

## Omicron Delta: Call for 2012 Nominations & Schedule of Election Events

This is an official call for nominations for the 2012 ballot. Current, active members of the Omicron Delta Chapter of Sigma Theta Tau are eligible to run for office. A description of each office that is open for candidates and term of office for each office is listed below. If you are interested in running for an office or would like to nominate an Omicron Delta member, please email or fax a completed copy of the Consent to Serve form to the Leadership Succession Chair listed below.

**Consent to Serve Form:**

<http://www.omicrondelta.net/od/documents/2012ConsentForm.pdf>

**Leadership Succession Chair:** Penny Bohnert [pbohnert@cinci.rr.com](mailto:pbohnert@cinci.rr.com) or fax number (928) 447-9694. Questions can be directed to Penny, responses to email questions can be expected within 5 business days.

The 2012 Call for Nominations, Ballot and Elections will be done ONLINE via the Omicron Delta website at <http://www.omicrondelta.net>. All NOMINATIONS are due by no later than December 31, 2011.

<p><b>Omicron Delta: Officer Positions Open for Nomination – 2012</b></p> <p><b>PRESIDENT-ELECT (July 1, 2012 through June 30, 2014. Position assumes President position on July 1, 2014)</b></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Succeed into the presidency at the end of a two-year term of office.</li> <li>• Perform the duties of the President in the President's absence.</li> <li>• Serve on the program committee.</li> <li>• Communicate to the public the purposes of the society.</li> <li>• Be chair of committees, as needed.</li> <li>• Learn the chapter operations and facilitate the achievement of chapter goals and mission of Sigma Theta Tau International.</li> <li>• Attend a Chapter leadership Academy prior to assuming role of President.</li> <li>• Explore and identify opportunities for chapter recognition and ensure attainment.</li> <li>• Prepare an annual report to the chapter membership regarding the President-elect's responsibilities and activities.</li> </ul> <p><b>TREASURER (July 1, 2012 through June 30, 2014)</b></p>	<p><b>Nomination and Election Schedule:</b></p> <p><b>12/2011</b> Annual on-line general membership meeting. Call for nominations posted to website at the on-line general member meeting</p> <p><b>12/31/2011</b> Deadline for nominations</p> <p><b>1/15/2012</b> Completed ballot to board members for preview and to the Executive Director for posting to Omicron Delta website</p> <p><b>2/1/2012</b> Voting opens on Omicron Delta website</p> <p><b>2/28/2012</b> Deadline for voting, ballots close at midnight</p> <p><b>4/2012</b> Board meeting/announce newly elected officers</p> <p><b>5/2012</b> Formal letter welcoming newly elected officers</p>
--	---

<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Be custodian of the funds.</li> <li>• Prepare a quarterly financial report and present a current financial report to the Board of Directors at each meeting.</li> <li>• Prepare and submit an annual budget to the Board of Directors with appropriate committee advisory council or task force.</li> <li>• Prepare and submit the Annual Chapter Financial Report.</li> <li>• Work with the accountant on the biennial audit and submit a copy to headquarters.</li> <li>• Obtain and complete necessary tax forms for the Internal Revenue Service.</li> <li>• For inductions, cut checks needed for international induction fees and jewelry and honor cord orders.</li> <li>• Oversee the reimbursement process for all officer and member approved expenses.</li> <li>• Oversee and manage the investment plan of the organization with support from the Board of Directors.</li> <li>• Serve as an ex-officio member of the finance committee.</li> <li>• Develop and maintain fiscal policies and procedures in collaboration with the appropriate committee. Submit new policies or modifications of existing policies to the Board of Directors for approval.</li> <li>• To be bonded in an amount equal to 75% of the overall chapter worth.</li> </ul>	<p><b>6/2012</b> Installation of new officers</p> <p><b>7/1/2012</b> Newly elected officers begin term</p> <p><b>10/2012</b> Annual Board of Directors Face-to-Face Meeting (attendance required for Board members)</p>
---	---

*NOTE: Board members must be active members of Sigma Theta Tau and Omicron Delta. Omicron Delta board members meet via teleconference monthly or every other month. Communications and chapter business is conducted by phone, e-mail, and an annual face-to-face meeting. Costs for conducting chapter business are budgeted by the Chapter.*