

**CALIFORNIA ALPHA DELTA KAPPA  
INFORMATION FOR CANDIDATES FOR STATE EXECUTIVE BOARD OFFICES**

**CALIFORNIA STATE OFFICERS FOR ELECTION INCLUDE:**

*President-elect	* Secretary	*Treasurer
*Vice President for Membership	*Historian/Sergeant-at-Arms	*Chaplain

**DUTIES OF THE OFFICERS - IN BRIEF** (Complete job descriptions provided at Leadership Training)

- Attend the State Officer Leadership Training, usually in August of the first year of the biennium
- Attend four district conferences yearly and present fraternity education
- Serve as liaison to council(s) as assigned by the state president
- Attend State Convention, and if feasible, the Joint Northwest/Southwest Region Conference and International Convention

**PROCEDURE**

- Complete application form and acquire chapter president's signature or endorsement.
- Submit electronically (there is a live form on the state website) or paper application form with two additional copies, and a 2"x3" photograph and e-mail or postmark the application form no later than November 30 to Chairman of the Candidate Qualification Committee

**PRESIDENT-ELECT**

- Observes and trains to be State President
- Serves as Chairman of the State Presidents' Council
- Assists hosting councils in planning and conducting district conferences
- Revises and updates the Presidents' Council Handbook

**VICE PRESIDENT FOR MEMBERSHIP**

- Serves as State Membership Chairman
- Oversees collection of Chapter Needs Assessment forms

**TREASURER**

- Administers the operating accounts of the state using Quicken computer software
- Oversees the state budget
- Collects dues, fees and assessments
- Disburses funds as directed by the president or by the executive board
- Makes regular reports to the membership
- Monitors completion of chapter financial reports and filing of e-postcards
- Monitors the membership status of all members; serves as liaison to Sustaining members

**SECRETARY**

- Records State Executive Board meeting minutes
- Records State Convention activities
- Prepares for publication The Proceedings of Convention

**HISTORIAN/SERGEANT-AT-ARMS**

- Completes a pictorial and written history of the biennium of California Alpha Delta Kappa
- Is responsible for Assistant Sergeant-at-Arms, Pages, and Balloting at State Convention

**CHAPLAIN**

- Prepares opening and closing thoughts at District Conferences, Executive Board Meetings and State Convention
- Organizes and leads the Omega Service at State Convention