**TAU KAPPA CHAPTER**

**TALENT FORM**

**Statement of Interest in Chapter Appointment and Service**

The strength of an organization is in the involvement and commitment of its members. The

Executive Committee of this chapter invites all members to complete this form for the chapter

files and for consideration when appointments are made and particular talents are needed.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Credentials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional Position (title & location):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: Home ( ) \_\_\_\_\_ -\_\_\_\_\_\_ Work ( ) \_\_\_\_\_-\_\_\_\_\_\_

Fax ( ) \_\_\_\_\_-\_\_\_\_\_\_\_ E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Areas of Interest\***

Check those that are of interest to you:

|  |  |
| --- | --- |
| **Chapter Committees** | **Officer Candidate/Board Member** |
|  |  |
| \_\_\_\_\_Governance | \_\_\_\_\_President-Elect |
| \_\_\_\_\_Finance | \_\_\_\_\_Vice President |
| \_\_\_\_\_Program | \_\_\_\_\_Secretary |
| \_\_\_\_\_Eligibility | \_\_\_\_\_Treasurer |
| \_\_\_\_\_Publicity/Newsletter | \_\_\_\_\_Committee Chair |
| \_\_\_\_\_Member Involvement |  |
| \_\_\_\_\_Chapter Awards | **Support Services** |
| \_\_\_\_\_Chapter Key Award |  |
| \_\_\_\_\_Induction | \_\_\_\_\_Typing |
| \_\_\_\_\_Leadership Succession | \_\_\_\_\_Computer Expertise |
| \_\_\_\_\_Directory | \_\_\_\_\_Word Processing |
| \_\_\_\_\_ Website/the Circle | \_\_\_\_\_Identify area of expertise below |
|  |  |

\* Descriptions of committee and position activities are noted below

**Governance Committee:** Though the Governance Committee is not a part of the executive board structure, the chapter bylaws clearly state the Governance Committee is a required committee with at least 3-4 members. The members of this committee may be elected or appointed. Once all of the members have been selected for this committee, then the president is responsible for appointing the chair.  The Governance Committee is responsible for bylaws amendments and works with the counselors to support all phases of the induction process.

**Finance Committee:** The treasurer’s responsibility is to manage chapter funds. This includes preparing the annual budget and developing or maintaining fiscal policies and procedures. The treasurer is required to present financial information to the Board of Directors at each meeting and works with the President to complete the financial section of the annual report.

The finance committee chair's responsibility is to monitoring of the chapter's financial procedures and status, oversee the budget process and performance, review chapter finance policies and procedures, ensure participation of the committee during the selection of an auditor and assist and over see the chapter treasurer as needed.

**Leadership Succession Committee:** The Leadership Succession Committee (LSC) is comprised of three (3) elected member who are responsible for developing members in organizational roles, selecting nominees for chapter leadership, preparing the election ballot and notifying candidates of election results. Often the LSC takes responsibility for overseeing the execution of chapter elections.

**Officer Candidate/Board Member Job Description:**

**President-Elect:** The primary function of the President-Elect is to shadow the current president and observe chapter operations until the end of the term, at which time the President-Elect succeeds into the role as president.  Specific responsibilities of the President-Elect are determined by each individual chapter’s needs.

**Vice President**: The Vice President performs various responsibilities on behalf of the chapter. This position performs the duties of the president in the president’s absence. The Vice President also facilitates achievement of chapter goals and oversees at least two chapter program each year. The Vice President often oversees the membership engagement efforts and frequently chairs or serves on committees as needed.

**Secretary:** The chapter secretary is responsible for recording and distributing meetings minutes, along with preparing and distributing chapter correspondence. Secretaries can chair and/or serve on committees as needed.

**Treasurer:** The treasurer’s responsibility is to manage chapter funds. This includes preparing the annual budget and developing or maintaining fiscal policies and procedures. The treasurer is required to present financial information to the Board of Directors at each meeting and works with the President to complete the financial section of the annual report.

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