

 **Delta Mu Delta Lambda Eta Officers Self-Nomination Form**

 **Nominations accepted October 15 – October 31, 2018**

 **Elections will be held online November 5 – November 12, 2018**

 **Officers’ terms are from January 1 - December 31, 2019**

*By submitting this form, you certify that:*

*(1) you are a member of Lambda Eta Chapter of Delta Mu Delta,*

*(2) you are prepared to perform all the duties of the office to which you are self-nominating, and*

*(3) you agree to uphold the Chapter bylaws (http://www.deltamudelta-lambdaeta.org/about-the-chapter/bylaws/ )*

Email as attachments the completed form and a photograph to kvince@ncu.edu no later than **October 31, 2018**. Use the subject line "DMD Self-Nomination" followed by the office (examples: "DMD Self-Nomination: President," "DMD Self-Nomination: Secretary," etc.). A photograph is desired but not required. Biographies and photographs will be posted on the Chapter website (http://www.deltamudelta-lambdaeta.org/officers/)

**Name (as it will appear on the ballot):**

**I wish to run for the office of:**

**Short biography (up to 300 words):**

Officers Roles

President

The president assists with keeping the officers motivated; leads with whatever schedule is appropriate for chapter operation, including regular business meetings held at minimum the first week in June and December annually as per the bylaws; leads Officers’ meetings; ensures bylaws are understood by Chapter Officers; uses Robert’s Rules of Order, Newly Revised, as the parliamentary authority for meetings; moderates the Officer’s Installation Ritual for new officers following the Election of Officers

Vice President

The vice president functions as the chair of chapter activities, including but not limited to, moderating the New Member Induction Ceremony and leading local scholarship activities

Secretary

The secretary keeps track of the chapter’s records including, but not limited to, creating and retaining minutes of meetings; retains copies of membership data profile (MDP) forms; handles chapter correspondence; completes the Annual Report for the chapter with assistance from other officers and administrative assistant; conducts Officer Elections; monitors NCU Honor Society Discussion Board and answers questions