

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

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 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 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.
- 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.

- 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: _____

DELTA SIGMA THETA SORORITY, INC.

A Service Sorority

Murrieta Temecula Area Alumnae Chapter

OFFICIAL CANDIDATE PROFILE FORM

Candidate For the Position of President

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 President.**

1. Describe the role of commitment in the success of any organization and share your personal commitment philosophy.
2. Describe your philosophy of how to manage the rules and regulations of the organization with the demands of chapter members?
3. Describe how previous leadership experiences have prepared you for the role of chapter president.
4. Explain how the words “constructive criticism” relate to the role of chapter president.

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 here affirm that if I am elected, I will fulfill all of 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