

Call For Nominations

Delta Sigma Theta has a reputation of selecting effective leaders who have laid the foundation of the Sorority. You can continue this tradition within the Murrieta Temecula Area Alumnae chapter by identifying and recommending qualified candidates for election. The available positions, their terms of office, and the required duties of all positions are listed below. The Nominating Committee invites you to recommend capable candidates for the offices listed below for the term of 2026-2028.

MURRIETA-TEMECULA AREA ALUMNAE CHAPTER

CHAPTER OFFICERS

<i>AVAILABLE POSITIONS</i>	<i>TENURE</i>	<i>ELIGIBLE FOR RE-ELECTION TO THE SAME POSITION</i>
President	2 years	Eligible for re-election for one two-year term
1 st Vice President	2 years	Eligible for re-election for one two-year term
2 nd Vice President	2 years	Eligible for re-election for one two-year term
Corresponding Secretary	2 years	Eligible for re-election for one two-year term
Recording Secretary	2 years	Eligible for re-election for one two-year term
Financial Secretary	2 years	Eligible for re-election for one two-year term
Treasurer	2 years	Eligible for re-election for one two-year term
Internal Audit Chair	2 years	Ineligible for re-election- One two-year term
Nominating Chair	2 years	Ineligible for re-election and ineligible to run for any other elected office/position - One two-year term
Nominating Committee Member (2 positions)	2 years	Ineligible for re-election and ineligible to run for any other elected office/position - One two-year term

CHAPTER OFFICERS

Duties of the President as Outlined in the Policies and Procedures

It shall be the duty of the President to:

- Provide leadership, administrative guidance, and direction to the governance and programming of the Chapter.
- Oversee chapter operations.
- Speak for and act as the spokesperson for the Chapter in strengthening and maintaining public relations and cooperative relations with other organization.
- Serve as chapter Voting Delegate for National Convention and Regional Conference; reports Grand Chapter updates back to the body at the September meeting.
- Attend all Executive Committee, Executive Board and Chapter Meetings.
- Preside over all Chapter, Executive Committee, Executive Board, and Special (call) meetings.
- Conceive the Executive Board agenda.
- Lead and conduct ritualistic services and ceremonies
- Review and approve all chapter communications, publications, etc.
- Send and receive the official correspondence of the chapter and oversee all aspects of chapter governance including agenda setting, calendar planning, and all aspects of leadership.
- Act as the spokesperson for communications with National Headquarters, Regional Offices and/or the Southern California Coordinating Committee (SCCC).
- Responsible for submission of all required reports for chapter compliance to National Headquarters
- Appoint all Standing Committee and Special Committee Chairs and/or Co-Chairs (except for the Nominating Committee, Membership Services, and Chair of the Internal Audit).
- Approve all official documents and Chapter activities.
- Recommend to the Executive Board the removal of any elected or appointed officer who fails to perform her duties of the office.

CHAPTER OFFICERS

Duties of the President Cont...

- Serve as an ex-officio member of all committees excluding the Nominating, Internal Audit and Elections Committee.
- Enforce the observance of Grand Chapter Constitution and Bylaws, Code of Conduct, Code of Ethics, Grand Chapter Protocol and Traditions, Chapter Management Handbook, and Chapter Policies and Procedures.
- Exercise all powers and duties generally pertaining to the office of President as provided by Robert's Rules of Order Newly Revised.
- Ensure the chapter operates under an approved budget.
- Maintain responsibility for the efficient fiduciary and managerial functioning of the Chapter.
- Assure corporate accountability reports are completed and submitted, and that chapter compliance is met by established deadlines.
- Demonstrate working knowledge of Parliamentary procedures.
- Vote only in matters of secret ballot and/or to break a tie vote.
- Serve as an ex-officio member of all committees, except the Audit and Nominating Committees as deemed necessary.
- Oversee and adhere to the responsibilities of the President in the current Fiscal Officers Manual.
- Complete, sign and ensure that all fiscal officers have completed and signed the Acceptance of Fiduciary Responsibility Form and keep them for as long as they are in office, and she is President.
- Approve the expenditures of funds ensuring that all checks have two signatures, and no checks are pre-signed.
- Ensure that a voucher system is used for the disbursement of funds.
- Ensure that a report of the chapter's finances is presented to the chapter each month.
- Co-sign chapter checks and reimbursement vouchers unless the check/voucher is for her, in which case the Treasurer and Financial Secretary sign it.

CHAPTER OFFICERS

Duties of the President Cont...

- Verify the annual attendance of Fiscal Officers at financial workshops.
- All Chapter contractual agreements are to be entered into and signed by the Chapter President.
- Sign legally binding documents/contracts on behalf of the Chapter with a two-thirds (2/3) vote of approval by the general membership.
- Conduct a transition meeting involving incoming and outgoing elected officers, elected committee chairs and members.
- Ensure that chapter mail is collected in a timely manner and distributed as appropriate.
- Member of the Minerva Circle.
- Plan the Membership Intake Program calendar with the Leader of the Minerva Circle far enough in advance so that it becomes an integral part of the Sorority calendar.
- Shall be present at all Minerva Circle meetings.
- Ensure written notice is sent at least ten (10) days prior to: the election of chapter officers; election of committee chairs and members; vote to proceed or not to proceed with membership intake; and voting on the acceptance of applicants into the sorority.
- Verify the membership of visiting Sorors with Grand Chapter prior to their first chapter visit.

I certify that I have read and understand the duties listed for the position I am applying to.

