**TENNESSEE STATE**

**ORGANIZATION**

**PERSONNEL MANUAL**



**The Tennessee State Organization**

 **Personnel Committee**

**Updated manual approved electronically by**

**Tennessee State Organization Executive Board**

 **March 16, 2022**

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**Introduction**

The Personnel Manual was first developed during the 1995-1997 biennium by the Xi State Personnel Committee. The manual was last revised in June 2019; that version was used as the basis to produce this 2022 Personnel Manual. The revision process included seeking recommendations from the TN State Organization President and the four personnel holding paid positions for the TNSO, review of the *Tennessee State Organization Bylaws and Rules*, and seeking suggestions from current members of the Personnel Committee. (In this document, the Tennessee State Organization will be abbreviated as TNSO.)

The six members of the TNSO Personnel Committee, two from each of Tennessee's three grand divisions, are elected by the TNSO executive board/membership at the TNSO convention or by an electronic vote at the discretion of the TNSO President to serve a four-year term. One member from each division rotates off every biennium. This ensures that the committee will always be composed of members who are knowledgeable of the functions and responsibilities of the committee. The TNSO President appoints the Chair of the Committee. If a committee member resigns, the TNSO President appoints a new member from that division of the state to complete the term. According to *Tennessee State Organization Rules*, the TNSO Personnel Committee shall "maintain an updated *Tennessee State Organization Personnel Manual.”*

In 1996, there were two paid positions in Xi State: the Editor and the Treasurer. In 2003 at the Xi State Convention held at The University of the South in Sewanee, members voted to add the position of Executive Secretary. At the 2005 Xi State Convention, also held in Sewanee, members voted to make the volunteer position of Webmaster a paid position. In 2008 members voted to add a Treasurer-in-Training position for one year, with this person starting her biennium as TNSO Treasurer at the beginning of the next year if recommended by the Personnel Committee.

The 2021-2023 Personnel Committee was given the charge by the TNSO President to review and fully revise the Personnel Manual. This revision included job descriptions, duties and responsibilities, evaluation instruments, contracts and the application form for all four related personnel positions and the Treasurer-in-Training position.

**The 2021-2023 TNSO Personnel Committee**:

Jeanette Brandon (2021-2025)

Lynn Caruthers (2019-2023)

Elaine McIntosh (2021-2025)

Carol Moling (2019-2023)

Beverly Smith (2019-2023) chair

Janice Stooksberry (2021-2025)

**Duties and Responsibilities of the Personnel Committee**

**From the *Tennessee State Organization Bylaws*:**

**ARTICLE VI OFFICERS AND RELATED PERSONNEL**

**Section A. State Organization Officers** .

2. The treasurer shall be selected by the Executive Board from recommendations made by the Tennessee State Organization Personnel Committee.

**Section B. Related Personnel**

2. The editor, executive secretary, webmaster, and treasurer-in-training shall be selected by the Executive Board from recommendations made by the Tennessee State Organization Personnel Committee.

3. A member of the Personnel Committee shall complete her term of office before she may be considered by the Personnel Committee for a Related Personnel position.

**Section D. Terms of Office**

2. No officer, except the treasurer, may serve in the same office longer than two terms in succession. The treasurer may serve no longer than ten (10) years in succession.

3. The editor, executive secretary, and webmaster may serve no longer than ten (10) years in succession.

4. All officers and related personnel shall take office on July 1 following their election/appointment. Mid-term appointments shall begin their duties as soon as the Executive Board approves the appointment.

5. The Treasurer-in-Training will be for one year.

**ARTICLE VIII COMMITTEES**

**Section A. Committee Structure**

1. Standing Committees

b. Society Business *(elected)*

1) Finance

2) Nominations

3) Personnel

**Section B. Committee Purposes: Society Business**

9. Personnel Committee*--elected*

a. Shall be composed of six members, two from each grand division of the state, to serve staggered four-year terms.

b. Shall be elected at the convention at the time of election of officers

c. Shall have one of the three continuing members appointed as chair for the biennium.

d**.** Shall have **o**ne member from each grand division elected each biennium.

e. Shall seek and recommend members for paid positions, and evaluate (with president) job performance for continued service.

**From *Tennessee State Organization Rules*:**

**8.15 Personnel -** The committee shall

8.15.1 Prepare and review job descriptions, contracts, and compensation of all paid personnel and make recommendations for change or retention to the Executive Board;

8.15.2 Announce positions for contractual services, accept applications, conduct interviews with applicants and make recommendations to the Executive Board;

8.15.3 Design and implement a method of evaluation for paid positions; and

8.15.4 Maintain an updated *Tennessee State Organization Personnel Manual.*

**Related Personnel Job Descriptions**

**Tennessee State Organization**

**Editor**

**Job Description**

The TNSO Editor shall perform all duties and responsibilities of the position as set forth in the TNSO Personnel Manual and as prescribed in her contract. She shall serve as an *ex-officio* member, without vote, on the TNSO Executive Board. The Editor will be under the direct supervision of the TNSO President, the TNSO Executive Board, and the TNSO Personnel Committee.

**Qualifications:**

1. Must be an active member of the Delta Kappa Gamma Society International and the Tennessee State Organization.
2. Supports the purposes and mission of the Society and possesses a knowledge of the Society at all levels.
3. Has leadership experience at the chapter and/or state levels.
4. Demonstrates effective interpersonal communication and time management skills.
5. Has skills in photography, editing, designing, composing, publishing, and mailing newsletters or has extensive journalism skills.
6. Has skills in the operation of a microcomputer system using desktop publishing and word processing software in conjunction with a database.
7. Has a willingness and available time to carry out the prescribed duties of the position.
8. **Formal Agreement:**

**Selection:**

1. Notification of the job opening will be posted in the February issues of the *DKG Tennessee News* and *Leadership Links* and on the TNSO website when a vacancy occurs, as specified in the *Tennessee State Organization Rules and Bylaws*.
2. Applicants will submit an application to the TNSO Personnel Committee by March 31 of the year in which the position is to be filled.
3. The TNSO Personnel Committee will screen and interview all applicants and present its recommendation to the TNSO Executive Board.

**Term of Office:**

1. The term of office shall be two years, beginning July 1.
2. The Editor may succeed herself at the discretion of the TNSO Executive Board to serve for no more than ten (10) consecutive years.
3. Preceding expiration of the term of office, upon the recommendation of the TNSO Personnel Committee, election will be made by the TNSO Executive Board at the Executive Board meeting or by electronic vote at the discretion of the TNSO President.
4. An annual performance evaluation of the Editor will be conducted by the TNSO Personnel Committee and the TNSO President. Input from the Chair of the TNSO Finance Committee may be requested. The evaluation will assess duties as listed in the Job Description for Editor. The evaluation can be conducted during convention, by virtual means, or by another method approved by the TNSO Personnel Committee and/or TNSO President.
5. The Contract is **not** automatically renewed. In order to be considered for renewed employment, the incumbent shall submit a written request to the TNSO Personnel Committee Chair by January 10 in the year of the expiration date of the contract.
6. If the current Editor is recommended by the TNSO Personnel Committee for another two years, applications will not be accepted.
7. If a vacancy occurs, the TNSO President shall appoint a member to fill the position until that term is completed.

