



RECOMMENDATION FOR ZETA STATE EXECUTIVE SECRETARY*

The state officers shall be president, first vice-president, second vice-president, recording secretary, corresponding secretary (all elected); a treasurer and an executive secretary (appointed by the Executive Board). (*Zeta State Bylaws*, VI. 1. A)

GUIDELINES FOR RECOMMENDATIONS STATE EXECUTIVE SECRETARY

1. An individual member or chapter may recommend to the state president a member for the appointed position of **Executive Secretary** 30 days prior to the executive board meeting every 4 years.
2. Permission of the member being recommended must be secured before her name is submitted.
3. An official "Recommendation for Zeta State Executive Secretary" form (**Form 18 B**) must be completed for each person recommended, with careful attention given to the following points:
 - a. the office for which she is recommended
 - b. her qualifications for that office
 - c. complete and accurate details of her Delta Kappa Gamma experience
 - d. leadership and qualities that suit her for the position
 - e. the completion of the recommendation process by the designated deadline
 - f. the signature and chapter of the person making the recommendation. If the recommendation comes from a chapter, the president should sign the form and indicate the chapter's name.
4. The person recommended for Executive Secretary shall have served as chapter president.

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Date _____

I wish to recommend _____, a member of _____
Chapter, for the ZETA State Office of Executive Secretary

(Please provide the following information for the person being nominated. Use the back of this form if more space is required.)

Address _____

(Street, P.O. Box, Route)

(City, State, Zip Code)

Telephone Number (____) _____ E-mail address _____

Number of years as a Delta Kappa Gamma member _____

Delta Kappa Gamma experience at the chapter level: _____

Delta Kappa Gamma experience at the state/district level: _____

Delta Kappa Gamma experience at the regional level: _____

Delta Kappa Gamma experience at the international level: _____

*Recommendations for consideration for Executive Secretary should be submitted to the state president THIRTY DAYS BEFORE THE EXECUTIVE BOARD in four year terms.

Anyone recommended as **Executive Secretary** should have served as chapter president, have state organization committee experience, have familiarity with the work of the state organization executive board, have attended state and regional meetings, have interest in and time for the position, have organizational ability, and the ability to delegate, speak well, and communicate effectively.

Submitted
by _____
(Name) (Chapter)

Address: _____
(Street, P.O. Box, Route) (City, State, Zip Code) (Telephone Number) (Email Address)