Signature of Candidate: _____ Date: _____

CHAPTER OFFICERS

Duties of the First Vice President as Outlined in the Policies and Procedures

- Perform all duties of the Chapter President in her temporary absence, incapacitation, or at the request of the Chapter President.
- Assist the Chapter President with the development and implementation of Chapter program committee.
- Assist the Chapter President with the development and implementation of Chapter programs and Ceremonies.
- Submit monthly report to chapter members.
- Serve as leader of the Minerva Circle, unless a vote is held to designate another financial member.
- Assist the President with all documentation regarding Chapter compliance
- Serve as the Alternate Delegate for the Chapter at the Regional Conference or National Convention, unless another financial chapter member is designated by the President.
- Coordinate Chapter Delta Internal Development (DID) workshops, along with the Second Vice President
- Serve as Chairperson of the Membership Services Committee to include:
 - Develop and implement reclamation and retention activities for the Chapter
 - Initiate and integrate transition activities for former collegiate into the Chapter.
 - Maintain a non-financial list of sorors for the purposes of reclamation.
- Coordinate all membership activities as mandated by National Membership Services Committee
- Verify membership of new sorors entering the chapter.
- Record and acknowledges 25- and 50-year membership in Delta Sigma Theta.
- Make a special effort to see that the chapter gives attention to the best means for integrating newly graduated sorors into alumna chapter programs and procedures.
- Coordinate other activities as deemed necessary by the president.
- Collect and compile information from Committee Chairs and/or Co-chairs for the annual demographics report.

CHAPTER OFFICERS

Duties of the First Vice President Cont.

- Attend Officers training at the Regional Conference and the National Convention, if able to attend.
- Attend Chapter Officers Training/Transition meeting in June.
- Attend SCCC Meetings when possible.
- Attend the Chapter Planning Meeting in June in non-election years and in August in election years; and the mid-year Chapter Planning Meeting in February or March. A mid-year Chapter Planning Meeting will be held at the discretion of the Chapter President.
- Notify the President if unable to carry out her responsibilities for three months or more.
- Prepare procedure handbook for her office and submit it to the 1st V.P. Elect at the June Transition meeting at the end of her tenure.
- Submit all materials that are to become permanent records of Murrieta-Temecula Area Alumnae Chapter to the Heritage and Archives Committee at the June Executive Board meeting.
- Submit all official records to the Recording Secretary-elect at the June Transition meeting.
- Serve as a member of the Executive Committee, Executive Board, Budget and Finance Committee.
- Attend Executive Committee, Executive Board and Chapter Meetings.
- Work closely with all committees.

I certify that I have read and understand the duties listed for the position I am applying to.

Signature of Candidate: _____ Date: _____

CHAPTER OFFICERS

Duties of the Second Vice President as Outlined in the Policies and Procedures

- Serve in place of the First Vice President and perform all the duties of the First Vice President in her absence at her or the President's request.
- Serves as chairperson for the Programming, Planning and Development Committee.
- Reviews all new National initiatives with the Chapter and Chapter committees.
- Establishes steps to building effective Chapter programming.
- Assists all committees with plans and goals to meet national initiatives and the Five-Point Programmatic Thrust.
- Attends SCCC Meetings when possible.
- Serves as a member of the Executive Committee and Executive Board.
- Coordinates Chapter Delta Internal Development (DID) workshops, along with the First Vice President.
- Serves as Risk Management Coordinator following Risk Management Guidelines and Procedures.
- Develops a Risk Management Team.
- Organizes and attend annual Risk Management workshop.
- Oversees the Risk Management screening process.
- Supervises the Risk Management screening process with Risk Management Team.
- Ensures all PP&D (Delta Academy, GEMS, EMBODI etc.) programs adhere to the guidelines as defined by the Risk Management Manual.
- Conducts workshops as needed with Program Leads and other Committee Chairs who work with any of the Chapter's youth initiatives to ensure all volunteers are adequately trained on the requirements of Risk Management when working with youth initiatives.
- Ensures that all committee members working with youth have completed the Risk Management screening process.
- Discusses and evaluates committee activities on an ongoing basis during the sorority year

CHAPTER OFFICERS

Duties of the Second Vice President Cont.

- Submits monthly report to chapter members.
- Prepares procedure handbook for her office and submits it to the 2nd V.P. Elect at the June Transition meeting at the end of her tenure.
- Reports any incidents that may indicate abuse (seen or discussed) to the Chapter President, Regional Director, Youth Initiative Program Chairs, Children Protective Services and other appropriate Delta Officers.
- Ensures background checks of all persons involved in youth initiatives as per Risk Management Manual.
- Ensures safe storage and security of documents related (directly and indirectly) to volunteers, youth participants, and background checks.
- Ensures the following descriptors are adhered to with regard to youth initiatives:
 - a) Program Leads -Implement programs and ensure committee members and participants follow Risk Management policies as defined
 - b) Committee Members -Assist the Program Lead with program implementation and follow all Risk Management policies as defined
- Application Process:
 - a) Volunteers - All persons working with any of the Chapter's youth groups will be required to complete the Chapter's Youth Initiatives Volunteer Application. Applications for Program Leads and Committee Chairs will be reviewed by the Chapter President, First and Second Vice President.
 - b) Applications for Committee Members will be reviewed by the Program Leads and Committee Chairs.
 - c) All documents will be filed with the Recording Secretary to be maintained with the Chapter's Confidential Records.

CHAPTER OFFICERS

Duties of the Second Vice President Cont.

