

CALL FOR NOMINATIONS
Delta Sigma Theta Sorority, Inc.
Murrieta Temecula Area
Alumnae Chapter
Applications for the Office of
Treasurer

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 2022-2024.

<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

Special Notes:

*Each soror seeking office must meet the following criteria:

- Registered for and attended one (1) of the last 2 National Conventions or one (1) of the last 2 Regional Conferences.

Duties of the Treasurer as Outlined in the Policies and Procedures

It shall be the duty of the Treasurer to:

- 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
- 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.
- 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.

- 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.
- 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: _____

DELTA SIGMA THETA SORORITY, INC.

A Service Sorority

Murrieta Temecula Area

Alumnae Chapter

OFFICIAL CANDIDATE PROFILE FORM

Candidate for Treasurer

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 related to the **Office of Treasurer**

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 how you will manage the “wants” of committee chairs with the financial realities of the chapter?

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: _____

Candidate Essay