

Southeast District 2025-2026

Secretary-Treasurer Packet

TBS

KATELYNN

Turney-Rudisill



To the Sisters of the Southeast District:

I am writing to express my enthusiastic interest in the 2024-2025 Southeast District Secretary-Treasurer role. I have carefully reviewed the Constitution and understand the responsibilities and duties outlined for this position. I am confident in my ability to fulfill these requirements effectively during my term. My journey with Tau Beta Sigma began three years ago, and during this time, I have actively engaged with the Southeast District, gaining valuable insights and experience. My involvement has provided me with a strong foundation in District procedures and social media strategies, which I believe will be invaluable in this role.

Over the past three years, I have actively engaged in the Beta Xi chapter, holding roles such as Membership Class President, Fellowship Chair, and Chapter Secretary. These experiences have honed my organizational, communication, and leadership skills. As Membership Class President, I successfully managed projects, improved chapter communication, and fostered a welcoming environment for new members. In my role as Fellowship Chair, I effectively planned and executed social events, demonstrating my ability to delegate tasks, manage budgets, and work collaboratively with a team. As Chapter Secretary, I streamlined administrative processes, improved communication with members, and ensured accurate record-keeping.

Furthermore, my service on the District Social Media Committee and as District Webmaster has provided me with invaluable insights into the needs and priorities of our district. As District Webmaster, I have actively enhanced our online presence by developing valuable resources such as a chapter map and a comprehensive convention guide. I have also prioritized accessibility, ensuring that our website is user-friendly and informative for all members. I even had the privilege of going to Winter Council and helping with accessibility and some logistics behind Southeast District Convention.

Having been an active member of Beta Xi at the University of Florida for three years and having served on the District Social Media Committee and as District Webmaster, I possess a deep understanding of the values and goals of Tau Beta Sigma and a strong desire to contribute to the continued success of our organization at the District level.

My primary goals in this position include enhancing communication and support by organizing a Secretary Workshop, offering consultations, and developing standardized templates. I will also strengthen financial management through Treasurer workshops, budget reviews, and improved fund tracking. Additionally, I will foster collaboration and innovation by supporting the Webmaster and Social Media Committee, utilizing shared resources like Canva, and implementing advanced post assignments.

I am confident that my strong organizational skills, dedication to teamwork, and commitment to excellence will enable me to effectively fulfill the responsibilities of this position. I am eager to contribute my time and energy to The Southeast District of Tau Beta Sigma and work collaboratively with other officers to achieve our shared goals. Thank you for your time and consideration, because each and every one of you bring strength, excellence, and diversity to the Southeast District.

With MOTS of love,



Katelynn M. Turney-Rudisill

2025-2026 Secretary-Treasurer Candidate

Secretary

- Have a Secretary Workshop and be available for 1-on-1's with Secretaries across the District as/if needed by holding office hours and individual appointments
- Create a template for Executive Council Minutes and Convention Minutes for consistency throughout
- Send minutes through email after the conclusion of a Executive Council meeting no later than 24 hours after the conclusion
- Disperse the Convention Minutes no later than 7 days past the 2026 Southeast District Convention
- Plan a Social Media calendar and utilize Meta Business Suite for scheduling posts and making posts accessible for the Instagram account so everyone has a timeline to ensure accurate and timely information to the district without bombarding the feed.
- Ensure officers from each chapter in the Band App are up to date with records found in OPUS
- Posting of a Monthly Update Newsletter for the District — in addition to posts necessary in the Band App

Treasurer

- Have a Treasurer Workshop and be available for 1-on-1's with Treasurers across the District as/if needed by holding office hours and individual appointments
- Review the district budget for new allocations such as District Honorary Member Fees and any others deemed necessary by the outlined duties of the SED Budget
- Evaluate the tracking of funds from different sources (eg. cash, check, CashApp, etc.) and rework the tracking system if needed
- Plan at least a month long fundraiser that will bring funds in for the SED of TBΣ (eg. shirts, pins, stickers, etc.)
- Assess the impact of the Rainy Day Fund, and work from there to develop a plan to help collect funds for the Rainy Day Fund

