Eta Sigma Gamma

Communications Director/Secretary

Candidate Information Form

Please complete the following information. It is due to Past President Keely Rees, [krees@uwlax.edu](mailto:krees@uwlax.edu), by December 31, 2022.

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| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Degree(s): |  |

|  |  |
| --- | --- |
| Position: |  |

|  |  |
| --- | --- |
| Department: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| City, State, Zip: |  |

|  |  |
| --- | --- |
| Phone: |  |

|  |  |
| --- | --- |
| Email: |  |

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| --- | --- |
| Work Experience (#years/where): |  |

Please describe your interest in ESG and being on the Board of Directors.

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Please describe if you have any prior experience in working with ESG/Gammans on a local (chapter) or national level.

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Can you demonstrate evidence of leadership in your work or extracurricular activities?

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The Communications/Secretary will serve for a **3-year** term and consists of the following duties:

* Serve as a member of the Executive Committee and the Finance Committee.
* Attend the annual National Board of Directors meeting.
* Attend the annual Business Meeting and Awards Presentation.
* Attend the annual Executive Committee Meeting.
* Maintain the national archives and serves as custodian of the National Eta Sigma Gamma Historical Library.
* Maintain chapter Constitution and Bylaws.
* Institute disciplinary proceedings for members of chapters whose charter has been revoked that are not in good standing.
* Serve on the Membership Committee for the purpose of maintaining a database for retaining active members and tracking inactive members.
* Coordinate all communications and correspondence of the Honorary, except those that pertain to other officers.
* Accept in writing, proposed amendments to the National Constitution and refers these to the National Board of Directors.
* Submit an annual report pertaining to the actions of this office.

Please explain the skills and experiences you have that demonstrate your ability to engage in these activities.

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Do you have experience serving on boards? If so, please explain.

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Please describe the skills that you would bring to ESG. (Please respond to all that apply)

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| **Skills** | **Comments/Examples** |
| High energy level |  |
| Discipline |  |
| Communication and  interpersonal skills |  |
| Experience with ESG  or other honor societies |  |
| Experience in  organizational work |  |
| Positive teamwork  experience |  |
| Problem-solving and  decision-making skills |  |
| Time management and  organizational skills |  |
| Record of  responsibility |  |
| Working with  diverse groups |  |
| Other |  |

**Please complete the form and submit (and ask any questions) to ESG Past President, Keely Rees, PhD, MCHES at** [**krees@uwlax.edu**](mailto:krees@uwlax.edu)**. All candidate information forms must be received by Dec 31, 2022.**

**Thank you for your interest in serving Eta Sigma Gamma! You will be notified by early January 2023 if you have been selected for the election ballot. Elections will take place in late January 2023.**