**Compensation:**

1. The Editor will be paid one quarter of the editor's honorarium after each issue of the *DKG Tennessee News*, as approved by the TNSO Executive Board and included in the annual TNSO budget. This honorarium will be paid quarterly, bi-annually or yearly by the request of the Editor and approved by the TNSO President. Last payment shall be in June.
2. The Editor will be reimbursed for attendance at TNSO Convention, International Conference and International Convention meetings as specified in the *Tennessee State Organization Rules and Bylaw****s*** when a request for payment is filed with the TNSO President***.***
3. The Editor will be reimbursed for office expenses as included in the annual TNSO budget when a request for payment is filed with the TNSO President***.***
4. **Duties and Responsibilities:**
5. Prepare and publish two print and two digital issues of the *DKG Tennessee News* annually and in keeping with the designated publication timeline. The September and April issues will be in digital format only and will be posted on the TNSO website (tndkg.org).
6. Perform other duties and responsibilities as prescribed by the TNSO President and the TNSO Executive Board.
7. Attend TNSO and international meetings and workshops or other events as directed by the TNSO President.
8. Take photographs and write reports for the *DKG Tennessee News* when attending meetings, workshops or events.
9. Maintain a list of members who do not want their picture and/or name published.
10. Serve as *ex-officio* member, without vote, of committees as directed by the TNSO President or as cited in the *Tennessee State Organization Rules and Bylaws*.
11. Solicit and select articles for publication in the *DKG Tennessee News*.
12. Work with the Webmaster to place issues of the *DKG Tennessee News* online.
13. Obtain a bulk mailing permit each year and arrange for delivery of printed copies to the mailing service.
14. Preserve a file copy of each issue of the *DKG Tennessee News* and every four years prepare a notebook with a copy of each issue to be presented to the TNSO Presidents who served during the two biennia and to the TNSO archives.
15. Provide for special interest columns in the *DKG Tennessee News.*
16. Read, evaluate and edit material submitted to the *DKG Tennessee News*.
17. Order appropriate labels from International Headquarters to mail a copy of each printed

edition of the *DKG Tennessee News* to all TNSO members, International Officers and Committee Chairs, Headquarters Communications Services Administrator, and other state editors for publication exchange.

1. Coordinate a schedule of publications for committee activities and areas of responsibility.
2. Serve as an *ex-officio* member, without vote, on the TNSO Executive Board.
3. Submit a written report for the Annual Reports Booklet distributed at the TNSO Convention or on the TNSO website.
4. File an Emergency Plan with the TNSO Personnel Committee to allow retrieval of Society property in the event of death or inability to perform the duties of TNSO Editor.
5. Update or create a timeline of the responsibilities of the TNSO Editor to give to the next Editor and to the TNSO Personnel Committee Chair.  Include specific directions for the TNSO Editor such as computer program used, publisher/printer used, etc.

**Tennessee State Organization**

**Executive Secretary**

**Job Description**:

The TNSO Executive Secretary shall perform all duties and responsibilities of the position as set forth in the TNSO Personnel Manual and as prescribed in her contract. She shall also serve as an *ex-officio* member, without vote, on the International and TNSO Executive Boards. The Executive Secretary will be under the direct supervision of the TNSO President, the TNSO Executive Board, and the TNSO Personnel Committee.

**Qualifications:**

1. Must be an active member of the Delta Kappa Gamma Society International and the Tennessee State Organization.
2. Supports the purposes and mission of the Society and possesses a knowledge of the Society at all levels.
3. Has leadership experience at the chapter and/or state levels.
4. Demonstrates effective interpersonal communication and time management skills.
5. Has strong secretarial and computer skills and is able to constantly update these skills as technology advances.
6. Will provide her own equipment.
7. Has a willingness and available time to carry out the prescribed duties of the position.

**Formal Agreement**:

**Selection:**

1. Notification of the job opening will be posted in the February issues of the *DKG Tennessee News* and *Leadership Links* and on the TNSO website when a vacancy occurs, as specified in the *Tennessee State Organization Rules and Bylaws*.
2. Applicants will submit an application to the TNSO Personnel Committee by March 31 of the year in which the position is to be filled.
3. The TNSO Personnel Committee will screen and interview all applicants and present its recommendation to the TNSO Executive Board.

**Term of Office:**

1. The term of office shall be two years, beginning July 1.
2. The Executive Secretary may succeed herself at the discretion of the TNSO Executive Board for no more than ten (10) consecutive years.
3. Preceding expiration of the term of office, upon the recommendation of the TNSO Personnel Committee, election will be made by the TNSO Executive Board at the Executive Board meeting or by electronic vote at the discretion of the TNSO President.
4. The TNSO Personnel Committee and the TNSO President will conduct an annual performance evaluation of the Executive Secretary. Input from the Chair of the TNSO Finance Committee may be requested. The evaluation will assess duties as listed in the outline of the Job Description for Executive Secretary. The evaluation can be conducted during convention, by virtual means, or by another method approved by the TNSO Personnel Committee and/or TNSO President.
5. The Contract is **not** automatically renewed. In order to be considered for renewed employment, the incumbent shall submit a written request to the TNSO Personnel Committee Chair by January 10 in the year of the expiration date of the contract.
6. If the current Executive Secretary is recommended by the TNSO Personnel Committee for another two years, applications will not be accepted.
7. If a vacancy occurs, the TNSO President shall appoint a member to fill the position until that term is completed.
8. **Compensation:**
9. The Executive Secretary will receive an honorarium as approved by the TNSO Executive Board and included in the annual TNSO budget. This honorarium will be paid quarterly, bi-annually or yearly by the request of the Executive Secretary and approved by the TNSO President. Last payment shall be in June.
10. The Executive Secretary will be reimbursed for attendance at TNSO Convention, International Conference and International Convention meetings as specified in the *Tennessee State Organization Rules and Bylaw****s*** when a request for payment is filed with the State President.
11. The Executive Secretary will be reimbursed for office expenses as included in the annual TNSO budget when a request for payment is filed with the TNSO President***.***

**Duties and Responsibilities:**

1. Maintain all legal documents, contractual agreements and any related correspondence.
2. Maintain a folder of information necessary to fulfill postal regulations required by the United States Postal Service.
3. Obtain and keep current lists of International officers and committees.
4. Obtain and keep current list of chapter committee chairmen and transmit the names to corresponding state committee chairmen, state officers and area directors.
5. Maintain copies of annual committee reports as printed in the TNSO Convention program book or on the TNSO website.
6. Arrange to have office stationery printed and distributed to persons designated by the TNSO President.
7. Assist in preparing and printing materials for state meetings as well as other materials as directed by the TNSO President.
8. Maintain an informal log of activities related to the position.
9. Answer correspondence promptly.
10. Provide continuity for officers and committees from one biennium to the next.
11. Assume and accept other duties assigned by the TNSO President and/or TNSO Executive Board.
12. Submit a written report for the Annual Reports Booklet distributed at the TNSO Convention or on the TNSO website.
13. Serve as a resource person to members of the TNSO Executive Board and local chapters.
14. Prepare an updated *Tennessee State Organization Directory* every four years for distribution and sale.
15. Update *Tennessee State Organization Rules and Bylaws* yearly, after changes are approved at TNSO convention.
16. Edit existing documents with attention given to consistency with words, phrases, structure, etc.
17. Submit documents to the TNSO President and Webmaster for posting on the TNSO website.
18. Administer the budget of the office of TNSO Executive Secretary.
19. Serve as an *ex-officio* member, without vote, on the TNSO Executive Board and participate in leadership planning sessions at state meetings, leadership development seminars and conventions.
20. Attend TNSO Conventions, International Conferences, International Conventions, workshops, and other events and perform any required duties as directed by the TNSO President.
21. Serve as an *ex-officio* member, without vote, on the International Executive Board and attend all meetings of the Board at International Conventions.
22. File an Emergency Plan with the TNSO Personnel Committee to allow retrieval of Society property in the event of death or inability to perform the duties of TNSO Executive Secretary.
23. Update or create a timeline of the responsibilities of the TNSO Executive Secretary to give to the next Executive Secretary and to the TNSO Personnel Committee Chair.  Include specific directions for the TNSO Executive Secretary.
24. Receive an accurate inventory of state organization equipment and state convention materials from the TNSO Finance Committee and place said copy of inventory in her files for reference.

