country or otherwise unavailable for an extended period, make sure they are aware and know who to contact in your absence.
- Be sure to take your VP-F files and materials with you over the summer. You will need to take the check stock and laptop/computer home with you – don’t leave these in the chapter house or on campus.
- Has your chapter’s budget been approved by your CAS? If not, this process will continue until it is finalized. Be sure to respond timely to inquiries from your CAS about your chapter’s budget. Your budget needs chapter approval before June 30, which is when it needs to be uploaded to Nautilus Network and entered into Billhighway. Make sure to use the 2022-2023 Chapter Budget Presentation when sharing with the chapter.

This month’s spotlight goes to Katie Pease, VP-F for Theta Upsilon-Loyola/Chicago. Katie started creating ‘financial event recaps’ where she breaks down where expenses were spent after all major chapter events. Here is what Katie has to say about how her doing this has helped her chapter!

“My main focus for this term was to be transparent to my sisters about our finances. I appreciate seeing where my money is going, and I know others do too! To make sure this happens, I create bi-weekly pie graphs that show our sector percentages of what our dues are going towards whether it be social events or KD merch!”

Great work, Katie! We are so proud of you!