

Tau Beta Sigma Midwest District Officer Bid Guidelines (updated February 2024)

Serving as a District Officer is a fulfilling way to give back to Tau Beta Sigma for all of the opportunities it has provided. In this document, you will find all the pertinent information for running for a district office. As always, please contact any of your current district officers or counselors if you have any questions!

Requirements: All district officer candidates must be at least a sophomore and active member of Tau Beta Sigma at the time of election. See the National and District Constitutions for further preliminary requirements and specific duties of each office.

National Constitution article 5.402 on District Officer requirements: 5.402 Each District Officer shall be at least a sophomore student, as defined by the student's college or university, and an active member of the Sorority in good standing, at the time of election. Officers elected during their final year of college may serve out their current term of office, provided that a complete Life Membership application, including all fees, is filed with National Headquarters prior to the student's graduation. Each District Officer shall have an exceptional business and professional ability and shall be capable of representing the Sorority and District when called upon to do so. Each District Officer shall have the best interest of the Sorority at heart and be willing and able to devote the necessary time to execution of the duties imposed by the office and shall be actively participating in or serving bands during their term of office. All District officers shall serve without compensation

Midwest District Constitution article 1.02 on District Officer Requirements 1.02 Each District Officer (hereafter referred to as "Officer") shall satisfy the following requirements:

A. Each Officer shall be at least a second-year student and an active member of the sorority for at least one full semester or two full quarters at the time of election. B. Each Officer elected during their final year of college may serve out their current term of office, provided that they are a Life Member. C. Each Officer shall remain an active participant in a chapter in the Midwest District during their term. D. Each Officer shall be actively participating in or serving bands during their term of office. E. Each Officer shall have an exceptional business or professional ability and shall be capable of representing the Sorority and District when called to do so.

Duties of Midwest District Officers

Midwest District President (elected position)

- Preside over and prepare agendas for all meetings of the TBS Midwest District Council
- Work with Kappa Kappa Psi District President to preside over and prepare agendas for all meetings of the Joint Midwest District Councils
- Schedule and lead planning meetings for District Events
- Serve as the official District delegate at National Convention
- Attend the National Leadership Conference (hosted by the TBS National Council)
- Oversee Chapter operations to ensure that obligations are met and on time
- Coordinate the annual District Convention with the National Events Coordinator and Kappa Kappa Psi District President
- Work closely with Chapters and Active members to shape the future of our District
- Oversee the Midwest District Advisory Council (MWDAC)

Midwest District Vice President for Membership (elected position)

- Preside over the District Council meetings in the absence of the President
- Attend the National Leadership Conference (hosted by the TBS National Council)
- Facilitate membership education workshops at District functions and/or with individual Chapters as requested
- Address any questions that Chapters or Sisters have about membership issues
- Participate in the Membership Education Plan (MEP) Review Process
- Assist Chapters with member retention as needed
- Investigate prospective petitioning group schools as they are identified by the NVPME through correspondence or with assistance from closer chapters

Midwest District Vice President for Special Projects (elected position)

- Implement the plans of the District Programs Committee
- Attend the National Leadership Conference (hosted by the TBS National Council)
- Oversee commissioning projects taken on by the District
- Serve as the primary Officer in charge of all District awards
- Coordinate any other special District programs such as NIB scholarships, etc.
- Coordinate, promote, and educate Chapters and Sisters on the Focus on Five Campaign

Midwest District Secretary/Treasurer (elected position)

- Compile and Publish the Minutes of the TBS and joint portions of the MWD convention at which you were elected
- Attend the National Leadership Conference (hosted by the TBS National Council)
- Record the Minutes of all TBS and joint MWD District Officer meetings
- Collect all TBS MWD funds raised, record the amounts and purposes, and send to National Headquarters for deposit
- Sign off on all TBS MWD reimbursement requests and maintain a record of reimbursements made
- Periodically request account reports from National HQ and compare to the Secretary/Treasurer records
- Organize fundraising activities to benefit the TBS MWD and/or joint KKPsi and TBS MWD
- Prepare a budget proposal to present to the TBS Ways and Means Committee at MWD Convention
- Make sure committee heads, Chapters, and Officers are aware of reporting procedures prior to MWD Convention

Midwest District Media Coordinator (appointed position)*

*Please note, bids for Media Coordinator will be accepted during the application window leading up to district convention. However, **this position will not be filled until after the conclusion of the 2024 MWD Convention by the 2024-2025 MWD Council/Counselors***

- Update and maintain a website on behalf of the Midwest District and its chapters
- Run and maintain all District affiliated social media profiles in accordance with sorority policies
- Share national sorority updates to district social media sites
- Consistently post advertisements for district events (convention, district days, etc.)
- Create infographics for events, important national deadlines, and other pertinent information that needs to be communicated with the district
- Update profiles of district officers and counselors on the district website as needed
- Post convention minutes to the district website by the set deadlines
- Attend TBS Midwest District Council meetings and meetings of the Joint District Council

To Run for a District Office:

It is highly recommended for candidates to inform the District Counselors no later than two weeks before the convention of their intent to run for District Office. This may be done by emailing this information to the District Counselors at mwdcounselor@tbsigma.org.

Meetings with the current Officers and District Counselors prior to submitting an application is highly encouraged.

No later than four weeks prior to Convention, you will need to email a digital PDF copy of your officer candidate packet to mwdcounselor@tbsigma.org and mwdpres@tbsigma.org to be placed on the District Website for review by the members of the Midwest District.

You will need to prepare an officer candidate packet. This packet should include the following:

- 1) Cover letter – Inform the District about who you are, why you are running for a particular office, and what strengths you will bring to that office.
- 2) Platform Statement – Express your specific ideas about the office. What new programs do you plan on implementing? What programs would you like to see continue? While sometimes left out, this can be a key item to have in your packet, especially if you forget to speak about something during your interview with the Nominations Committee.
- 3) Resume – Provide us with some information about your education, work experience, extracurricular involvement at your university, and your Sorority experiences. Be sure to list District and National involvement, i.e. serving on committees, attending District events, third degrees at other Chapters, etc. Be sure to list offices and committee positions you have held within your local Chapter as well as on a District and National level.
- 4) Recommendation Letters (2) – Put together at least 2 recommendation letters that help us get an idea of your previous work experience and Chapter involvement. These should be a letter of support from your Chapter President on behalf of your Chapter, as well as either your sponsor or Director of Bands.
- 5) Photo suitable for publication - In the event that you are elected to a position we would like a .png or .jpg image file that we can use to announce your election.

Interview**

****Elected positions only****

No later than 1 week prior to the start of Convention, an interview will be scheduled with the Nominations Committee. This interview will be recorded and be made available on the District Website as well as dispersed via email for the members of the Midwest District to review prior to Convention.