

CALL FOR NOMINATIONS
Delta Sigma Theta Sorority, Inc.
Murrieta-Temecula Area
Alumnae Chapter
Applications for the Office of
Recording 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 Recording Secretary as Outlined in the Policies and Procedures

It shall be the duty of the Recording Secretary to:

- 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.
- 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: _____

DELTA SIGMA THETA SORORITY, INC.

A Service Sorority

Murrieta-Temecula Area

Alumnae Chapter

OFFICIAL CANDIDATE PROFILE FORM

Candidate For the Position of Recording 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 Recording Secretary**

1. Describe the role of commitment in the success of any organization and share your personal commitment philosophy.
2. Describe the importance of having accurate documentation of meetings. Include your plan to ensure that the chapter receives the most correct information possible.

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