**Seeking Applicants for Related Personnel Positions**

**Executive Secretary**

In accordance with Alpha Epsilon State Bylaws and Standing Rules the Executive

Secretary will serve a four- year term ending June 30, 2020.

Applications must be received by April 6 to ensure full consideration. Interviews will be conducted before April 20. Applications and additional details may be obtained by contacting:

Barbara Shirden, State Nominations Committee Chairperson

241 South 46th Street

Richmond, IN 47374-6007

Telephone: 765-935-4958

Email: [barbarash2012@gmail.com](mailto:barbarash2012@gmail.com)

Duties and responsibilities of the **Executive Secretary** are found in the *Alpha Epsilon State Bylaws and Standing Rules,* amended March 2015 (pages 4-5).

They include but are not limited to:

1. Keep a permanent file of records and historical facts of the organization.
2. Compile lists of chapter committee chairmen and send them to the corresponding state chairmen.
3. Publish annually a state directory as approved by the president.
4. Assist with the organization of new chapters.
5. Serve as *ex officio* member, without vote, on the standing committees of Finance, Membership, and Communication/Publicity. (2005)
6. Help plan state convention/conference/state meetings. Assist the president as meeting facilities planner with the authority to contract and co-sign with the president for all accommodations for conventions, conferences and state meetings. (2004)
7. Prepare final copy of programs, as submitted by the president, to be printed for conventions and conferences. (2008)
8. Order flowers or request a designee to order flowers for the president, the immediate past president, past international presidents, and Administrative Board members from Alpha Epsilon State at regional conferences and International conventions. (2014).
9. Make hotel reservations at state convention/conference/state meetings for state officers, related personnel and committee chairmen. (2008)

(10)Consider attendance at the International Convention and the Northeast

Regional Conference as representative of Alpha Epsilon State to perform

assigned duties. (2012)