**Tennessee State Organization**

**Treasurer**

**Job Description**:

The TNSO Treasurer shall perform all duties and responsibilities of the position as set forth in the TNSO Personnel Manual and as prescribed in her contract. She shall serve as an *ex-officio* member, without vote, on the TNSO Executive Board and the Xi State Vision Foundation Board. The Treasurer will be under the direct supervision of the TNSO President, the TNSO Executive Board, and the TNSO Personnel Committee.

**Qualifications:**

1. Must be an active member of the Delta Kappa Gamma Society International and the Tennessee State Organization.
2. Supports the purposes and mission of the Society and possesses a knowledge of the Society at all levels.
3. Has leadership experience at the chapter and/or state levels.
4. Demonstrates effective interpersonal communication and time management skills.
5. Has previous experience in bookkeeping, balancing bank statements, and compiling financial reports.
6. Has knowledge of investment strategies.
7. Has knowledge of and ability to use automated information systems.
8. Has a willingness and available time to carry out the prescribed duties of the position.

**Formal Agreement:**

**Selection:**

1. Notification of the job opening will be posted in the February issues of the *DKG Tennessee News* and *Leadership Links* and on the TNSO website when a vacancy occurs, as specified in the *Tennessee State Organization Rules and Bylaws*.
2. Applicants will submit an application to the TNSO Personnel Committee by March 31st of the year in which the position is to be filled.
3. The TNSO Personnel Committee will screen and interview all applicants and present its recommendation to the TNSO Executive Board.

**Term of Office:**

1. The term of office shall be two years, beginning July 1.
2. The Treasurer may succeed herself at the discretion of the TNSO Executive Board for no more than ten (10) years.
3. Preceding expiration of the term of office, upon the recommendation of the TNSO Personnel Committee, election will be made by the TNSO Executive Board at the Executive Board meeting or by electronic vote at the discretion of the TNSO President.
4. The TNSO Personnel Committee and TNSO President will conduct an annual performance evaluation of the Treasurer. Input from the Chair of the TNSO Finance Committee may be requested. The evaluation will assess duties as listed in the outline of the Job Description for Treasurer. The evaluation can be conducted during convention, by virtual means, or another method approved by the TNSO Personnel Committee and/or TNSO President.
5. The Contract is **not** automatically renewed. In order to be considered for renewed employment, the incumbent shall submit a written request to the TNSO Personnel Committee Chair by January 10 prior to the expiration date of the contract.
6. If the current Treasurer is recommended by the TNSO Personnel Committee for another two years, applications will not be accepted.
7. If a vacancy occurs, the TNSO President shall appoint a member to fill the position on an interim basis or until that term is completed.

**Compensation:**

1. The Treasurer will receive an honorarium as approved by the TNSO Executive Board and included in the annual TNSO budget. This honorarium will be paid quarterly, bi-annually or yearly by the request of the Treasurer and approved by the TNSO President. Last payment shall be in June.
2. The Treasurer will be reimbursed for attendance at TNSO Convention, International Conference and International Convention meetings as specified in the *Tennessee State Organization Rules and Bylaw****s*** when a request for payment is filed with the TNSO President.
3. The Treasurer will be reimbursed for office expenses as included in the annual TNSO budget when a request for payment is filed with the TNSO President***.***

**Duties and Responsibilities:**

1. Receive and pay out all monies belonging to the TNSO and the Xi State Vision Foundation.
2. Keep an accurate account of receipts and expenditures.
3. Keep a file of receipts, bills, cancelled checks, and bank statements.
4. Present a report at meetings as required by the TNSO Executive Board and the Xi State Vision Foundation.
5. File required tax reports in conjunction with the auditor.
6. Submit the accounts for the TNSO for annual audit.
7. Serve as an *ex-officio* member, without vote, on the TNSO Executive Board and the Xi State Vision Foundation Board.
8. Serve *ex-officio* in the process of budget development and supervision of finances in the TNSO and the Xi State Vision Foundation Board.
9. Account appropriately to International Headquarters.
10. Deposit state dues and fees from chapter treasurers.
11. Pay all bills by check after the TNSO President and the Xi State Vision Foundation Chair approves them.
12. Maintain the Available Fund, the Scholarship Fund, and the Permanent Fund with separate bank accounts.
13. Maintain a checking account for the Xi State Vision Foundation.
14. Deposit all monies in the name of the Tennessee State Organization, The Delta Kappa Gamma Society International with the names of the Treasurer, the TNSO President and the Xi State Vision Foundation Chair on the signature cards.
15. Make transfers from the Available Fund to the Scholarship and the Permanent Fund as needed and to comply with the *International Rules and Bylaws.*
16. Make a written financial report annually to the TNSO Convention and monthly to the TNSO President, Chair of the Xi State Vision Foundation, Chair of the TNSO Personnel Committee, and Chair of the TNSO Finance Committee.
17. Report annually to the Internal Revenue Service.
18. In conjunction with the TNSO and the TNSO Finance Committee, review investments annually and make changes if appropriate, and report actions to the TNSO Executive Board and the Xi State Vision Foundation Board.
19. Deposit funds, when appropriate, in certificates of deposit or money market funds that are insured by the Federal Deposit Insurance Corporation.
20. Participate in workshop training for chapter treasurers.
21. Perform other duties and responsibilities as directed by the TNSO President, the TNSO Executive Board, and the Chair of the Xi State Vision Foundation Board.
22. Order the TNSO President’s barpin to be presented to the incoming TNSO President at the TNSO Convention in odd numbered years.
23. Arrange for the purchase of a gift presented to the TNSO President at the International Convention and at the TNSO Convention at the end of her biennium.
24. Attend the TNSO Convention, International Conference and the International Convention.
25. Submit a written report for the Annual Reports Booklet distributed at the TNSO Convention or on the TNSO website.
26. File an Emergency Plan with the TNSO Personnel Committee to allow retrieval of Society property in the event of death or inability to perform the duties of TNSO Treasurer.
27. In the last year of the treasurer contract, work with the Treasurer-in-Training for one year on

the responsibilities and procedures of the TNSO Treasurer.

1. Update or create a timeline of the responsibilities of the TNSO Treasurer to give to the next Treasurer and to the TNSO Personnel Committee Chair.  Include specific directions for the next Treasurer such as what program is used, account locations, passwords, websites, etc.

