

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

It shall be the duty of the Internal Audit Chair to:

- Not serve more than one (1) term in the same office.
- Secure a location for the meeting and contact members to attend
- Collect the required financial records from the financial officers in accordance with the schedule recommended by the National Internal Audit Committee. The financial records should be returned to the fiscal officers before the next scheduled Executive Board meeting. A draft of the audit report should be discussed with the fiscal officers prior to being rendered at the Executive Board meeting. The chairperson shall report to the chapter the audit findings and recommendations for improvements, if any.
- Submit the quarterly Internal Audit Report on-line in the RED Zone by the following dates:
 - a) 1st quarter - December 1
 - b) 2nd quarter - March 1
 - c) 3rd quarter - June 1
 - d) 4th quarter – August 1
- Provide the Detailed Audit report to the Recording Secretary and make it available for review at the Executive Board and Chapter meetings.
- Secure the books for the committee's audit of the 4th quarter transactions by July 15 and upon completion of the audit return the books to the Treasurer. If the services of a CPA are required, the Treasurer will then provide the books to the CPA for the external review or audit
- Complete the Annual Internal Audit Report (IAR-1) in the RED Zone and upload the documents obtained from the CPA and the Signature Pages (signed by the audit committee members) into the RED ZONE by August 31. The chapter president will receive notification of the completed submission in the RED ZONE to complete the Compliance process.
- Review the CPAs report (if required) with the president and financial officers, then the Executive Board and finally the chapter.

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 Internal Audit 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 Internal Audit Chair**

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 any specific experience you have with auditing and/or accounting.

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