

So you want to be a DO?

Constitutional Requirements

From the 2011 Constitution of the Midwest District of Kappa Kappa Psi:

2.1.05 *To be a qualified district officer candidate, one must submit a letter of recommendation from the candidate's director of bands or chapter sponsor, a letter of recommendation from the candidate's chapter, a résumé, and a platform;*

2.1.05.1 *In electronic form to the district governor(s) and the Midwest District website host chapter no less than fourteen (14) days prior to the opening of the Midwest District Convention for assembly of a candidate webpage.*

2.1.05.2 *In physical form to the Nominations Committee by the end of the First Day of the Midwest District Convention.*

Step 1: Inquire About Your Position

While not required, you should e-mail the current officer to ask about the position for which you are running. You should also review the district constitution to know the duties of office. Each district officer is charged with completing certain tasks at District Convention along with their constitutionally defined duties.

Step 2: Write a Nomination Packet

Your nomination packet should:

- be professional and free of grammatical errors
- contains in order: professional resume, a platform, required 2 letters of recommendation
- include the position for which you are running and your willingness to accept another position
- indicate your ability to attend national convention (if it is an applicable year)

Step 3: Submit & Print Your Nomination Packet

As soon as possible, and at least **2 weeks prior to convention**, e-mail a copy of your nomination packet to the district council and the publications host chapter:

- mwdcouncil@kkpsi.org
- pubcom@iastate.edu

Additionally, print 30 to 40 copies of your nominations packet and bring them to district convention. Each member of the nominations committee should receive a packet (about a dozen people), and each delegate should receive a packet.

Member-At-Large

Duties

- Represent the organization; update the awards packet within 30 days of close of Convention; handle awards

Ideal Qualities

- Outgoing and comfortable in front of a crowd
- Good representation of all the brothers in our district
- Enthusiastic about traveling and able to travel
- Desire to not only improve current programs but extend and create new ones
- Has strong relations with chapters other than their own
- Strong feeling of brotherhood and thoughts of how to extend that brotherhood through the district

Secretary/Treasurer

Duties

- Compile the Convention Minutes within 45 days and deliver it to the Publication Host chapter
- Send forms to the National Accountant and keep the council within budget
- Take minutes during DO meetings and the next Convention; collect committee/officer reports

Ideal Qualities

- Computer skills, communication skills, people skills
- Organized and punctual
- Good grammar and knowledge of the English language
- Fundraising ideas; how to correlate fundraising with service
- Ideas on how to communicate with secretaries and treasurers throughout the district and how to further develop those positions

Vice President

Duties

- Foster membership throughout district; Help the president

Ideal Qualities

- Self-motivated, Creative
- Good networking skills and relations with other chapters
- Passionate about the growth and continuation of KKΨ
- Knowledge of colonization and membership education processes

President

Duties

- Organize district events (Leadership Conference, Region Days) with the TBΣ president.
- Invite national members of the fraternity to district events to speak and give workshops.
- Attend National Convention (if applicable for that year).
- Collect delegate/proxy forms for Convention, select committee assignments, organize workshops, and put together the separate agenda and committee agendas.
- Work with the Tau Beta Sigma President and the Convention Host chapters in creating a schedule and a joint agenda for convention.

Ideal Qualities

- Ability to work well under stress
- Concerned about relationship with TBS
- Strong leader
- Very good speaking skills (especially under pressure, since pressure is a very common thing in this position)
- Strong desire to not only improve upon the current position of the district, but ability to bring in new ideas
- Good planning and organizational skills
- Confident
- Ability to delegate tasks