**Tennessee State Organization**

**Treasurer-in-Training**

**Job Description:**

The TNSO Treasurer-in-Training shall perform all duties and responsibilities of the position as set forth in the TNSO Personnel Manual and as prescribed in her contract. The Treasurer-in-Training will be under the direct supervision of the TNSO Treasurer and the TNSO Personnel Committee.

**Qualifications:**

1. Must be an active member of the Delta Kappa Gamma Society International and the Tennessee State Organization.
2. Supports the purposes and mission of the Society and possesses a knowledge of the Society at all levels.
3. Has leadership experience at the chapter and/or state levels.
4. Demonstrates effective interpersonal communication and time management skills.
5. Has previous experience in bookkeeping, balancing bank statements, and compiling financial reports.
6. Has knowledge of investment strategies.
7. Has knowledge of and be able to use automated information systems.
8. Has a willingness and available time to carry out the prescribed duties of the position.

**Formal Agreement:**

**Selection:**

1. Notification of the job opening will be posted in the February issues of the *DKG Tennessee News* and*Leadership Links* and on the TNSO website when a vacancy occurs, as specified in the *Tennessee State Organization Rules and Bylaws*.
2. Applicants will submit an application to the TNSO Personnel Committee by March 31 of the year in which the position is to be filled.
3. The TNSO Personnel Committee will screen and interview all applicants and present its recommendation to the TNSO Executive Board.

**Term of Office:**

1. The term of office shall be one year beginning July 1.
2. Upon the recommendation of the TNSO Personnel Committee, election will be made by the TNSO Executive Board at the Executive Board meeting or by an electronic vote at the discretion of the TNSO President.
3. The TNSO Personnel Committee and TNSO Treasurer will conduct an annual performance evaluation of the Treasurer-in-Training. Input from the Chair of the TNSO Finance Committee may be requested. The evaluation will assess duties as listed in the outline of the Job Description for the Treasurer-in-Training. The evaluation can be conducted during convention, by virtual means, or by another method approved by the TNSO Personnel Committee and/or TNSO Treasurer.

**Compensation:**

The Treasurer-in-Training will receive an honorarium as approved by the TNSO Executive Board and included in the annual TNSO budget***.*** This honorarium will be paid quarterly, bi-annually or yearly by the request of the Treasurer-in-Training and approved by the TNSO President. Last payment shall be in June.

**Duties and Responsibilities:**

1. Work with the current TNSO Treasurer to learn more about the position.
2. Be willing to meet a minimum of two times with the current TNSO Treasurer. Dates will be agreed upon by the TNSO Treasurer and Treasurer-in-Training.
3. Work with the TNSO Treasurer to train chapter treasurers in the spring and/or at TNSO Convention.
4. After one year of training from the TNSO Treasurer and upon recommendation by the TNSO Personnel Committee, the Treasurer-in Training will assume the position of TNSO Treasurer for two years.

**Tennessee State Organization**

**Webmaster**

**Job Description:**

The TNSO Webmaster shall execute all duties and responsibilities of the position as set forth in the TNSO Personnel Manual and as prescribed in her contract. She will serve as an *ex-officio* member, without vote, on the TNSO Executive Board. The Webmaster will be under the direct supervision of the TNSO President, the TNSO Executive Board, and the TNSO Personnel Committee.

**Qualifications:**

1. Must be an active member of the Delta Kappa Gamma Society International and the Tennessee State Organization.
2. Supports the purposes and mission of the Society and possesses a knowledge of the Society at all levels.
3. Has leadership experience at the chapter and/or state levels.
4. Demonstrates effective interpersonal communication and time management skills.
5. Has strong secretarial and computer skills and is prepared to constantly update these skills as technology advances. The webmaster will provide her own equipment.
6. Is proficient in the operation of a computer and skilled in the design, maintenance, and creation of files for a website and in the use of website and graphic software (examples – HTML, Dreamweaver, Fireworks, Front Page, Contribute, Photoshop, Photoshop Elements).
7. Has phone or other resources to obtain photographs of TNSO events.
8. Has a willingness and available time to carry out the prescribed duties of the position.

**Formal Agreement:**

**Selection:**

1. Notification of the job opening will be posted in the February issues of the ***DKG Tennessee News*** and *Leadership Links* and on the TNSO website when a vacancy occurs, as specified in the *Tennessee State Organization Rules and Bylaws*.
2. Applicants will submit an application to the TNSO Personnel Committee by March 31st of the year in which the position is to be filled.
3. The TNSO Personnel Committee will screen and interview all applicants and present its recommendation to the State Executive Board.

**Term of Office:**

1. The term of office will be two years, beginning July 1.
2. The Webmaster may succeed herself at the discretion of the TNSO Executive Board for no more than ten (10) years.
3. Preceding expiration of the term of office, upon the recommendation of the TNSO Personnel Committee, election will be made by the TNSO Executive Board at the Executive Board meeting or by electronic vote at the discretion of the TNSO President.
4. The TNSO Personnel Committee and TNSO President will conduct an annual performance evaluation of the Webmaster. Input from the Chairman of the TNSO Finance Committee may be requested. The evaluation will assess duties as listed in the outline of the Job Description for Webmaster. The evaluation can be conducted during convention, by virtual means, or another method approved by the TNSO Personnel Committee and/or TNSO President.
5. The Contract is **not** automatically renewed. In order to be considered for renewed employment, the incumbent shall submit a written request to the TNSO Personnel Committee Chair by January 10 in the year of the expiration date of the contract.
6. If the current Webmaster is recommended by the TNSO Personnel Committee for another two years, applications will not be accepted.
7. If a vacancy occurs, the TNSO President shall appoint a member to fill the position on an interim basis until that term is completed.

**Compensation:**

1. The Webmaster will receive an honorarium as approved by the TNSO Executive Board and

included in the annual TNSO budget. This honorarium will be paid quarterly, bi-annually or yearly by the request of the Webmaster and approved by the TNSO President. Last payment shall be in June.

1. The Webmaster will be reimbursed for attendance at TNSO Convention, International Conference and International Convention meetings as specified in the *Tennessee State Organization Rules and Bylaw****s*** when a request for payment is filed with the TNSO President.
2. The Webmaster will be reimbursed for office expenses as included in the annual TNSO budget when a request for payment is filed with the TNSO President***.***

**Duties and Responsibilities:**

1. Maintain the annual “official” website designation from The Delta Kappa Gamma

Society International and only publish on the TNSO website the names of chapter websites that have the designation by October 31 of even numbered years.

1. Be knowledgeable of and comply with policies for use of electronic communications as

they apply to the website, as found in *The International Standing Rules of The Delta Kappa Gamma Society International*.

1. Work with TNSO officers and committees to develop and/or update information and forms needed by TNSO members and post those updates on the website in a timely manner.
2. Update TNSO officer information within two weeks after the election at the TNSO

Organization Convention.

1. Update TNSO committee information within two weeks of receiving that information from the TNSO President or TNSO Executive Secretary.
2. Update chapter information in each even-numbered year.
3. Work with the editor of the *DKG Tennessee News* to place issues online.
4. Answer inquiries received from website visitors.
5. Attend TNSO functions to photograph and record the activities for the website.
6. Work with the TNSO Communications and Marketing Committee to present workshops and participate in chapter officers training.
7. Maintain a list of members who do not want their picture and/or name on the website.
8. Maintain archive pages and photos.
9. Update the website within fourteen days after receipt of new information or more often as

directed by the TNSO President.