- d) Participants and Parents - All participants of any of the Chapter's Youth Initiatives must complete an application as defined by the Risk Management Manual.
- e) Qualifications - The President, First and Second Vice Presidents must meet all criteria as defined in the Chapter Policies and Procedures.
- f) Program Leads shall be appointed by the President.
- g) Time Requirements - Programs shall meet on the 2nd Saturday in the months September-June
- h) Evaluation Procedures - Programs shall be assessed annually in May to ensure compliance with the Five-Point Programmatic Thrust and Risk Management Manual.
- i) Background Checks - The Chapter shall conduct the screening process as defined by the Risk Management Manual or as warranted by the discretion of the President.

I certify that I have read and understand the duties listed for the position I am applying to.

Signature of Candidate: _____ Date: _____

CHAPTER OFFICERS

Duties of the Corresponding Secretary as Outlined in the Policies and Procedures

- Attend Executive Board and Chapter Meetings.
- Read and make available electronically, all chapter mailings to the membership and Executive Board.
- Maintain hard copy and electronic version of the Chapter's correspondence.
- At the request of the Chapter President, mails all official chapter correspondence.
- Serve as a member of the Executive Committee and Executive Board.
- Read correspondence to membership.
- Send meeting notices to membership.
- Pick up the mail from the chapter's post office box and makes President aware of all incoming Correspondence.
- Advise chapter President of all correspondence received before distributing to chapter officers and committee chairs.
- Distribute committee correspondence to appropriate chair or designee.
- Send written notice at least ten (10) days prior to: election of chapter officers; election of committee chairs and members and voting on the acceptance of applicants into the sorority. Written notice may include email, USPS or other appropriate forms of communication deemed acceptable by the Regional Director.
- Responsible for obtaining, maintaining and securing all yearly correspondence in a permanent file/folder.
- Collect bank statements and forward UNOPENED to the Chapter President.
- Keep updated current addresses of all members and visiting sorors on file.

CHAPTER OFFICERS

Duties of the Corresponding Secretary Cont...

- Provide mailing to members without online access.
 - At the request of the Chapter President, may prepare a chapter newsletter in collaboration with the journalist, which is forwarded to the Chapter President for review and approval before distribution. If a newsletter is prepared, it may be distributed electronically.
 - At the request of the Chapter President, may create chapter ads, which are forwarded to the Chapter President for review and approval before distribution or submittal.
 - The Corresponding Secretary shall serve as a member of the Information and Communications Committee
 - Attend Officers training at the Regional Conference and the National Convention, if able to attend
 - Attend the Chapter Planning Meeting in June in non-election years and in August in election years; and the mid-year Chapter Planning Meeting in February or March. A mid-year Chapter Planning Meeting will be held at the discretion of the Chapter President.
 - Notify the President if unable to carry out her responsibilities for three months or more.
 - Prepare procedure handbook for her office and submits it to the Corresponding Secretary-Elect at the June Transition meeting at the end of her tenure.
 - Submit all materials that are to become permanent records of Murrieta/Temecula Area Alumnae Chapter to the Heritage and Archives Committee at the June Executive Board meeting.
 - Submit all official records to the Recording Secretary-elect at the June Transition meeting.

I certify that I have read and understand the duties listed for the position I am applying to.

Signature of Candidate: _____ Date: _____

CHAPTER OFFICERS

Duties of the Financial Secretary as Outlined in the Policies and Procedures

- Attend Executive Board and Chapter Meetings.
- Adhere to responsibilities of the Financial Secretary role in the Fiscal Officers Manual.
- Receive, issue receipts for, and keep records of all income and related funds to the Chapter. Merchant Accounts, PayPal and Square will provide electronic receipts to the payor electronically.
- Provide a receipt for all funds collected within 30 business days.
- Is one of three persons authorized to sign bank checks. Position does not sign her own voucher or check.
- If signature for voucher is required, Financial Secretary should only sign for the President or Treasurer.
- Assist Treasurer in the preparation of Grand Chapter dues payments and annual financial report.
- Prepare a written and verbal report for presentation at each monthly Executive Board and Chapter meeting. This report will reflect a summarization of all income received for the period excluding interest.
- Notify the Corresponding Secretary and President to alert members via chapter correspondence regarding the amount and deadline of chapter dues, the amount of regional conference and convention fees and dates.
- Serve as a member of the Executive Committee, Executive Board, and Budget and Finance Committee.
- Serve as a member of the Minerva Circle.
- Transact all financial business (collecting funds) during, before or after chapter meetings, Executive Board meetings or any time or place designated by the president and fiscal officers.
- Maintain an accurate list of financial members and distributes to members as part of the financial report of all income received.
- Complete and sign the Acceptance of Fiduciary Responsibility Form.
- Perform other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.

CHAPTER OFFICERS

Duties of the Financial Secretary Cont...

- Record and turns over all funds to the Treasurer to ensure the two (2) business days deposit requirement is met.
- Prepare the roster of financial members and provide the list to the President.
- Receive transactions made through electronic payment processing services/merchant accounts in accordance with the current Fiscal Officers Manual and notifies the Treasurer of all electronic payment processing services/merchant account transactions.
- Provide the Sergeant-at-Arms with the list of all chapter members.
- When possible, attends finance training workshops.
- Provide a list of financial members to the Nominating Committee Chairperson by February 1st of the year in which elections are held.
- Read and become familiar with the Fiscal Officers Manual and Chapter's Financial Policies and Procedures.
- Responsible for turning over all financial books to the Internal Audit Committee after each quarter and fiscal year closes or at the request of the Internal Audit Chair.
- In the event of an anticipated absence, provide all documentation and necessary materials relevant to her duties.
- Monitor the expenditures of the Chapter's budget.
- Submit all monies to the Treasurer to ensure that the deposit is made within the two-business day guidelines set forth by Grand Chapter.
- Reinforces the use of the voucher system to request disbursement of funds.

