

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

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 Financial Secretary as Outlined in the Policies and Procedures

It shall be the duty of the Financial Secretary to:

- 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.
- 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.
- 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: _____

DELTA SIGMA THETA SORORITY, INC.

A Service Sorority

Murrieta Temecula Area

Alumnae Chapter

OFFICIAL CANDIDATE PROFILE FORM

Candidate for Financial Secretary

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 Financial Secretary**

1. Describe the role of commitment in the success of any organization and share your personal commitment philosophy.
2. Describe how your specific experiences with financial record keeping will assist you in performing the duties of the office of Financial Secretary.

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