

**The Delta Kappa Gamma Society International
California State Organization**

**NOMINATIONS COMMITTEE GUIDELINES
FOR RECOMMENDATIONS AND QUALIFICATIONS**

Recommendations will be accepted for the following California State Organization elected positions for 2017-2019:

President
First Vice President
Second Vice President
Recording Secretary
Corresponding Secretary
Five Members of the Nominations Committee

GUIDELINES FOR RECOMMENDATIONS

- An individual member, Chapter, or Area may submit the name of the member for nomination to any elective position.
- Permission of that person must be secured before her name is recommended for nomination.
- An ***OFFICIAL RECOMMENDATION FORM FOR NOMINATIONS*** must be completed with careful attention given to the following points:
 - The office for which the person is being recommended must be stated.
 - The person recommended should be qualified for the work of the position.
 - The person recommended must have technology skills appropriate for the position.
 - The person recommended must be willing to fulfill the tasks assigned to the position, which may include Area Director Coordinator, Program Chair, Convention Interest Session Chair/Members Mall Coordinator, and Credentialing.
 - The person nominated must attend Summer and Winter Leadership Planning Sessions.
 - The member's Delta Kappa Gamma experience should be accurately stated, including specific positions and dates served.
 - Evidence of the member's leadership and personal qualities fitting her for the position should be shown.
 - The person recommended must prepare the Personal Impact Statement to be submitted with the completed Nomination Form.
 - The recommendation form must be received by **November 1, 2016** and sent to the California State Organization Nominations Chairman.

QUALIFICATIONS (California State Organization *Standing Rules* Section 6.11)

Nominees shall:

- Have had experience as a Chapter President
- Have served on the California State Organization Leadership Team for a minimum of two biennia (4 years)
- Have demonstrated effective leadership and communication skills
- Have time, energy and financial resources for the demands of the office

GUIDELINES FOR ENDORSEMENTS

- Endorsements supporting the official recommendation are acceptable and helpful if they provide pertinent additional information. Information should be accurate, succinct, and specific. Include skills/qualifications that would contribute to the nominee carrying out the duties for the position (see *California State Organization Bylaws*, Article VI, Sections B and C).
 - Chapters and Areas are encouraged to collaborate on a single endorsement form.

SUGGESTIONS

To ensure that your recommendation form or endorsement will be received on time and given the consideration it deserves, please observe the following:

- Be sure the form is typewritten or computer generated. See California State Organization website: www.dkgcalifornia.org.
- Be selective about endorsements. Quality of the information is more important than the quantity of information.
- Be sure you have answered the question regarding the nominee's willingness to be considered for another elected position.
- Be sure the form is signed (electronic signatures accepted), whether submitted by an individual, Chapter, or Area.

Please note: The Nominations Committee reserves the right to place a recommended name in a position other than the position stated provided the nominee has agreed.

Those selected for an office will be contacted by phone November 12-13, 2016.