1. Update contents of the website on a bi-weekly basis.
2. Submit a written report for the Annual Reports Booklet distributed at the TNSO Convention or on the TNSO website.
3. File an Emergency Plan with the TNSO Personnel Committee to allow retrieval of Society property in the event of death or inability to perform the duties of TNSO webmaster.

17. Update or create a timeline of the responsibilities of the TNSO Webmaster. Timeline should include specific directions for the next Webmaster such as what program is used account locations, passwords, etc. The Webmaster should give a copy of the timeline to the next Webmaster and to the TNSO Personnel Committee Chair.

**Editor**

Performance Appraisal Form (To be completed by the TNSO Editor)

|  |  |
| --- | --- |
| **Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Duties and Responsibilities**(For any items partially accomplished or not accomplished, please provide a brief explanation and attach) | **Accomplished** | **Partially Accomplished** | **Not Accomplished** | **Not Applicable** |
| 1. Prepare and publish two print and two digital issues of the *DKG Tennessee News* annually and in keeping with the designated publication timeline; September and April issues digital only, posted on website.
 |  |  |  |  |
| 1. Perform other duties and responsibilities as prescribed by the TNSO President and the TNSO Executive Board.
 |  |  |  |  |
| 1. Attend TNSO Conventions, International Conference, International Convention, workshops, and other events as directed by the TNSO President.
 |  |  |  |  |
| 1. Take photographs and write reports for the *DKG Tennessee News* when attending meetings, workshops or events.
 |  |  |  |  |
| 1. Maintain a list of members who do not want their picture and/or name published.
 |  |  |  |  |
| 1. Serve as *ex-officio* member, without vote, of committees as directed by the TNSO Organization President or as cited in the *Tennessee State Organization Rules and Bylaws*.
 |  |  |  |  |
| 1. Solicit and select articles for publication in the *DKG Tennessee News.*
 |  |  |  |  |
| 1. Work with the Webmaster to place issues of the *DKG Tennessee News* online.
 |  |  |  |  |
| 1. Obtain a bulk mailing permit each year and arrange for delivery of printed copies to the mailing service.
 |  |  |  |  |
| 1. Preserve a file copy of each issue of the *DKG Tennessee News* and every four years compile in a notebook to be presented to the TNSO Presidents for the two biennia as well as the TNSO archives.
 |  |  |  |  |
| 1. Provide for special interest columns in the *DKG Tennessee News*.
 |  |  |  |  |
| 1. Read, evaluate, and edit submitted material.
 |  |  |  |  |
| 1. Order appropriate labels from International Headquarters to mail a copy of each printed edition of the *DKG Tennessee News* to all TNSO members, International Officers and Committee Chairmen, Headquarters Communications Services Administrator, and other state editors for publication exchange.
 |  |  |  |  |
| 1. Coordinate a schedule of publications for committee activities and areas of responsibility.
 |  |  |  |  |
| 1. Serve as an *ex-officio* member, without vote, on the TNSO Executive Board.
 |  |  |  |  |
| 1. Submit a written report for the Annual Reports Booklet distributed at the TNSO Convention or TNSO website.
 |  |  |  |  |
| 1. File an Emergency Plan with the TNSO Personnel Committee to allow retrieval of Society property in the event of death or inability to perform the duties of TNSO Editor.
 |  |  |  |  |
| 1. Update or create a timeline of the responsibilities of the TNSO Editor to give to the next Editor and to the TNSO Personnel Committee Chair.  Include specific directions for the TNSO Editor such as computer program used, publisher/printer used, etc.
 |  |  |  |  |
| 1. Name something you accomplished as TNSO Editor for which you are most pleased. Give a brief description.
 |
| 1. In what areas do you think you can improve?
 |

**Executive Secretary**

Performance Appraisal Form (To be completed by the TNSO Executive Secretary)

|  |  |
| --- | --- |
| **Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Duties and Responsibilities**(For any items partially accomplished or not accomplished, please provide a brief explanation and attach) | **Accomplished** | **Partially Accomplished** | **Not Accomplished** | **Not Applicable**  |
| 1. Maintain all legal documents, contractual agreements, and any related correspondence.
 |  |  |  |  |
| 1. Maintain a folder of information necessary to fulfill postal regulations required by the United States Postal Service.
 |  |  |  |  |
| 1. Obtain and keep current lists of International officers and committees.
 |  |  |  |  |
| 1. Obtain and keep current list of chapter committee chairmen and transmit the names to corresponding state committee chairs, state officers and area directors.
 |  |  |  |  |
| 1. Maintain copies of annual committee reports as printed in the TNSO Convention program book or on the TNSO website.
 |  |  |  |  |
| 1. Arrange to have office stationery printed and distributed to persons designated by the TNSO President.
 |  |  |  |  |
| 1. Assist in preparing and printing materials for state meetings as well as other materials as directed by the TNSO President.
 |  |  |  |  |
| 1. Maintain an informal log of activities related to the position.
 |  |  |  |  |
| 1. Answer correspondence promptly.
 |  |  |  |  |
| 1. Provide continuity for officers and committees from one biennium to the next.
 |  |  |  |  |
| 1. Assume and accept other duties assigned by the TNSO President and/or TNSO Executive Board.
 |  |  |  |  |
| 1. Submit a written report for the Annual Reports Booklet distributed at the TNSO Convention or on the TNSO website.
 |  |  |  |  |
| 1. Serve as a resource person to members of the TNSO Executive Board and the local chapters.
 |  |  |  |  |
| 1. Prepare an updated *Tennessee State Organization Directory* every four years for distribution and sale.
 |  |  |  |  |
| 1. Update *Tennessee State Organization Rules and Bylaws* yearly, after changes are approved at the TNSO convention.
 |  |  |  |  |
| 1. Edit existing documents with attention given to consistency with words, phrases, structure, etc.
 |  |  |  |  |
| 1. Submit documents to the TNSO President and Webmaster for posting on the TNSO website.
 |  |  |  |  |
| 1. Administer the budget of the office of TNSO Executive Secretary.
 |  |  |  |  |
| 1. Serve as an *ex-officio* member, without vote, on the TNSO Executive Board and participate in leadership planning sessions at state meetings, leadership development seminars and conventions.
 |  |  |  |  |
| 1. Attend TNSO Conventions, International Conferences, International Conventions, workshops, and other events and perform any required duties as directed by the TNSO President.
 |  |  |  |  |
| 1. Serve as an *ex-officio* member, without vote, on the International Executive Board and attend all meetings of the Board at International Conventions.
 |  |  |  |  |
| 1. File an Emergency Plan with the TNSO Personnel Committee to allow retrieval of Society property in the event of death or inability to perform the duties of TNSO Executive Secretary.
 |  |  |  |  |
| 1. Update or create a timeline of the responsibilities of the TNSO Executive Secretary to give to the next Executive Secretary and to the TNSO Personnel Committee Chair.  Include specific directions for the TNSO Executive Secretary.
 |  |  |  |  |
| 1. Receive an accurate inventory of state organization equipment and state convention materials from the TNSO Finance Committee and place said copy of inventory in her files for reference.
 |  |  |  |  |
| 1. Name something you accomplished as TNSO Executive Secretary for which you are most pleased. Give a brief description.
 |
| 1. In what areas do you think you can improve?
 |

