

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

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 Nominating Committee Chair as Outlined in the Policies and Procedures

It shall be the duty of the Nominating Committee Chair to:

- 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.
- 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: _____

DELTA SIGMA THETA SORORITY, INC.

A Service Sorority

Murrieta Temecula Area

Alumnae Chapter

OFFICIAL CANDIDATE PROFILE FORM

Candidate For Nominating Committee Chair

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 Nominating Committee Chair**

1. Describe the role of commitment in the success of any organization and share your personal commitment philosophy.
2. What do you see as the biggest barriers to running for office in the chapter and what will you do to help others overcome them?

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