CHAPTER OFFICERS

Duties of the Financial Secretary Cont...

- Assist the Treasurer in preparing all financial records for presentation to the Internal Audit Committee for quarterly reviews and annual audit reports to Grand Chapter.
- Notify any member, in writing, to request the bank fee(s) from any member whose check is returned and notify the member that future payments for any activity must be in the form of cash or bank check. Exception may be made at the discretion of the President and Financial Secretary.
- Attend Officers training at the Regional Conference and the National Convention, if able to attend
- Attend Chapter Officers Training/Transition meeting in June.
- Attend the Chapter Planning Meeting in June in non-election years and in August in election years; and the mid-year Chapter Planning Meeting in February or March. A mid-year Chapter Planning Meeting will be held at the discretion of the Chapter President.
- Notify the President if unable to carry out her responsibilities for three months or more.
- Prepare procedure handbook for her office and submits it to the Financial Secretary-Elect at the June Transition meeting at the end of her tenure.
 - Submit all materials that are to become permanent records of Murrieta/Temecula Area Alumnae Chapter to the Heritage and Archives Committee at the June Executive Board meeting.
 - Submit all official records to the Financial Secretary-Elect at the June Transition meeting.

Note: The Chair and members of the Nominating Committee are ineligible to run for office while serving on the Committee. The chair and members of the Nominating Committee must resign prior to the call for nominations to be eligible to run for an office or position.

I certify that I have read and understand the duties listed for the position I am applying to.

Signature of Candidate: _____ Date: _____

CHAPTER OFFICERS

Duties of the Internal Audit Chair as Outlined in the Policies and Procedures

- Not serve more than one (1) term in the same office.
- Secure a location for the meeting and contact members to attend
- Collect the required financial records from the financial officers in accordance with the schedule recommended by the National Internal Audit Committee. The financial records should be returned to the fiscal officers before the next scheduled Executive Board meeting. A draft of the audit report should be discussed with the fiscal officers prior to being rendered at the Executive Board meeting. The chairperson shall report to the chapter the audit findings and recommendations for improvements, if any.
- Submit the quarterly Internal Audit Report on-line in the RED Zone by the following dates:
 - a) 1st quarter - December 1
 - b) 2nd quarter - March 1
 - c) 3rd quarter - June 1
 - d) 4th quarter – August 1
- Provide the Detailed Audit report to the Recording Secretary and make it available for review at the Executive Board and Chapter meetings.

CHAPTER OFFICERS

Duties of the Internal Audit Chair Cont...

- Secure the books for the committee's audit of the 4th quarter transactions by July 15 and upon completion of the audit return the books to the Treasurer. If the services of a CPA are required, the Treasurer will then provide the books to the CPA for the external review or audit
- Complete the Annual Internal Audit Report (IAR-1) in the RED Zone and upload the documents obtained from the CPA and the Signature Pages (signed by the audit committee members) into the RED ZONE by August 31. The chapter president will receive notification of the completed submission in the RED ZONE to complete the Compliance process.
- Review the CPAs report (if required) with the president and financial officers, then the Executive Board and finally the chapter.

Note: The Chair and members of the Nominating Committee are ineligible to run for office while serving on the Committee. The chair and members of the Nominating Committee must resign prior to the call for nominations to be eligible to run for an office or position.

I certify that I have read and understand the duties listed for the position I am applying to.

Signature of Candidate: _____ Date: _____

CHAPTER OFFICERS

Duties of the Nominating Committee Chair as Outlined in the Policies and Procedures

- Initiate the “Call for Nominations”. The call for nominations shall be issued at the January chapter meeting.
- Solicit and receive nominations from chapter members for all elected officers and positions, including the Minerva Circle, in order to create a slate of candidates.
- Present the “Call for Nominations” to both the Executive Board and the chapter for approval prior to distribution.
- Develop the slate of candidates for chapter officers and positions utilizing the criteria set forth in the chapter’s Policies and Procedures.
- Contact members determine interest and willingness to accept office nomination.
- Confirm the candidate’s eligibility with the Financial Secretary, Treasurer, and Chapter President.
- Obtain written or verbal consent from each candidate to serve if elected or have prior consent.
- Review and verify all completed applications, determine the slate of candidates and prepare a summary of each candidate’s qualifications and experience.
- Present the slate of chapter officers and positions at the March Executive Board for information only.
- Present the slate of chapter officers and positions at the April Chapter Meeting.
- Publish the slate prior to the voting on chapter officers and positions.
- Provide the Elections Chair with the slate.

CHAPTER OFFICERS

Duties of the Nominating Committee Chair Cont...

- Receive nominees at the chapter meeting following the vote to hold membership intake and develop a slate of eligible chapter members to serve on the Minerva Circle.
 - The slate of the Minerva Circle positions shall be presented to the Executive Board that takes place prior to the chapter business meeting in which the vote takes place.
 - Provide the Election's Chair with the Minerva Circle slate.
 - Publish the Minerva Circle slate prior to the chapter vote.
 - If a member of the chapter's Nominating Committee desires to serve on the chapter's Minerva Circle, she must recuse herself from her Nominating Committee position, prior to the Call for Nominations, for Minerva circle deliberations and decisions. The elected Nominating Committee member continues to serve on the chapter's Nominating Committee at the conclusion of the Minerva Circle deliberations for other chapter Nominating Committee matters.
- Note: The Chair and members of the Nominating Committee are ineligible to run for office while serving on the Committee. The chair and members of the Nominating Committee must resign prior to the call for nominations to be eligible to run for an office or position.