**Treasurer**

Performance Appraisal Form (To be completed by the TNSO Treasurer)

|  |  |
| --- | --- |
| **Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Duties and Responsibilities**(For any items partially accomplished or not accomplished, please provide a brief explanation and attach) | **Accomplished** | **Partially Accomplished** | **Not Accomplished** | **Not Applicable**  |
| 1. Receive and pay out all monies belonging to the TNSO and the Xi State Vision Foundation.
 |  |  |  |  |
| 1. Keep an accurate account of receipts and expenditures.
 |  |  |  |  |
| 1. Keep a file of receipts, bills, cancelled checks, and bank statements.
 |  |  |  |  |
| 1. Present a report at meetings as required by the TNSO Executive Board and the Xi State Vision Foundation.
 |  |  |  |  |
| 1. File required tax reports in conjunction with the auditor.
 |  |  |  |  |
| 1. Submit TNSO accounts for annual audit.
 |  |  |  |  |
| 1. Serve as an *ex-officio* member, without vote, on the TNSO Executive Board and the Xi State Vision Foundation Board.
 |  |  |  |  |
| 1. Serve *ex-officio* in the process of budget development and supervision of finances in the TNSO and the Xi State Vision Foundation Board.
 |  |  |  |  |
| 1. Account appropriately to International Headquarters.
 |  |  |  |  |
| 1. Receive state dues and fees from chapter treasurers.
 |  |  |  |  |
| 1. Pay all bills by check after the TNSO President and the Xi State Vision Foundation Chair approves them.
 |  |  |  |  |
| 1. Maintain the Available Fund, the Scholarship Fund, and the Permanent Fund with separate bank accounts.
 |  |  |  |  |
| 1. Maintain a checking account for the Xi State Vision Foundation.
 |  |  |  |  |
| 1. Deposit all monies in the name of the Tennessee State Organization, The Delta Kappa Gamma Society International with the names of the Treasurer, TNSO President and Xi State Vision Foundation Chair on the signature cards.
 |  |  |  |  |
| 1. Make transfers from the Available Fund to the Scholarship and the Permanent Fund as needed and to comply with the *International Rules and Bylaws.*
 |  |  |  |  |
| 1. Make a written financial report annually to the TNSO Convention and monthly to the TNSO President, Chair of the Xi State Vision Foundation, Chair of the TNSO Personnel Committee, and Chair of the TNSO Finance Committee.
 |  |  |  |  |
| 1. Report annually to the Internal Revenue Service.
 |  |  |  |  |
| 1. In conjunction with the TNSO President and the TNSO Finance Committee, review investments annually and make changes if appropriate, and report actions to the TNSO Executive Board and the Xi State Vision Foundation Board.
 |  |  |  |  |
| 1. Deposit funds, when appropriate, in certificates of deposit or money market funds that are insured by the Federal Deposit Insurance.
 |  |  |  |  |
| 1. Participate in workshop training for chapter treasurers.
 |  |  |  |  |
| 1. Perform other duties and responsibilities as directed by the TNSO President, the TNSO Executive Board and the Chair of the Xi State Vision Foundation Board.
 |  |  |  |  |
| 1. Order the State President’s bar pin to be presented to the incoming TNSO President at the TNSO Convention in odd numbered years.
 |  |  |  |  |
| 1. Arrange for the purchase of a gift to be presented to the TNSO President at the International Convention and at the TNSO Convention at the end of her biennium.
 |  |  |  |  |
| 1. Attend the TNSO Convention, International Conference and the International Convention.
 |  |  |  |  |
| 1. Submit a written report for the Annual Reports Booklet distributed at the TNSO Convention or on the TNSO website.
 |  |  |  |  |
| 1. File an Emergency Plan with the TNSO Personnel Committee to allow retrieval of Society property in the event of death or inability to perform the duties of TNSO Treasurer.
 |  |  |  |  |
| 1. In the last year of contract, work with the Treasurer-in-Training for one year on the responsibilities and procedures of the TNSO treasurer.
 |  |  |  |  |
| 1. Update or create a timeline of the responsibilities of the TNSO Treasurer to give to the next Treasurer and to the TNSO Personnel Committee Chair.  Include specific directions for the next Treasurer such as what program is used, account locations, passwords, websites, etc.
 |  |  |  |  |
| 1. Name something you accomplished as TNSO Treasurer for which you are most pleased. Give a brief description.

 |
| 30. In what areas do you think you can improve? |

**Treasurer-in-Training**

Performance Appraisal Form (To be completed by the TNSO Treasurer-in-Training)

|  |  |
| --- | --- |
| **Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Duties and Responsibilities**(For any items partially accomplished or not accomplished, please provide a brief explanation and attach) | **Accomplished** | **Partially Accomplished** | **Not Accomplished** | **Not Applicable**  |
| 1. Work with the current TNSO treasurer to learn more about the position.
 |  |  |  |  |
| 1. Meet a minimum of two times with the current TNSO Treasurer. (Dates will be agreed upon by Treasurer and Treasurer-in-Training).
 |  |  |  |  |
| 1. Work with the TNSO Treasurer to train chapter treasurers in the spring and/or at TNSO Convention.
 |  |  |  |  |
| 1. Name something you accomplished as TNSO Treasurer-in-Training for which you are most pleased. Give a brief description.
 |
| 1. In what areas do you think you can improve?
 |

**Webmaster**

Performance Appraisal Form (To be completed by the TNSO Webmaster)

|  |  |
| --- | --- |
| **Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Duties and Responsibilities**(For any items partially accomplished or not accomplished, please provide a brief explanation and attach) | **Accomplished** | **Partially Accomplished** | **Not Accomplished** | **Not Applicable**  |
| 1. Maintain the annual “official” website designation from The Delta Kappa Gamma Society International and only publixh on the TNSO website the names of chapter websites that have the designation by October 31 of even numbered years.
 |  |  |  |  |
| 1. Comply with policies for use of electronic communications as they apply to the website, as found in *The International Standing Rules of The Delta Kappa Gamma Society International*.
 |  |  |  |  |
| 1. Work with TNSO officers and committees to develop and/or update information and forms needed by TNSO members and post those updates on the website in a timely manner.
 |  |  |  |  |
| 1. Update TNSO officer information within two weeks after the election at the TNSO Convention.
 |  |  |  |  |
| 1. Update state committee information within two weeks of receiving that information from the TNSO President or TNSO Executive Secretary.
 |  |  |  |  |
| 1. Update chapter information in each even-numbered year.
 |  |  |  |  |
| 1. Work with the editor of the *DKG Tennessee News* to place issues online.
 |  |  |  |  |
| 1. Answer inquiries received from website visitors.
 |  |  |  |  |
| 1. Attend TNSO functions to photograph and record the activities for the website.
 |  |  |  |  |
| 1. Work with the TNSO Communications Committee to present workshops and participate in chapter officers training.
 |  |  |  |  |
| 1. Maintain a list of members who do not want their picture and/or name on the website.
 |  |  |  |  |
| 1. Maintain archive pages and photos.
 |  |  |  |  |
| 1. Update the website within fourteen days after receipt of new information or more often as directed by the TNSO President.
 |  |  |  |  |
| 1. Update contents of the website on a bi-weekly basis.
 |  |  |  |  |
| 1. Submit a written report for the Annual Reports Booklet distributed at the TNSO Convention and the TNSO website.
 |  |  |  |  |
| 1. File an Emergency Plan with the TNSO Personnel Committee to allow retrieval of Society property in the event of death or inability to perform the duties of TNSO Webmaster.
 |  |  |  |  |
| 1. Update or create a timeline of the responsibilities of the TNSO Webmaster to give to the next Webmaster and to the TNSO Personnel Committee Chair.  Include specific directions for the next Treasurer such as what program is used, account locations, passwords, etc.
 |  |  |  |  |
| 1. Name something you accomplished as TNSO Webmaster for which you are most pleased. Give a brief description.
 |
| 1. In what areas do you think you can improve?
 |

**Tennessee State Organization**

**Editor**

This contract is entered into by the Tennessee State Organization, The Delta Kappa Gamma Society International and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the position of **EDITOR** for the Tennessee State Organization.

