

Chapter Nominations Committee Checklist



The search for potential candidates for chapter officers and the opportunities to encourage them is the job of each committee member. The committee's goal is to build a complete slate of informed and enthusiastic officers to lead the chapter in the next biennium. Begin early, and prepare thoroughly.

- Work to nurture the membership and perceived potential leaders during the first year of the biennium
- Hold the first committee planning meeting four to six months before slate is to be built and announced
- Heighten members' awareness that the current chapter biennium is coming to an end
- Study the Chapter Rules. Every chapter is unique.
 - Determine what officers are elected. **Some offices are optional.**
 - Identify what positions are appointed and by whom
 - Note which committees, if any, are elected
 - Become familiar with the duties of each office
 - Determine what to do if an office becomes vacant
 - Know the procedures to fill any vacant positions from the floor
- Become aware of the deadline to present the slate of officers to the chapter
- Research the procedure to conduct the election
- Note who conducts the election of officers and when the new chapter biennium begins
- Mark and meet the deadline to notify TSO of incoming chapter officers and their contact information
- Be prepared to mentor incoming officers and elected committee chairmen

• TRAINING FOR LEADERSHIP IN PROFESSIONAL AND PERSONAL ROLES • CHAPTER LEADERS •
• PRESIDENT • FIRST VICE PRESIDENT • SECOND VICE PRESIDENT • RECORDING SECRETARY •
• CORRESPONDING SECRETARY • TREASURER • PARLIAMENTARIAN • ELECTED COMMITTEES •

**2021-2023 Nomination Application Outline for TSO
Elected Finance and Nominations Committees**

Deadline: January 01, 2023 Electronic format is preferred.

The application should include:

- completed responses to all sections of the outline
- letter of endorsement from applicant's Executive Board and/or chapter (can be sent separately)
- digital image of applicant

Please use the following outline when submitting the required information.

1. Nominee Information:

Name of nominee (Dr., Miss, Mrs., Ms.)
Complete address with zip code
Telephone numbers (cell, home)
Email address
Current Chapter, Area

2. I am applying for the position of ___ Finance Committee ___ Nominations Committee

3. DKG experience: (List all offices and committee appointments beginning with most current position, using the following column headings under each sub-head listed below. Please be specific with all information giving years and locations.)

	Year	Position	Responsibility
a) Chapter			
b) Area, State, ASTEF			
c) International			

4. Number of events attended:

- a) Area Workshops :
- b) State Conventions :
- c) International Conferences (formerly Regionals in odd years) :
- d) International Conventions (even years) :

5. DKG awards, honors, and scholarships

6. Academic background (Begin with most recent: degrees, dates, institutions conferring):

7. Professional education experience (Begin with most recent assignment):

Applicant's signature (can be electronically signed):

Chapter:

Date:

Submit to: Kerry James, TSO Nominations Chair

Email: aphi68@aol.com (preferred)

Or mail: Kerry James, 3004 Fortune Ave. Texarkana, TX 75503

Any questions, please call Kerry at 903-280-6482

Updated by Kerry James, September 10, 2021, Nomination Chair

NOTE: If this nominee is selected for a state level position, she must agree not to disclose this fact for 24 hours after notification to anyone except her immediate family.

**2023-2025 Nomination Application Outline for TSO
Elected Finance and Nominations Committees**

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