

April 25, 2015

Members of the Tau Beta Sigma Alumni Association,

I hope this letter finds you all well and in great spirits! It is with much excitement that I am writing you today. My time as a sister in Tau Beta Sigma has taught me many things about myself, working with others, and working together for a greater cause. It would truly be a privilege to give back to this amazing organization by being elected as a member of the Executive Council for the 2015-2019 term.

I would first like to give you a brief overview of my Tau Beta Sigma history. I was initiated into the Theta Theta Chapter at Henderson State University during my freshman year of college in 2006. I quickly sought a leadership role within my chapter and served as the Band and Community Service Coordinator and Treasurer during my Active years. A series of events during my last year of college led to me becoming an early Alumni member in December of 2010. I chose to use this situation as a catalyst to become more involved on the Alumni level. The next summer I was appointed to the Board of Directors for the Southwest District Alumni Association, and I have served in various roles since- currently serving a third term as Chairman.

Having been a member of the TBSAA for about 5 years, I have had the opportunity to see many positive changes within our association. If elected, I would research the success of past programs and tasks of my particular office, keep the successful pieces, and find the areas that need improvements, if any. One particular avenue I would use is a simple survey to get direct feedback from our association members. I would also look to see what new direction or element(s) we could add for the next two bienniums and work with my committee to give our members the best alumni experience. I love collaborating with my peers and colleagues to create an atmosphere of fun and excitement that keeps our alumni "coming back for more".

While it is a bit difficult to convince you why I am the best candidate for this position in one short page, I ask that you take my experience and determination into consideration. I strongly believe we as an organization have an excellent groundwork in place, and feel that my reflective and proactive approach could help us move in a direction that would build upon that firm foundation.

Thank you very much for your time and for considering me as a candidate for the Tau Beta Sigma Alumni Association Executive Council.

Respectfully Submitted In the Bond,



Katie Dukes Rixon

Candidate for TBSAA Executive Council

# Katie Dukes Rixon

800 W. Renner Rd. #2928 Richardson, TX 75080  
T: 903-276-3820 E: kdukes88@gmail.com



**Objective** To serve the members of the Tau Beta Sigma Alumni Association by being elected to the Executive Council for the 2015-2019 term.

**Education** Bachelor of Science in Education in Middle Childhood (4-8) 2006 – 2011  
Henderson State University, Arkadelphia, AR  
Emphasis in Mathematics and Science  
Graduated December 2011

**Professional Experience** Teacher August 2013 – present  
Thurgood Marshall Elementary School  
Richardson Independent School District, Richardson, TX  
6<sup>th</sup> Grade Mathematics

Teacher August 2012 – June 2013  
College Hill Middle School  
Texarkana Arkansas School District, Texarkana, AR  
6<sup>th</sup> Grade Mathematics and Science

Sales Associate March 2012 – June 2012  
Dillard's, Texarkana, TX  
Men's Fragrance Department

Teacher Intern August 2011 – December 2011  
College Hill Middle School  
North Heights Junior High School  
Texarkana Arkansas School District, Texarkana, AR  
6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Mathematics

Tutor July 2011 – June 2012  
Mathnasium, Texarkana, TX  
Kindergarten – College Level Mathematics



**Sorority  
Membership  
Statutes**

Southwest District Alumni Association	January 2011 – present
Tau Beta Sigma Alumni Association	January 2011 – present
Alumni	December 2010
Theta Theta Chapter Henderson State University, Arkadelphia, AR	
Active	2006 - 2010
Theta Theta Chapter Henderson State University, Arkadelphia, AR	

**Sorority  
Experience**

Southwest District Alumni Association:

- Board of Directors Chair (2013-present)
- Director of Finance (2012-2013)
- Director of Communication (2011-2013)

Theta Theta Chapter:

- Treasurer
- Band and Community Service Coordinator
- Membership Candidate Class Secretary

Conventions Attended:

- National: 2011, 2013
- Southwest District: 2007-2015

Other Sorority Events Attended:

- 4 Southwest District Days
- 7 Southwest District Area Workshops
- 4 Southwest District Chapter Leadership Conferences
- Mississippi Valley State University Chapter Installation, 2009

**Accomplishments**

Established an Alumni Track for the SWD Alumni Association at the SWD Conventions 2014, 2015.  
 Advised Committees for the SWD Conventions 2013, 2015  
 Organized Southwest District Day Events.  
 Served as Chair of the SWDAA Board of Directors from April 2013-present.  
 Opened and managed the SWDAA bank account.  
 Organized chapter and SWDAA fundraisers.  
 Tau Beta Sigma Keynote Speaker for SWD Convention 2010.