I certify that I have read and understand the duties listed for the position I am applying to.

Signature of Candidate: _____ Date: _____

CHAPTER OFFICERS

Duties of the Nominating Committee Member as Outlined in the Policies and Procedures

- Initiate the “Call for Nominations”. The call for nominations shall be issued at the January chapter meeting.
- Solicit and receive nominations from chapter members for all elected officers and positions, including the Minerva Circle, in order to create a slate of candidates.
- Present the “Call for Nominations” to both the Executive Board and the chapter for approval prior to distribution.
- Develop the slate of candidates for chapter officers and positions utilizing the criteria set forth in the chapter’s Policies and Procedures.
- Contact members determine interest and willingness to accept office nomination.
- Confirm the candidate’s eligibility with the Financial Secretary, Treasurer, and Chapter President.
- Obtain written or verbal consent from each candidate to serve if elected or have prior consent.
- Review and verify all completed applications, determine the slate of candidates and prepare a summary of each candidate’s qualifications and experience.
- Publish the slate prior to the voting on chapter officers and positions.

CHAPTER OFFICERS

Duties of the Nominating Committee Member Cont...

- Receive nominees at the chapter meeting following the vote to hold membership intake and develop a slate of eligible chapter members to serve on the Minerva Circle.
 - The slate of the Minerva Circle positions shall be presented to the Executive Board that takes place prior to the chapter business meeting in which the vote takes place.
 - Provide the Election's Chair with the Minerva Circle slate.
 - Publish the Minerva Circle slate prior to the chapter vote.
 - If a member of the chapter's Nominating Committee desires to serve on the chapter's Minerva Circle, she must recuse herself from her Nominating Committee position, prior to the Call for Nominations, for Minerva circle deliberations and decisions. The elected Nominating Committee member continues to serve on the chapter's Nominating Committee at the conclusion of the Minerva Circle deliberations for other chapter Nominating Committee matters.
- Note: The Chair and members of the Nominating Committee are ineligible to run for office while serving on the Committee. The chair and members of the Nominating Committee must resign prior to the call for nominations to be eligible to run for an office or position.

I certify that I have read and understand the duties listed for the position I am applying to.

Signature of Candidate: _____ Date: _____

CHAPTER OFFICERS

Duties of the Recording Secretary as Outlined in the Policies and Procedures

- Record and maintain attendance via sign-in sheets at Executive Committee, Executive Board and Chapter meetings.
- Attend Executive Committee, Executive Board and Chapter Meetings.
- Serves as a member of the Executive Committee and Executive Board.
- Record an accurate account of all minutes for the Executive Board, Chapter, and Special (call) meetings.
- Record all votes and motions pertinent to the business of the Chapter during all official meetings.
- Submit minutes to the Chapter President for review within one week after each meeting.
- Distribute copies of previous minutes to members at current Executive Board and Chapter Meeting.
- Accept all committee reports and maintains copies of all final reports of the business of the Chapter.
- Obtain, maintain and secure all minutes in a permanent media of record.
- Adhere to document retention policies.
- Serve as custodian of all chapter records.
- Retain all secret ballots for thirty (30) days following an election; subsequently she will destroy the ballots.
- Preside over the Executive Board and Chapter Meetings in the absence of the President and Vice Presidents.

CHAPTER OFFICERS

Duties of the Recording Secretary Cont...

- Attend Officers training at the Regional Conference and the National Convention, if able to attend.
- Attend Chapter Officers Training/Transition meeting in June.
- Attend the Chapter Planning Meeting in June in non-election years and in August in election years; and the mid-year Chapter Planning Meeting in February or March. A mid-year Chapter Planning Meeting will be held at the discretion of the Chapter President.
- Notify the President if unable to carry out her responsibilities for three months or more.
- Prepare procedure handbook for her office and submit it to the Recording Secretary-Elect at the June Transition meeting at the end of her tenure.
- Submit all materials that are to become permanent records of Murrieta-Temecula Area County Alumnae Chapter to the Heritage and Archives Committee at the June Executive Board meeting.
- Submit all official records to the Recording Secretary-elect at the June Transition meeting.

I certify that I have read and understand the duties listed for the position I am applying to.

Signature of Candidate: _____ Date: _____

CHAPTER OFFICERS

Duties of the Treasurer as Outlined in the Policies and Procedures

- Serve as custodian of the official financial records of the Chapter.
- Adhere to responsibilities of the Treasurer in the Fiscal Officers Manual.
- Monitor expenditures of the Chapter budget.
- One of three persons authorized to sign all Purchase Order's (PO's), Reimbursement Vouchers and checks, except her own.
- Disburse all outgoing funds, such as purchase orders, chapter member reimbursements and committee expenses.
- Serve as keeper of chapter funds and accounts for all income and expenditures.
- Prepare a written and verbal report for presentation at each monthly Executive Board and Chapter meeting of the written bank reconciliation. This report will reflect an exact statement of income, disbursements and summary ledger on a monthly basis.
- Balance monthly bank statements and electronic payment processing services/merchant accounts
- Serve as a member of the Executive Committee (EC), Executive Board (EB), and as Chair of the Budget and Finance Committee.
- Distribute and processes chapter expense vouchers for reimbursement.
- Work closely with Financial Secretary to ensure all financial records are accurate.
- Deposit all funds within two (2) business days of receipt by the Financial Secretary.
- Notify individuals and Financial Secretary of checks returned by the bank for insufficient funds and the charge for each returned check.

