

THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
ETA CHAPTER
Recommendation Form For Elected Officers For 2022-2024

The elected officers are president/co-presidents, vice-president, recording secretary and corresponding secretary. Chapter officers will be elected in January and installed in April. Nominations forms should be sent to Gloria Quick, Nominations Chair by December 10, 2021.

Name _____ Recommended for office of _____

Duties of President/Co-Presidents:

- Shall act as presiding officer at regular and called meetings and direct the activities of the chapter.
- Shall act as chair of the Executive Board.
- Shall serve as ex-officio member with vote on the NC DKG Executive Board.
- Shall appoint a parliamentarian.
- Shall appoint standing and special committees.
- Shall approve payment for all expenses.
- Shall approve publications.
- Shall fill by appointment all vacancies in office.
- Shall ensure chapter rules are up to date and in alignment with state organization bylaws and International Constitution.
- Shall ensure the chapter has a plan for strategic growth and development.
- Shall represent the chapter at meetings, conferences and other events.
- Shall take action, with the advice and approval of the Executive Board on matters, which can not be deferred until the next meeting.
- Shall review the file from the previous president.
- Shall become familiar with the president's duties, the procedures and work of the Society and Business that the chapter has transacted previously.
- Shall appoint and work through committees, if committees are designated by chapter rules.
- Shall order supplies for membership, certificates, key pins and name badges.
- Shall assure that that any chapter member who is serving as a state organization or international officer, committee chair, or committee member.
- Shall attend meetings and workshops of the state organization and whenever possible international conference and international convention.
- Shall participate on the Finance Committee with budget preparation and supervision of chapter finances.
- Shall work with the chapter to plan activities for the year and serve as ex-officio member of committees with vote.
- Shall notify the state organization of changes in officers during the biennium.
- Shall complete the Chapter President's Annual Report Form.
- Shall work with the membership chair and the treasurer to contact each member who has not paid dues before the member is dropped for payment of dues.

Duties of Vice-President:

- Shall serve as presiding officer in the absence of the president/co-presidents.

- Shall succeed to the presidency and serve until the next regular election of officers, In the event the president/co-presidents resigns/resign.
- Shall perform such other duties as assigned by the president or Executive Board.

Duties of Recording Secretary:

- Shall keep minutes of each meeting and furnish the president/co-presidents with a copy of such minutes.
- Shall serve as secretary to the Executive Board.
- Shall keep an attendance roll.

Duties of the Corresponding Secretary:

- Shall attend to correspondence as directed by the president/co-presidents.
- Shall send a card to a member in the event of illness or death.