Hello to all Chapter Presidents and Members at Large. Our Middle Eastern Province meeting will be held virtually on May 22, 2021. At this meeting, we will have elections for the positions listed below. 

Please share this information with your chapter as soon as possible. We want to allow enough time for each Silhouette to respond. Enclosed is a Candidate Credentials Form and Statement. These forms must be completed and emailed to [holtteen.mitchell@yahoo.com](about:blank) by May 10, 2021. It can also be mailed to Attention: Silhouettes Nomination, c/o Holtteen Mitchell, P.O. Box 285, Stanaford, WV 25927.

Thank you for your cooperation.

Sincerely,

Silhouette Holtteen Mitchell

MEP Nominations Chair, Member-at-large

**The following positions are open for nominations.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Middle  Eastern Province President | 2. Assistant Middle Eastern Province President | 3. Secretary | 4. Treasurer | 5. Financial Secretary |
|  |  |  |  |  |
| 6. Nomination Committee members | 7. Parliamentarian | 8. Chaplain | 9. Sergeant-at-arms | 10. Historian |

Please review the requirements, bylaws, and responsibilities for each position.

NOMINEE QUALIFICATION REQUIREMENTS

1. The nominee must be in good financial standing with the National Silhouettes, Middle Eastern Province Silhouettes (MEPS), a local MEPS Chapter or a MEPS Member at Large.
2. The nominee must have attended (registered) two (2) of the last three (3) MEPS Meetings.
3. Any Silhouette interested in being a candidate for a Middle Eastern Province office, shall submit her credentials to the Nominations Chairperson prior no later than May 10.
4. Nominations can be made from the floor. Candidates nominated from the floor must be certified by the Nominations and Elections Committee prior to the election.

POSITION DESCRIPTIONS

Middle Eastern Province Silhouette President

1. It shall be the duties of the Middle Eastern Province Silhouette President to monitor the activities of all Chapters of the Middle Eastern province; and to preside over all province meetings.
2. She shall coordinate the organization of new Silhouette chapters within the Middle Eastern Province upon the request of the Alumni Chapter Polemarch.
3. She shall serve as chairperson of the Executive committee; appoint chairpersons and establish committees as necessary for the operation of the organization.
4. She is ex-officio member of all committees.
5. She shall appoint a Sergeant-at-arms before all Province meetings.
6. She shall visit Silhouette Chapters and install new Chapter Officers upon request by the local Chapter President.

Assistant Middle Eastern Province Silhouette President

1. It shall be the duty of the Assistant Middle Eastern Province Silhouette President to act as President in the absence of the Middle Eastern Province Silhouette President.
2. She shall attend to other duties and oversee other activities as assigned by the Middle Eastern Province Silhouette President.

Secretary

1. It shall be the duty of the Secretary to record all minutes of regular meetings, Executive Committee meetings, and Conference calls.
2. She shall attend to all official correspondence as directed by the Middle Eastern Province Silhouettes Coordinator.

Treasurer

1. It shall be the duty of the Treasurer to keep current and accurate records of all finances of the Middle Eastern Province Silhouettes.
2. She shall maintain the official bank account for the Middle Eastern Province Silhouettes and deposit funds received from the Financial Secretary within seven (7) days of receipt.
3. She shall present a proposed budget for the Middle Eastern Province Silhouettes at the Executive Board Meeting.

Financial Secretary

1. It shall be the duty of the Financial Secretary to assist in facilitating the duties of the office of the Treasurer. She shall keep current records, maintain a ledger to include names, addresses, phone numbers, and email addresses of all financial members of the Middle Eastern Province Silhouettes; receive all Middle Eastern Province Silhouettes dues; and forward them to the Treasurer within five (5) days of receipt.
2. Her duties shall also include receiving and accounting for funds from Middle Eastern Province Silhouettes fundraising activities.

Chairman of Nominations and Elections Committee

1. It shall be the duty of the Chairman of Nominations and Elections Committee to inform the Middle Eastern Province Silhouettes of positions that will be open for election, and to oversee the nominations and elections of the Middle Eastern Province Silhouettes.

Parliamentarian

1. It shall be the duty of the Parliamentarian to render parliamentary decisions to keep the meeting running smoothly. She shall present the rules of order at the beginning of each Middle Eastern Province Silhouettes Meeting.
2. The Parliamentarian shall have the most current edition of Robert’s Rules of Order newly revised at each meeting.

Chaplain

1. It shall be the duty of the Chaplain to conduct all worship programs and to open and close all meetings.

Sergeant-at-arms

1. It shall be the duty of the Sergeant-at-arms to keep order, to arrange for the presentation of guests; and to serve as keeper of the door during meetings.

Historian

1. It shall be the duty of the Historian to compile the history of the Middle Eastern Province Silhouettes.

**CANDIDATE CREDENTIALS FORM**

CANDIDATE’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHAPTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MEMBER AT LARGE\_\_\_\_\_\_\_(or N\A)

OFFICE SEEKING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The candidate is in good financial standing with (Please circle Yes or No):**

|  |  |  |
| --- | --- | --- |
| **Local Chapter** | **Province** | **National** |
| Yes  No | Yes  No | Yes  No |

Verified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter President signature

**The candidate is a Member at Large and is in good financial standing with The Middle Eastern Province Silhouettes and The National Silhouettes Auxiliary**. Yes or No *(circle one) or N/A*

**The candidate has attended (registered) two (2) Middle Eastern Province Silhouette Meetings since 2019.** Yes or No (*circle one*)

Verified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEPS Financial Secretary

**PERSONAL STATEMENT**

The candidate may provide any information that she wishes to be shared with the Silhouette body which the candidate feels will support her qualifications for the office which she is seeking. The personal statement should not exceed one page; singled space with 12 font.

**CANDIDATE’S PERSONAL STATEMENT**