CHAPTER OFFICERS

Duties of the Treasurer Cont...

- Ensure the following bookkeeping policies are followed:
 - a) For issued checks not cashed within sixty (60) days, the Treasurer will send an email and/or letter to recipient to consider the check void within the next thirty (30) days (giving the person ninety (90) days to cash the check). If check needs to be re-issued; the bank fee will be deducted from the total. All outstanding checks will be voided with the bank at the end of the fiscal year if greater than ninety (90) days outstanding.
 - b) Bank deposit tickets should be dated concurrently with the date funds are received and posted to the cash receipts ledger.
 - c) Cash, checks, and money orders should be deposited within two (2) business days. Funds should be deposited in an interest-bearing account in order to obtain maximum interest earnings.
 - d) Accurate adjustments for voided checks should be made to the cash disbursement ledger and reflected accordingly in the monthly summary report.
- Serve as the catalyst to contact the Chapter President regarding any lapse of eligibility of chapter Officers.
- Transact all financial business (collecting funds and writing checks) during, before or after chapter meetings, executive board meetings or any time or place designated by the president and fiscal officers.
- Check relevant budgets prior to issuing checks.
- Ensure voucher process is used for disbursement of funds.

CHAPTER OFFICERS

Duties of the Treasurer Cont...

- Retain copies of all expense receipts along with reimbursement vouchers submitted for payment.
- Responsible for turning books over to Internal Audit Committee two weeks after the fiscal year closes or at the request of Internal Audit Chair.
- Ensure the chapter complies with the bonding insurance policies directed by Grand Chapter.
- If CPA audit is required, the treasurer shall obtain the following items from the CPA by August 15:
 - a) CPA report or opinion letter on the CPA's letterhead, including CPA signature and license number
 - b) CPA prepared financial statements for the chapter for the year ended June 30th
 - c) Any books, records or documents given to the CPA for the purpose of the Review or Audit
- Complete and signs the Acceptance of Fiduciary Responsibility Form.
- Perform other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.
- Provide all documentation and necessary materials to fulfill duties of the office in her absence.
- Make disbursements on written authorization as outlined in the Chapter's Policies and Procedures.
- Reconcile all bank accounts on a monthly basis.

CHAPTER OFFICERS

Duties of the Treasurer Cont...

- Receive and review the monthly financial records and reconciliation report of Chapter funds.
- Seek the assistance of the Financial Secretary in preparing all financial records for presentation to the Internal Audit Committee auditor for quarterly reviews and annual audits, and in the preparation of all financial reports to National Headquarters.
- Seek the assistance of the Financial Secretary in preparing all financial records for presentation to the External Auditor, if necessary, and National Headquarters.
- Ensure books are audited in accordance with current internal audit guidelines and that financial policies are implemented.
- Present the annual operating budget for the upcoming or next-fiscal year (prepared by the Budget/Finance Committee) to the Chapter for approval by the May Chapter Meeting
- When requested, makes available to the Chapter President and Executive Committee all financial records of the Chapter for inspection and review.
- Ensure the Annual Financial Report/Group Authorization Return (990) is completed and submitted to Grand Chapter by the designated due date.
- Attend Officers training at the Regional Conference and the National Convention, if able to attend.
- Attend the Chapter Planning Meeting in June in non-election years and in August in election years, and the mid-year Chapter Planning Meeting in February or March. The mid-year Chapter Planning Meeting will be held at the discretion of the Chapter President.

CHAPTER OFFICERS

Duties of the Treasurer Cont...

- Notify the President if unable to carry out her responsibilities for three months or more.
- Prepare procedure handbook for her office and submits it to the Treasurer -Elect at the June Transition meeting at the end of her tenure.
- Submit all materials that are to become permanent records of Murrieta/Temecula Area Alumnae Chapter to the Heritage and Archives Committee at the June Executive Board meeting.
- Submit all official records to the Treasurer-Elect at the June Transition meeting.
- Attend Executive Committee, Executive Board and Chapter Meetings.

Note: The Chair and members of the Nominating Committee are ineligible to run for office while serving on the Committee. The chair and members of the Nominating Committee must resign prior to the call for nominations to be eligible to run for an office or position.

I certify that I have read and understand the duties listed for the position I am applying to.

Signature of Candidate: _____ Date: _____

MURRIETA-TEMECULA AREA ALUMNAE CHAPTER

CHAPTER OFFICERS

Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions

- Each Soror seeking an elected office or position in the **Murrieta-Temecula Area Alumnae** Chapter
- Each Soror must meet the eligibility criteria as defined in the chapter Policies & Procedures.
- A candidate for chapter office or position must be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place. Murrieta-Temecula Area Alumnae Chapter – Policies and Procedures: Last Approved 6/26/2023
- If elected, the officer, chair, or committee member must maintain financial status during her term(s) of office as verified by the Financial Secretary as of June 30th of the current sorority year.
- Eligibility requirements
 - Must have attended at least one of the past two (2) National Conventions or one of the past two (2) Regional Conferences previous to her nomination.
- Complete and turn in to the Nominating Committee Chair or designee a Candidate's Profile at the designated time established by the committee for all candidates.
- The Candidate Profile will include:
 - Completed Application or Candidate Nomination Form. Note: The chapter must have a written notification of intent to seek office from the candidate. This may be a candidate nomination form or application.
 - Delta Resume
- Candidate Data Profile Forms may be obtained from the Nominating Committee, Members Only Section of Chapter Website or the Chair's Designee.
- Members of the Nominating Committee who decide to run for an elected position must resign from the committee **before** the "Call for Nominations" is issued. They are ineligible to be slated or run from the floor.
- The Chair and members of the Nominating Committee shall serve only one (1) term and shall not be a candidate for any elected office while serving on the committee.

