

DUTIES OF THE NATIONAL EXECUTIVE SECRETARY TREASURER

The new Employment Agreement will be made on June 1, 2025 by and between the National Executive Council of Delta Theta Chi Sorority (the “NEC”) and, National Executive Secretary-Treasurer (the “NEST”).

The NEC shall employ the NEST on an “at will” basis subject to the following terms and conditions.

The following duties and responsibilities shall be competently performed by the NEST:

1.
 - (a) Keep financial records, providing the NEC with quarterly reports.
 - (b) Attending all stated and special meetings of the NEC, taking minutes of same, and providing the minutes to the officers and members as stated in the Constitution and Bylaws.
 - (c) Keep an inventory of all jewelry, stationery, and supplies.
 - (d) Fill requests of chapters for above items on a timely basis.
 - (e) Keep a record of return of pledge pins, delinquency of dues and minutes, and apprising NEC of same.
 - (f) Send out request for dues and keep accurate records of members’ payments.
 - (g) Such other duties as the NEC may request from time-to-time.
3. The NEST shall work an average of thirty (30) hours per week and such additional hours as are required by the NEC for the NEST to competently perform the duties.
4. The NEST shall comply with all stated standards of performance, policies, rules and regulations. The NEST must comply with the Constitution and Bylaws of the Delta Theta Chi Sorority.
5. This Agreement is renewable in writing, upon review, every two (2) years at the National Convention of Delta Theta Chi Sorority. Employment is, however, “at will,” and

NEST may be terminated at any time with or without cause, by thirty (30) days written notice by a majority of the NEC.

6. The NEC will make payment to the NEST a set amount as compensation for services rendered. The NEST agrees to accept the sum of \$ 690.00 payable monthly. In addition, the NEST will be entitled to \$200.00 per month for office rent. Travel will be paid to the NEST for attendance at NEC meetings, plus a stipend of Forty (\$40.00) per day for the time spent working at called or stated meetings (Effective June 1, 2025). Should the NEC raise or lower the amount of the stipend paid to the NEC when attending NEC meetings, the stipend paid to the NEST will be raised or lowered to the same stipend amount.

7. This Agreement may be terminated upon the occurrence of any of the following events:

(a) The failure of the NEST to perform the duties satisfactorily after thirty (30) days written notice thereof.

(b) For just cause based upon non-performance of duties by NEST.

(c) Economic problems of Delta Theta Chi Sorority which may arise during the term of this Agreement and which may be beyond the control of the NEC.

8. This Agreement may be terminated by NEST after providing sixty (60) days written notice to the NEC.

9. In case of an emergency (i.e., health, death, or other situations that make continued performance of the above duties impossible for NEST), NEST will immediately notify the National President by telephone, facsimile or electronic transmission of the inability to complete the terms of this Agreement. Upon such an occurrence, and with the approval of a majority of the NEC, this Agreement will be immediately terminated and NEST relieved of all responsibilities under this Agreement. Upon this occurrence, NEST will be paid a prorated salary to the date of termination, and office rent will be prorated to the date of termination.

*For further information and job description, ask your Province Trustee to share with you the Duties of the NEST from the NEC Handbook. Feel free to ask any questions to your Trustee, or to anyone NEC Member.