**ALPHA ETA CHAPTER, INCORPORATED**

 **CHI ETA PHI SORORITY, INCORPORATED®**

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| **APPOINTMENTS** |

**PURPOSE:**

To provide guidelines for the Basileus, Board of Directors and members in regard to the process of making appointments and the qualifications of persons appointed to the positions.

**POLICY STATEMENT:**

The Basileus and the Board of Directors will utilize the following process for making appointments:

1. Members will be given written description of expectations for the appointed positions.
2. Members will be asked to volunteer for a committee that they wish to serve on either as chair or member.
3. Members will be required to complete the biographical data form, sign consent to serve and conflict of interest forms.
4. Refer to the Nepotism policy in Section 1, Operational Manual.

**PROCEDURE:**

1. Appointments for committee chairs and members will be announced and distributed to membership as they occur.
2. Appointees must return all required documentation to the Basileus and/or Grammateus fourteen (14) days after appointment.