**The Provisions of this Contract are:**

1. The Editor will perform the duties for this position as stated in the *Tennessee State Organization Rules and Bylaws* and the current Job Description approved by the TNSO Executive Board.
2. In the event the provisions for position of Editor in the *Tennessee State Organization Rules and Bylaws* and the Job Descriptionare amended during the effective period of the Contract, such changes become effective at the date of approval.
3. The Editor will be paid one quarter of the editor's honorarium after each issue of the *DKG TN News*, as approved by the TNSO Executive Board and included in the annual TNSO budget. This honorarium will be paid quarterly, bi-annually or yearly by the request of the Editor and approved by the TNSO President. Last payment shall be in June.
4. When a request for payment is filed with the TNSO President***,*** the Editor shall receive an amount of reimbursement, as determined and stipulated in the Annual Budget and approved by the TNSO Executive Board, for attendance at required meetings or meetings specified by the TNSO President. The Editor shall attend TNSO Convention, International Conference, and International Convention.
5. The Editor shall receive reimbursement for office expenses as included in the Annual Budget approved by the TNSO Executive Board when a request for payment is filed with the TNSO President on time***.***
6. An annual performance evaluation of the Editor will be conducted by the TNSO Personnel Committee and the TNSO President. Input from the Chair of the TNSO Finance Committee may be requested. The evaluation will assess duties as listed in the Job Description for Editor. The evaluation can be conducted during convention, by virtual means, or by another approved method by the TNSO Personnel Committee and/or TNSO President.
7. The contract is **not** automatically renewed. In order to be considered for renewed employment, the incumbent shall submit a written request to the TNSO Personnel Committee Chair by January 10 of the year of the expiration date of the contract.
8. The Contract may be terminated during the contract period by mutual consent and/or by recommendation of the TNSO Personnel Committee and approval by the TNSO Executive Board. In the event of contract termination, a final proportional honorarium will be determined. Unemployment benefits will not be paid.

|  |
| --- |
| **Agree to this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_** |
| **Witnessed by (For the Tennessee State Organization)** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO Personnel Committee Chair** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO President** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Agreed to by:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO Editor** |

**Tennessee State Organization**

**Executive Secretary**

This contract is entered into by the Tennessee State Organization, The Delta Kappa Gamma Society Internationaland \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the period of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the position of **Executive Secretary** for the Tennessee State Organization.

**The Provisions of this Contract are:**

1. The Executive Secretary will perform the duties for this position as stated in the *Tennessee State Organization Rules and Bylaws* and the current Job Description in the TNSO Personnel Manual that was approved by the TNSO Executive Board.
2. In the event the provisions for position of Executive Secretary in the *Tennessee State Organization Rules and Bylaws* and the Job Description are amended during the effective period of the Contract, such changes become effective on the date of approval.
3. The Executive Secretary will receive an honorarium as stated in the Annual Budget, as recommended by the TNSO Finance Committee and approved by the TNSO Executive Board. This honorarium will be paid quarterly, bi-annually or yearly by the request of the Executive Secretary and approved by the TNSO President. Last payment shall be in June.
4. When a request for payment is filed with the TNSO President***,*** the Executive Secretary shall receive an amount of reimbursement, as determined and stipulated in the Annual Budget and approved by the TNSO Executive Board, for attendance at required meetings or meetings specified by the TNSO President. The Executive Secretary shall attend TNSO Convention, International Conference, and International Convention.
5. The Executive Secretary shall receive reimbursement for office expenses as included in the Annual Budget approved by the TNSO Executive Board when a request for payment is filed with the TNSO President on time
6. An annual performance evaluation of the Executive Secretary will be conducted by the TNSO President and the TNSO Personnel Committee. Input from the Chair of the TNSO Finance Committee may be requested. The evaluation will assess duties as listed in the Job Description for Executive Secretary. The evaluation can be conducted during convention, by virtual means, or by another approved method by the TNSO Personnel Committee or/and TNSO President.
7. The contract is **not** automatically renewed. In order to be considered for renewed employment, the incumbent shall submit a written request to the TNSO Personnel Committee Chair by January 10 of the year of the expiration date of the contract.
8. The Contract may be terminated during the contract period by mutual consent and/or by recommendation of the TNSO Personnel Committee and approval by the TNSO Executive Board. In the event of contract termination, a final proportional honorarium will be determined. Unemployment benefits will not be paid.

|  |
| --- |
| **Agree to this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_** |
| **Witnessed by (For the Tennessee State Organization)** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO Personnel Committee Chair** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO President** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Agreed to by:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO Executive Secretary** |

**Tennessee State Organization**

**Treasurer**

This contract is entered into by the Tennessee State Organization, The Delta Kappa Gamma Society International and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for the position of **Treasurer** for the Tennessee State Organization.

**The Provisions of this Contract are**:

1. The Treasurer will perform the duties for this position as stated in Delta Kappa Gamma Society International *Constitution,* the *Tennessee State Organization Rules and Bylaws,* and the current Job Description in the TNSO Personal Manual approved by the TNSO Executive Board.
2. In the event the provisions for position of Treasurer in the *Tennessee State Organization Rules and Bylaws* and the Job Description are amended during the effective period of the Contract, such changes become effective at the date of approval.
3. The Treasurer will receive an honorarium as stated in the Annual Budget, as recommended by the TNSO Finance Committee and approved by the TNSO Executive Board. This honorarium will be paid quarterly, biannually or yearly by the request of the Treasurer and approved by the TNSO President. Last payment shall be in June.
4. When a request for payment is filed with the TNSO President***,*** the Treasurer shall receive an amount of reimbursement, as determined and stipulated in the Annual Budget and approved by the Executive Board, for attendance at required meetings or meetings specified by the TNSO President. The Treasurer shall attend TNSO Convention, International Conference, and International Convention.
5. The Treasurer shall receive reimbursement for office expenses as included in the Annual Budget approved by the TNSO Executive Board when paperwork is filed with TNSO President on time.
6. An annual performance evaluation of the Treasurer will be conducted by the TNSO Personnel Committee and the TNSO President. Input from the Chair of the TNSO Finance Committee may be requested. The evaluation will assess duties as listed in the Job Description for Treasurer. The evaluation can be conducted during convention, by virtual means, or by another method approved by the TNSO Personnel Committee or/and TNSO President.
7. The contract is **not** automatically renewed. In order to be considered for renewed employment, the incumbent shall submit a written request to the TNSO Personnel Committee Chair by January 10 of the year of the expiration date of the contract.
8. The Contract may be terminated during the contract period by mutual consent and/or by recommendation of the TNSO Personnel Committee and approval by the TNSO Executive Board. In the event of contract termination, a final proportional honorarium will be determined. Unemployment benefits will not be paid.
9. In the last year of contract, the Treasurer will work with the Treasurer-in-Training for one year on the responsibilities and procedures of the TNSO Treasurer.

|  |
| --- |
| **Agree to this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_** |
| **Witnessed by (For the Tennessee State Organization)** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO Personnel Committee Chair** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO President** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Agreed to by:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO Treasurer** |

**Tennessee State Organization**

**Treasurer-in-Training**

This contract is entered into by the Tennessee State Organization, The Delta Kappa Gamma Society International and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for the position of **Treasurer-In-Training** for the Tennessee State Organization.

