

**DOK SC Assembly
NOMINATION FORM to be used for
Assembly Officers (President, 1st VP, 2nd VP, Treasurer**

Date_____

I hereby nominate_____

To the office of_____

Candidate's Address_____

Telephone_____ Email_____

Signature of Person making nomination_____

I hereby agree to be nominated.

Signature of proposed nominee_____

Questions to be answered by proposed nominee:

Are you current in your dues?_____

How many years have you been a Daughter?_____

Have you been active in your Chapter?_____

What offices have you held in your local Chapter?_____

Do you attend Regional and Assembly events?_____

PLEASE COMPLETE AND SUBMIT TO COMMITTEE ON OR BEFORE August 15, 2023..

(See reverse side for the Duties of Officers and information)

Nominating Committee Members:

Sharon Crossley

Sue Harrison

Shirley Wiggins

Sharoncrossley56@gmail.com

sharrison77@gmail.com

wigginsfamily1@tds.net

843.442.5572

843.365.1924

843.567.2798

843.340.0234

843.209.5272

SECTION 6. Duties of the Officers.

The officers will look after the general interest of the Order in the Assembly. In addition:

a.) The President is the representative of the Assembly to the Provincial Assembly. If she is unable to attend an Provincial Assembly Meeting, it is her responsibility to appoint someone to represent this Assembly at said Assembly. She shall preside at all meetings of the Assembly, the Assembly Board, and the Executive Committee. She shall appoint the Secretaries and other Board members who are not elected, including the Chaplain and the Board Advisor. She shall appoint all committees, subject to the approval of the Executive Committee. She shall be an ex-officio member of all committees, except the Nominating Committee. She shall coordinate all plans for attending the annual Fall and Spring Assemblies. She shall perform all other duties pertaining to her office.

b.) The First Vice-President shall, in the absence of the President, perform all duties of the President. In case of the resignation or death of the President, the First Vice-President shall fill the unexpired term of the President. She shall act as Communication/Promotion Chairman for the Assembly and, under the direction of the President, shall help disseminate information about the Order. She shall encourage and assist with the formation of new chapters in the Assembly. She shall perform all other duties of the office and assist the President as requested by her.

c.) The Second Vice-President shall be next in line to succeed to the Presidency in case of the resignation or death of both the President and First Vice-President. She shall act as Editor of the Assembly Lights. She shall perform all other duties of the office and assist the President as requested by her.

d.) The Treasurer shall collect all monies of the Order in the Diocese, keeping an accurate record of all receipts and disbursements. She shall make a report to each meeting of the Executive Committee and the Assembly Board. After the Annual Budget has been reviewed by the Executive Committee and the Assembly Board, the Treasurer shall present the Budget for approval at the Annual Fall Assembly. She shall perform all other duties of the office and assist the President as requested by her.