



## 2024-2025 Tau Beta Sigma Western District Officer Candidate Information



### Responsibilities and Requirements for District Officers

- Review [roles and responsibilities](#) of the four elected officer positions
  - President
  - Vice President for Membership
  - Vice President for Special Projects
  - Secretary-Treasurer

### Time Commitment

- Required travel weekends
- Availability for virtual workshops/conferences (Tentatively August/January)
- Virtual meetings (approximately 4 times per month, separate and joint)
- Officer collaboration with chapters on a regular basis
- Independent/council work (time fluctuates)

### Required Travel/Attendance

- Virtual National Leadership Conference: TBD (June or July 2024)
- Pre-Convention Meeting: Tentatively early January 2025
- Western District Convention: Tentatively April 2025

### Financial Assistance

*District Funds approximate, and pending passing of 2024-2025 Budget*

- \$300/officer for travel

### Application Packet

To be considered complete, your District Officer Application MUST have the following:

1. Cover Letter describing your qualifications, platform, and goals for the office
2. Resume – including educational, TBS leadership, volunteer, and employment experiences
3. Chapter Letter of Recommendation (Signed by President, Vice President, or another designee)
4. Chapter Sponsor Email of Support (Can be sent to WD Counselor email)

*Letters of Recommendation should highlight your communication and leadership skills, as well as speak to a time you showed determination and independence to complete a project.*

Submit all documents above as one PDF file no later than **Sunday, March 31st at 11:59pm PST** to [wdcounselor@tbsigma.org](mailto:wdcounselor@tbsigma.org). Along with your PDF Application, please send a *headshot/professional photo (jpg or png format)*.

### Election Expectations

All interested District Officer Candidates must run in person at WDC 2024 on April 12-14, 2023. For more information, please refer to the Tau Beta Sigma Western District Constitution linked above.