**The Provisions of this Contract are**:

1. The Treasurer-in-Training will perform the duties for this position as stated in Delta Kappa Gamma Society International *Constitution,* the *Tennessee State Organization Rules and Bylaws,* and the current Job Description in the TNSO Personnel Manual approved by the TNSO Executive Board.
2. In the event the provisions for position of Treasurer-in-Training in the *Tennessee State Organization Rules and Bylaws* and the Job Description are amended during the effective period of the Contract, such changes become effective at the date of approval.
3. The Treasurer in-Training will receive an honorarium as stated in the Annual Budget, as recommended by the TNSO Finance Committee and approved by the TNSO Executive Board. This honorarium will be paid quarterly, bi-annually or yearly by the request of the Treasurer-in-Training and approved by the TNSO President. Last payment shall be in June.
4. The Contract may be terminated during the contract period by mutual consent and/or by recommendation of the TNSO Personnel Committee and approval by the TNSO Executive Board. In the event of contract termination, a final proportional honorarium will be determined. Unemployment benefits will not be paid.

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| **Agree to this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_** |
| **Witnessed by (For the Tennessee State Organization)** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO Personnel Committee Chair** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO President** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Agreed to by:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO Treasurer-in Training** |

**Tennessee State Organization**

**Webmaster**

This contract is entered into by the Tennessee State Organization, The Delta Kappa Gamma Society Internationaland \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the position of **WEBMASTER** for the Tennessee State Organization.

**The Provisions of this Contract are:**

1. The Webmaster will perform the duties for this position as stated in Delta Kappa Gamma Society International *Constitution* and the *Tennessee State Organization Rules and Bylaws* and the current Job Description approved by the TNSO Executive Board.
2. In the event the provisions for position of Webmaster in the *Tennessee State Organization Rules and Bylaws* and the Job Description are amended during the effective period of the Contract, such changes become effective at the date of approval.
3. The Webmaster will receive an honorarium as stated in the Annual Budget, as recommended by the TNSO Finance Committee and approved by the TNSO Executive Board. This honorarium will be paid quarterly, bi-annually or yearly by the request of the Webmaster and approved by the TNSO President.
4. When a request for payment is filed with the TNSO President, the Treasurer shall receive an amount of reimbursement as determined and stipulated in the Annual Budget and approved by the TNSO Executive Board for attendance at required meetings or meetings specified by the TNSO President. The Treasurer shall attend TNSO Convention, International Conference, and International Convention.
5. The Webmaster shall receive reimbursement for office expenses as included in the Annual Budget approved by the TNSO Executive Board when paperwork is filed with TNSO President on time.
6. An annual performance evaluation of the Webmaster will be conducted by the TNSO Personnel Committee and the TNSO President. Input from the Chair of the State Finance Committee may be requested. The evaluation will assess duties as listed in the Job Description for Webmaster. The evaluation can be conducted during convention, by virtual means, or by another method approved by the TNSO Personnel Committee or/and TNSO President.
7. The contract is not automatically renewed. In order to be considered in the selection process for renewed employment, the incumbent shall submit a written request to the TNSO Personnel Committee Chair by January 10 of the year of the expiration date of the contract.
8. The Contract may be terminated during the contract period by mutual consent and/or by recommendation of the TNSO Personnel Committee and approval by the TNSO Executive Board. In the event of contract termination, a final proportional honorarium will be determined. Unemployment benefits will not be paid.

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| **Agree to this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_** |
| **Witnessed by (For the Tennessee State Organization)** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO Personnel Committee Chair** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO President** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Agreed to by:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO Webmaster** |

**Personnel Application Form**

**THE DELTA KAPPA GAMMMA SOCIETY INTERNATIONAL**

**Complete and submit electronically to the Chairman of the TNSO Personnel Committee.**

**To have space to provide necessary information, save a copy of this form, then type.**

**TENNESSEE STATE ORGANIZATION**

**PERSONNEL APPLICATION**

**Position:** Editor Executive Secretary Treasurer Webmaster Treasurer-In-Training

Name

Mailing address

Home Phone       Cell Phone

Email Address

Chapter Name      Date Initiated/Inducted

**Educational Background (Include Institution, Graduation Date and Degree):**

Bachelor’s Degree:

Master’s Degree:

Doctorate Degree:

Other:

**Delta Kappa Gamma Experience:**

Chapter:

State:

International:

Indicate specific skills and abilities and training that would benefit you in meeting the QUALIFICATIONS for this position:

Provide professional and/or personal experiences that would benefit you in executing the DUTIES AND RESPONSIBILITIES of this position:

Provide a brief paragraph stating why you are seeking this position.

Provide a letter of recommendation from your Chapter President.

Provide a letter of recommendation from a current or former employer.

Provide a photo with application.

**TNSO Performance Evaluation Form**

(To be completed by the TNSO Personnel Committee)

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation Period: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| This rating sheet provides a practical method through which the performance of the individual can be evaluated. Check the box, which most adequately describes overall performance. |
| **Exceptional:** Consistently achieves and usually exceeds expected results. Seeks out opportunities for ways to achieve better results.**Exceeds Requirements:** Consistently achieves expected results. Often exceeds but rarely falls short of achieving expected results.**Meets Requirements:** Usually achieves expected results. Occasionally exceeds but sometimes falls short of achieving them.**Minimally Meets Requirements:** Sometimes achieve expected results. Frequently falls short of expected results.**Inadequate**: Performance too poor to retain. |

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| **Performance Characteristics**(Check the box that most adequately describes overall performance) |
|  | **Exceptional** | **Exceed Requirements** | **Meets Requirements** | **Minimally Meets Requirements** | **Inadequate** |
| **Knowledge of Job** |  |  |  |  |  |
| **Quality of Work** |  |  |  |  |  |
| **Initiative** |  |  |  |  |  |
| **Attendance** |  |  |  |  |  |
| **Cooperation** |  |  |  |  |  |
| **Duties Fulfilled** |  |  |  |  |  |

Strengths of employee:

Areas in which the employee needs to improve:

What plans are being made to assist in this person’s further development in this position?

Comments by Employee:

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_ | I agree with the above evaluation and comments. |
| \_\_\_\_\_\_\_ | I disagree with the above evaluation and comments. |
|  | Please list reasons for disagreement.  |

|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Employee’s Signature** | **Date** |
|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO President’s Signature** | **Date** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TNSO Personnel Committee Chair’s Signature** | **Date** |
| **Personnel Committee Members** |  |
|  |  |
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