**Nominating/Personnel Committee**

**Committee:**

**Sheila Baker, Sharon Herr, Olga Granat, Sue Weber, Jo Ann Manes, (*ex officio)***

Barbara Shirden, Chair

Would you like to meet more DKG members? Become more involved in the

DKG organization? Learn more about DKG across Indiana? The nomination/personnel committee has an opportunity for you if you responded in the affirmative to any of the previous questions.

Applications are available on the website and from chapter presidents until April 7 for Executive Secretary. On the website you will find a complete description of duties and responsibilities for the position as listed in the by-laws, but a general overview includes: keeping permanent records and files; annually publishing the state directory; serving as *ex officio* member of Finance, Membership, and Communication/Publicity Committees; help planning the state convention/conference/ state meetings; preparing final copies of programs; ordering flowers; making hotel reservations; and attending International Convention and Northeast Regional Conference as a representative of Alpha Epsilon State.