CHAPTER OFFICERS

Call For Nominations Forms Available

- The Delta Profile Application will be available at the time of the call for nominations and must be completed by all who are interested in being nominated.
- All nominations will be presented in writing using the Delta Profile Sheet and will be submitted to the nominating chair by the established committee deadline for all candidates.
- The Delta Profile Application must be received by the nominating committee via the nominating committee e-mail or the approved submission format for all candidates by the established deadline.
 - Signed Acknowledgement Of Duties and Responsibilities.
 - Delta Profile Application. Attached PDF Document
 - A Delta Resume
 - The email address to send all information: mtaacnomcom@gmail.com
 - The deadline - Saturday March 21, 2026
- The committee will develop the slate of candidates for chapter officers and elected positions utilizing the criteria set forth in the chapters Policies and Procedures.
 - The slating Form
- The Nominating Committee confirms the candidate's eligibility with chapter Financial Secretary, Treasurer and Chapter President.
- If a member is slated for and gets elected to two offices or positions, she must select which office/position she will accept immediately after getting elected to both.
- The office/position she does not accept will be treated as a vacancy and the chapter will follow the procedures for "Filling Vacancies"

DELTA SIGMA THETA SORORITY, INC.
A Service Sorority
Murrieta Temecula Area
Alumnae Chapter

OFFICIAL CANDIDATE PROFILE FORM



Enter The Title Of The Office For Which You Are Applying: _____

PART I: PERSONAL INFORMATION

Last Name _____ First Name _____ Maiden/Middle _____

Home Address _____

City, State Zip Code _____

Home Telephone _____ Work/Cell Telephone _____

Profession/Occupation _____ Title _____

Personal E-mail address _____

Please list any membership in other organizations, including any current or past leadership positions (This includes church or civic organizations, other fraternal groups, political involvement, etc.):

Please list any other volunteer work or involvement not listed above:

Please list any personal skills or traits that you possess which might be helpful in fulfilling the duties of the office to which you are applying:

Please list any technology skills that you possess which might be helpful in fulfilling the duties of the office to which you are applying:

Please list three personal (3) strengths and one (1) weakness:

PART II: DELTA INFORMATION

Please attach your most recent Delta Resume to this application. Be sure to list the following: Date and Chapter of Initiation, Local, Regional and National Experience, and any other relevant Delta Involvement.

National Convention Attendance:

I attended the following National Conventions (check all that apply):

☐	Most Recent
☐	2nd Most Recent

Regional Conference Attendance

I attended the following Regional Conferences (check all that apply)

☐	Most Recent
☐	2nd Most Recent

PART III: ESSAY

In 300 words or less, please respond to the following questions



1. Describe the role of commitment in the success of any organization and share your personal commitment philosophy.
2. How will you ensure that the chapter is compliant with all fiscal regulations and standards?
3. Describe any specific experience you have with auditing and/or accounting.

I hereby acknowledge that I am knowingly and willingly seeking candidacy for the office listed above. I attest that I have answered all questions honestly and to the best of my ability. I understand that my application does not guarantee that I will be a candidate for office, but that I must first be certified by the nominating committee. I also hereby affirm that if I am elected I will fulfill all the duties required of the position including, but not limited to meeting and DID/training attendance, and all duties listed in the chapter policies and procedures.

Signature of Candidate: _____

Date: _____

MURRIETA-TEMECULA AREA ALUMNAE CHAPTER

Delta S. Theta

123 Fortitude Lane
MTAAC, California 90113
H: 951-555-1913 C: 951-555-1994
Email: dsitheta@gmail.com

EDUCATIONAL INFORMATION

Spelman College – BS in Education
Wilberforce University – MS – Special Education

OCCUPATION

Retired

DELTA INFORMATION

Date of Initiation: January 13, 1996
Chapter of Initiation: Alpha Chapter
Diamond Life Member
Current Membership: Chester (PA) Alumnae Chapter

Chapter Experience: 1996 - Present

Chapter Treasurer 2020-Present
Chapter Vice-President - 2018-2020
Leader of the Minerva Circle 2016
Convener of the Odyssey Experience 2014
Chair Scholarship Committee 2010 - 2012
Chapter Historian 2008 - 2010
Chair Fundraising Committee 2006 - 2008
Nominating Committee Member - 2002 - 2004
Chaplain 2000-2002
Committee Member: Social Action, Membership Services, Retreat, Scholarship,

Regional Experience:

CA State Coordinator 2018 - 2020
Regional Conference Alternate Delegate: 2020
Hospitality Committee Member, Farwest Regional Conference, 2018
Site Committee Member, Farwest Regional Conference, 2016
Election Committee Member, Farwest Regional Conference, 2014
Certified DID Trainer - 2005 - Present
Certified MIT Trainer - 2005 - Present
Farwest Region Advisors Task Force 2002 - 2004
State Wide Founders Day Committee 1999, 2001
Housing Committee - Regional Conference 2001
Regional Conferences Attended: 1999, 2001, 2003, 2005, 2007, 2009, 2011, 2014, 2016, 2018, 2020

National Experience:

Farwest Regional Delta of the Year, 2020
National Convention Voting Delegate: 2019 and 2021
Shadow for National President, National Convention, 2017
Page, National Convention, 2015
National Conventions Attended: 1998, 2000, 2002, 2004, 2006, 2010, 2013, 2015, 2019, 2021