Webmaster & Social Media Committee

- Being the Webmaster and Social Media Committee's Biggest Cheerleader!!
 - Working with the Webmaster
 - Checking in to make sure forms, awards, dates, and deadlines are as up to date as possible.
 - Working with the Social Media Committee
 - Meeting at least once a month to stay on the same page
 - Using a Shared Canva document for feedback and ease of access/editing posts as a team
 - Assigning posts in advance to allow committee members adequate time to develop their posts and share with the rest of the committee

Awards

2022-2023 | Beta Xi Chapter
Prospective Member of the Year

2023-2024 | Beta Xi Chapter
Outstanding Sister Award

Conventions

- **2023 Southeast District Convention**
 - Ran from the floor for Secretary-Treasurer
 - Slated by the nominations committee for Secretary-Treasurer
- **2023 National Convention**
 - Served as a host chapter
- **2024 Southeast District Convention**
 - Delegate who proxied for Alpha Omega and served on the Programs Committee
 - Ran from the floor for Secretary-Treasurer
 - Slated by the nominations committee for Secretary-Treasurer

Committees

Gator Band Apparel
Spring 2025-Present

Correspondence
Spring 2024-Present

Membership Education
Spring 2023 - Present

Fellowship
Spring 2023-Fall 2023

Experience

Webmaster

Southeast District of Tau Beta Sigma

July 2024 – Present

- Enhanced District Communication and Operations"
 - Maintained and updated the Southeast District website and assisted with social media management.
 - Contributed to the planning and coordination of the 2025 District Convention, including accessibility assessments and the development of a "Convention 101" pamphlet.
 - Collaborated with the Webmaster to launch an informative and user-friendly convention website.
 - Worked efficiently and effectively with the Southeast District Council, Counselors, and Governors of Tau Beta Sigma and Kappa Kappa Psi

Secretary

Beta Xi Chapter of Tau Beta Sigma

December 2023 – Present

- Enhanced chapter communication and organization.
 - Recorded and maintained accurate meeting minutes and attendance records.
 - Developed and published a weekly newsletter to inform members of chapter events and activities.
 - Planned and coordinated chapter attendance at the SEDC 2024 convention.
 - Presented a comprehensive recap of the SED convention to the chapter membership.
 - Co-chaired the Correspondence Committee, overseeing the chapter webmaster and historian.
 - Delegated and created engaging social media content and chapter publications.
 - Managed and maintained the chapter website, bulletin board, and trophy case.

Social Media Committee Member

Southeast District of Tau Beta Sigma

August 2023 - April 2024

- Led social media initiatives with the committee for the Southeast District of Tau Beta Sigma.
 - Collaborated with the District Secretary/Treasurer and five other sisters to enhance social media engagement.
 - Rotated roles within the committee to ensure diverse skill development and equitable contribution.
 - As Google Forms Manager, created and managed forms for Instagram shoutouts and takeovers.
 - Designed and produced engaging graphics for the Southeast District Instagram account

Fellowship Chair

Beta Xi Chapter of Tau Beta Sigma

December 2022-December 2023

- Organized and executed a variety of social events fostering strong sisterhood within the chapter and collaboration with other Greek music organizations on campus.
 - Planned and executed four distinct sisterhood events each semester, including Beta Xi Night, Sisterhood Night, Sleepover Ceremony, and Valentine's Day Social.
 - Collaborated with chapters on campus of Kappa Kappa Psi and Sigma Alpha Iota to plan joint events and strengthen inter-organizational relationships.
 - Successfully hosted and emceed the annual ITB Banquet, working closely with the Kappa Kappa Psi - Alpha Eta social chair and committee.
 - Coordinated social events with Sigma Alpha Iota - Delta Gamma chapter to enhance social interaction and foster a positive campus community.

Candidate Class President

Beta Xi Chapter of Tau Beta Sigma

September 2022 - December 2022

- Facilitated Candidate Class Success
 - Coordinated all candidate class events and liaised with the chapter executive board to ensure successful completion of initiation requirements.
 - Created and distributed a weekly newsletter to keep the candidate class informed.
 - Developed a unique class logo and established a dedicated group chat to foster communication and camaraderie.

