

The Chapter/Member Liaison

The CML acts as a conduit of information about the association and is the designated leader of chapters and members in a prescribed area. The CML works in concert with his/her respective regional representative to achieve the goals of the association.

An interdependent relationship exists between the CML, regional representative, and international office. The responsibilities of the CML, and how they relate to the overall structure of the association, are illustrated below.



Specific duties and responsibilities of the CML are determined by the respective regional representative and may include any or all of the following:

General Duties and Responsibilities

- Assist the regional representative as needed
- Provide information about the strategic plan and association initiatives
- Support FEA groups and arrange chapter support for them
- Support the Phi Delta Kappa Educational Foundation and conferences



Chapter Duties and Responsibilities

- Serve as a link between chapters, individual members, and the international association
- Identify chapter needs, remove barriers and/or provide resources, and assist chapters in reaching their goals
- Assist chapters in facilitating communication with direct members in their geographic area
- Serve as a speaker at chapter functions
- Solve problems and address internal chapter issues
- Provide information needed by the chapter to operate effectively
- Serve as a point of contact for information about the region and the association
- Provide consistent and accurate news and guidance
- Promote the ideals of the association
- Assist chapters in finding a focus
- Make contacts with officials regarding the association (e.g., deans, superintendents, principals)
- Recruit members and model recruitment techniques to others
- Provide training to chapter officials and others interested in leadership positions
- Help chapters manage projects
- Provide information about how to access benefits and programs of the association
- Maintain connectivity with chapter officers
- Provide guidance, assistance, and support for conferences
- Mentor new leaders and encourage chapters to do the same

Member Duties and Responsibilities

- Serve as a point of contact for information about the region and the association
- Offer a personal contact to the organization
- Promote the ideals of the association
- Recruit members and model recruitment techniques to others
- Provide leadership training
- Provide guidance and support to members who want to implement a project
- Provide information about how to access benefits and programs of the association
- Assist and support members who wish to sponsor a conference
- Mentor new members and encourage potential leaders
- Serve as a member advocate