CHAPTER OFFICERS

DELTA RESUME CHEAT SHEET

Contact Information

Name
Current Contact Information

Educational Information

Schools attended and degrees earned
Current/Previous Occupation

Delta Information

Date of Initiation
Chapter of Initiation
Current Chapter

Local Experience:

Elected Offices
Committee Chair Positions
Special Appointed Positions
Committee Membership

Regional Experience:

Elected Regional Positions
Appointed Regional Positions
Regional Committee Experience
Regional Delegate Experience
Regional Task Force Experience
MIT and DID Training Experience (As a Trainer)
Advising Experience
Reactivation/Chartering Team Experience
Regional Leadership Program Participation
Regional Awards Won
Regional Presentation Experience
Regional Conferences Attended (List by year)

National Experience:

National Elected Experience
Elected National Positions
Appointed National Positions
National Committee Experience
National Delegate Experience
Task Force Experience
National Leadership Program Participation
National Awards Won (including scholarships)
National Presentation Experience
National Conferences Attended (List by year)

Do's and Don'ts

Do:

- Keep your resume updated
- Only list things that you have had an active role in
- Keep things clear and concise
- Consider creating a Delta email account
- Follow the formatting rules of a traditional resume
- Positions you may have held in other chapters

Don't:

- List things everyday Delta activities
- Use work or inappropriate email addresses
- List future activities
- List unregistered conferences or conventions



CANDIDATES FOR PRESIDENT

Candidate Name	Eligible For Re-Election ? Y , N or N/A	Currently Financial ? Y or N	Attended 1 Of Last 2 National Conventions? Y Or N	Attended 1 Of Last 2 Regional Conferences? Y Or N	Submitted Application Or Nomination Form By Deadline? Y Or N	Submitted Delta Resume By Deadline ? Y Or N

CANDIDATES FOR 1st Vice President

Candidate Name	Eligible For Re-Election ? Y , N or N/A	Currently Financial ? Y or N	Attended 1 Of Last 2 National Conventions? Y Or N	Attended 1 Of Last 2 Regional Conferences? Y Or N	Submitted Application Or Nomination Form By Deadline? Y Or N	Submitted Delta Resume By Deadline ? Y Or N

CANDIDATES FOR 2nd Vice President

Candidate Name	Eligible For Re-Election ? Y , N or N/A	Currently Financial ? Y or N	Attended 1 Of Last 2 National Conventions? Y Or N	Attended 1 Of Last 2 Regional Conferences? Y Or N	Submitted Application Or Nomination Form By Deadline? Y Or N	Submitted Delta Resume By Deadline ? Y Or N

CANDIDATES FOR RECORDING SECRETARY

Candidate Name	Eligible For Re-Election ? Y , N or N/A	Currently Financial ? Y or N	Attended 1 Of Last 2 National Conventions? Y Or N	Attended 1 Of Last 2 Regional Conferences? Y Or N	Submitted Application Or Nomination Form By Deadline? Y Or N	Submitted Delta Resume By Deadline ? Y Or N

CANDIDATES FOR CORRESPONDING SECRETARY

Candidate Name	Eligible For Re-Election ? Y , N or N/A	Currently Financial ? Y or N	Attended 1 Of Last 2 National Conventions? Y Or N	Attended 1 Of Last 2 Regional Conferences? Y Or N	Submitted Application Or Nomination Form By Deadline? Y Or N	Submitted Delta Resume By Deadline ? Y Or N

CANDIDATES FOR FINANCIAL SECRETARY

Candidate Name	Eligible For Re-Election ? Y , N or N/A	Currently Financial ? Y or N	Attended 1 Of Last 2 National Conventions? Y Or N	Attended 1 Of Last 2 Regional Conferences? Y Or N	Submitted Application Or Nomination Form By Deadline? Y Or N	Submitted Delta Resume By Deadline ? Y Or N

CANDIDATES FOR TREASURER

Candidate Name	Eligible For Re-Election ? Y , N or N/A	Currently Financial ? Y or N	Attended 1 Of Last 2 National Conventions? Y Or N	Attended 1 Of Last 2 Regional Conferences? Y Or N	Submitted Application Or Nomination Form By Deadline? Y Or N	Submitted Delta Resume By Deadline ? Y Or N

CANDIDATES FOR CHAIR, NOMINATING COMMITTEE

Candidate Name	Eligible For Re-Election ? Y , N or N/A	Currently Financial ? Y or N	Attended 1 Of Last 2 National Conventions? Y Or N	Attended 1 Of Last 2 Regional Conferences? Y Or N	Submitted Application Or Nomination Form By Deadline? Y Or N	Submitted Delta Resume By Deadline ? Y Or N

CANDIDATES FOR NOMINATING COMMITTEE MEMBERS

Candidate Name	Eligible For Re-Election ? Y , N or N/A	Currently Financial ? Y or N	Attended 1 Of Last 2 National Conventions? Y Or N	Attended 1 Of Last 2 Regional Conferences? Y Or N	Submitted Application Or Nomination Form By Deadline? Y Or N	Submitted Delta Resume By Deadline ? Y Or N

CANDIDATES FOR CHAIR INTERNAL AUDIT COMMITTEE

Candidate Name	Eligible For Re-Election ? Y , N or N/A	Currently Financial ? Y or N	Attended 1 Of Last 2 National Conventions? Y Or N	Attended 1 Of Last 2 Regional Conferences? Y Or N	Submitted Application Or Nomination Form By Deadline? Y Or N	Submitted Delta Resume By Deadline ? Y Or N