Katelynn Turney-Rudisill

Southeast District 2025-2026 Secretary-Treasurer Packet



Spring 2024 **WHAT'S NEW IN BETA XI** Week 1: (10-13/24)

Welcome to the new semester! Upcoming this week:

5 & 8 of the week:
Quality 1: Knowledge and development of your physical powers in the quest for good health and bodily perfection

SEDC: March 25-24, 2024 North Carolina Convention Information! If you are interested, please fill out this SEDC interest form

Important Links:
Agenda
Last Chapter's Minutes (12/7/2023)
Excuse Note
Recruitment Excuse Note
Service Tracker
Recruitment Sign-Up
Reassign Membership Form - coming soon!
TBE Calendar (Revised)
Officer Evaluation / Suggestion Form
Officer Contact Information

WHAT'S NEW IN BETA XI
WEEK 2: 1/15 - 1/21

Points:
Service 2
Member 250
New 150

Week at a Glance:
Mon:
Tues: GO NIGHT
Wed:
Thurs:
Fri: Service & Sweets
Sat:
Sun: Joint Field Day

Important Links:
AGENDA
LAST CHAPTER'S MINUTES (12/22/24)
OFFICER MEETING MINUTES (1/28/2024)
SERVICE TRACKER
RECRUITMENT SIGN UP ***TO BE UPDATED
REQUEST MEMBERSHIP FORM
OFFICER EVALUATION/SUGGESTION FORM
OFFICER CONTACT INFORMATION
MEMBERSHIP ATTENDANCE TRACKER



Katelynn Turney-Rudisill is in her fourth year at the University of Florida pursuing a degree in Music Education, minor in Education Sciences, and Certificate of Music in Medicine. As a music major she participates in the Symphonic Band.

Katelynn was initiated on December 2, 2022 by the Beta Xi Chapter at the University of Florida. She has served as the Fellowship Chair and was re-elected as Secretary. As Secretary, she broke the mold of the position in making the role more visible to the chapter at large by more open communication through a Newsletter.

At the District level, she has served on the Social Media Committee creating graphics and forms for our district as well as our District Webmaster. She created the form headers that are on the current forms for takeovers and highlights. For Webmaster, she has worked on making our district website more user-friendly and accessible! She also has been slated twice for the role of Secretary-Treasurer by the Nominations Committee.

BIO



College of the Arts
School of Music
University of Florida Bands

Steinbrenner Band Hall
1556 Inner Road
PO Box 117901
Gainesville, FL 32611-7901

January 17, 2025

To Whom it May Concern:

I am writing this letter to recommend Katelynn Turney-Rudisill as an outstanding candidate for Secretary/Treasurer of the Southeast District of Tau Beta Sigma. In addition to being a co-sponsor for the Beta Xi Chapter of Tau Beta Sigma, I am also the administrative assistant for the band department and feel well qualified in assessing her abilities.


Miss Turney-Rudisill is a dedicated UF music student and sister of Tau Beta Sigma. During her time here at the University of Florida I have interacted with Katelynn frequently. She has been a great representative of Tau Beta Sigma and is here often, providing service to our program and the sorority. Her demeanor is always patient, kind and professional. She has a detail-oriented personality, always asking clarifying questions and seeking solutions to elevate the collegiate experience for her fellow classmates and sisters.

Katelynn has provided service in many forms for both Beta Xi and the Southeast district of Tau Beta Sigma. In the Beta Xi Chapter she currently works as the Secretary and Co-Chair of the Correspondence Committee. Her interaction with the executive board and correspondence committee is full of excitement, is timely (based on the project) and she leads with many admirable qualities. This helps to get the job done well and earn the respect of her fellow sisters. The weekly newsletter she has developed as secretary is a fun and effective way to keep sisters active in the chapter and the activities she oversees on the correspondence committee are all carefully curated to present chapter happenings and events to both sisters and outside parties. I am proud that she has chosen to serve Tau Beta Sigma at the district level. Her love for the work of the sorority is evident in the contributions she has made during her service to the district.

