

**The Delta Kappa Gamma Society International
Chi State**

**NOMINATIONS COMMITTEE GUIDELINES
FOR RECOMMENDATIONS AND QUALIFICATIONS**

Recommendations will be accepted for the following Chi State elected positions for 2009-2011:

President
First Vice President
Second Vice President
Recording Secretary
Corresponding Secretary
Five Members of the Nominations Committee

QUALIFICATIONS (Chi State *Standing Rules* Section 6.11)

Nominees shall:

- Have had experience as a Chapter President
- Have served on the Chi State Leadership Team for a minimum of two biennia
- Have demonstrated effective leadership and communication skills
- Have time and energy for the demands of the office

GUIDELINES FOR RECOMMENDATIONS

- The name of the member may be submitted for nomination to any elective position by an individual member, Chapter, or Area
- Permission of that person must be secured before her name is recommended for nomination
- An ***OFFICIAL RECOMMENDATION FORM FOR NOMINATIONS*** must be completed with careful attention given to the following points:
 - The office for which the person is being recommended should be stated
 - The person recommended should be qualified for the work of the position
 - The member's Delta Kappa Gamma experience should be accurately stated, including specific positions and dates served
 - Evidence of the member's leadership and personal qualities fitting her for the position should be shown
 - The recommendation form should be mailed by the deadline to the Chi State Education Center, attention: Chi State Nominations Chairman

GUIDELINES FOR ENDORSEMENTS

- Endorsements supporting the official recommendation are acceptable and helpful if they provide pertinent additional information. Information should be accurate, succinct, and specific, including skills/qualifications which would contribute to your nominee carrying out the duties for the position (see Chi State *Bylaws*, Article VI, Sections B and C).
 - Chapters and Areas are encouraged to collaborate on a single endorsement form

SUGGESTIONS

To ensure that your recommendation form or endorsement will be received on time and given the consideration it deserves, please observe the following:

- Form should be typewritten or computer generated
- Must be postmarked by **November 1, 2008**. You may wish to send the form by postal return receipt and hand cancelled.
- Be selective about endorsements (Quality of the information is more important than the quantity of information.)
- Be sure to sign the form, whether submitted by an individual, Chapter, or Area

Please note: *The Nominations Committee reserves the right to place a recommended name in a position other than the position stated on the form.*