I have enjoyed watching Katelynn grow as an individual over the years and have learned that one of her biggest strengths is her strong sense of service and dedication to organizations and causes that she is passionate about. This to me is one of the strongest underlying traits you would look for in this position.

I strongly recommend Miss Turney-Rudisill for this position and feel like she would be an asset to Tau Beta Sigma at this level. Please give Katelynn every consideration for this opportunity as she most certainly deserves it.

Sincerely,



Aleya Elise Kashmiry
University of Florida Bands, Administrative Specialist
Beta Xi Chapter of Tau Beta Sigma, Co-Sponsor
ekashmiry@arts.ufl.edu
352-204-7305



To Whom it may Concern:

My name is Elizabeth Stoeber and I am the president of the Beta Xi chapter of Tau Beta Sigma at the University of Florida. I am writing this letter to recommend Katelynn Turney-Rudisill for the position of SED Secretary-Treasurer for the upcoming term.

Ever since she was a candidate, Katelynn has always had an incredible work ethic and the capacity to be a great leader. Her peers elected her to be candidate class president and she thrived in this role. One highlight that I was thrilled to hear about as an active sister at the time was that she took it upon herself to make a newsletter to keep her class of 10 updated on what events and projects they had coming up. Members of her candidate class, herself included, have gone on to accomplish great things in our sisterhood and it is in large part due to the way Katelynn kept them organized during their candidacy. Her contributions were so great that our chapter voted her as our Prospective Member of the Year at our annual banquet.

As an active sister, Katelynn has been nothing short of extraordinary. During her first semester as an active sister she took on the position of Fellowship Chair, a role that required her to plan social events for our whole chapter as well as coordinate with our Kappa Kappa Psi chapter to plan joint socials. Katelynn stepped into this role with little to no blueprint as to how to do the job and she exceeded everyone's expectations. Her energy is infectious and every social event was made ten times better because she was there. Planning events became second nature for her and our chapter grew so much closer because of the work she did. On top of the duties required of her in this position, Katelynn made a handbook so that future Fellowship Chairs would have an easier time getting used to the job and so that all social events could be run as smoothly as they did during her time in the position.

All of Katelynn's contributions to our sisterhood came to a head in Spring of 2024. It was my first semester as president of our chapter and I was left without a secretary to



serve on our Executive Board. Without me having to ask, Katelynn volunteered herself for the position, a position that was entirely foreign to her and one that came with little to no direction from past officers as to what the position entailed. I appointed Katelynn as interim secretary and it was quite possibly the best decision I have made for our sisterhood. Katelynn was re-elected to the position at the end of that semester and she continues to thrive as our secretary. She sends out weekly newsletters in our Facebook group to keep sisters updated on events we have coming up and forms that they need to fill out, as chair of our Correspondence Committee she has worked closely with our Historian to elevate our social media presence and highlight all of our committees, officers, new sisters, and seniors on the Beta Xi Instagram, and, above all else, she has been an excellent resource for me during my time as President. I can say without a doubt that she is the best secretary our chapter has had during my four years as a sister.

Yes, Katelynn is an outstanding sister, but more than that she is a great friend. I have been so fortunate to get to know Katelynn over the past few years and witness her growth. She has taken on every new challenge with courage and fortitude, exemplifying our 8th factor beautifully. She has been a steady presence in our chapter and is someone who all of our sisters know they can go to should they need a smile, a hug, or a shoulder to cry on. I have sought Katelynn's counsel on several occasions over the years for both matters pertaining to our sisterhood and personal issues that I have faced and she is always there with the most sound advice that I could have asked for. I know that Katelynn will excel no matter where life leads her and I take great joy in recommending her for the position of SED Secretary-Treasurer. I know she will do an outstanding job and go above and beyond any duty charged to her in this position. It is an honor and a privilege to know Katelynn Turney-Rudisill and I only hope that you will get to experience those joys just as the Beta Xi chapter has for the past several years.

Respectfully Submitted,

Elizabeth Stoeber
Chapter President
Beta Xi Chapter of Tau Beta Sigma
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