References Attached.



April 30, 2015

To the members of the Tau Beta Sigma Alumni Association:

It is with great pleasure that I whole heartedly endorse Katie Dukes Rixon and her desire to serve as a member of the Tau Beta Sigma Alumni Association Executive Council.

During my time as an active in Tau Beta Sigma I had the opportunity to work with a number of wonderful and talented people; fusing together a passion for music, love for sisterhood and enjoyment of business. However as time goes on, people graduate, start their chosen careers and those opportunities become less and less. It is difficult to find someone that has the same level of passion and commitment for Tau Beta Sigma when they are alumni as when they were active. Tau Beta Sigma is blessed to have those individuals, for those leaders are what help keep us strong. I firmly believe that Katie is one of those people.

Katie has always been a determined and driven person. You can't tell Katie that something is isn't possible to do, because she will just spend all the time between that statement and the next meeting figuring out how to make the impossible, possible. Katie is an organized, dedicated and creative individual. She is able to work independently or as a valuable contributing member of a team. She fearlessly takes on any task presented and never puts forth less than her best effort. She has always possessed an above average business sense and an innate ability to multi-task flawlessly.

Katie stepped into the role as chair of the Southwest District Alumni Association only a couple short years ago. The group had been trying to regain footing, figure out their identity and ultimately decide what type of organization they wanted to be. Katie has been serving as leader to the group, not deciding for the group, but leading them in the decision making process. They have built a constitution, held elections, conducted fundraisers and increased membership. Now she hasn't done it alone, but rather empowered those around her to rise to the occasion to make the SWDAA an organization they can be proud of.

I ask that you strongly consider Katie Dukes Rixon for this opportunity and chance to serve alongside some of Tau Beta Sigma's best. Thank you for your time and consideration.

In The Bond,

Patricia Morrow  
Tau Beta Sigma- Theta Theta  
Henderson State University  
Southwest District Secretary/ Treasurer '09-'11

April 28, 2015

To Whom It May Concern:

It is with great pleasure that I write this letter of recommendation for Mrs. Katie Rixon as she applies for an Executive Council member position for the Tau Beta Sigma Alumni Association. I have known Mrs. Rixon professionally for two years, and through my role as a Collaborative Learning Leader, I have been fortunate to watch her emerge as a leader at Thurgood Marshall Elementary.

Mrs. Rixon's strength in the classroom has become more and more evident in the time I have worked with her. She has strong content knowledge and the ability to instruct even some of our most struggling learners. However, Mrs. Rixon's qualifications go beyond her role in the classroom. She has proven herself as a natural leader within her grade level. Mrs. Rixon is capable of looking at grade level issues from all angles and methodically brainstorms a variety of possible solutions. What makes her a leader is her ability to collaborate with her grade level as they come to important decisions concerning their students. She has also taken on the responsibility of creating schedules as well as thinking through options for discipline plans for certain students.

Leadership, instructional knowledge, and communication skills – Mrs. Rixon possesses all these qualities. However, one quality that significantly stands out about Mrs. Rixon is her work ethic. This quality is not only observed in her classroom, but also in the way she helps as a leader in our school choir and various activities such as Enrichment Clusters.

All of the qualities mentioned above and more are what make Mrs. Rixon an ideal candidate for a council member in your organization.

Please feel free to contact me at (914) 484-6337 if you have any questions.

Sincerely,

Ganges Karundethu  
Collaborative Learning Leader  
Thurgood Marshall Elementary

To Whom It May Concern:

I am writing a letter of recommendation on behalf of Mrs. Katie Rixon for the Tau Beta Sigma Alumni Association Executive Council.

Katie Rixon has been highly involved at Gracehill for nearly two years. She has been involved in multiple areas of the church and has done very well at each area. She has been involved in developing curriculum for the children's ministry, she has taught both the elementary age children and the our teens group. She is incredibly easy to work with and is very thorough on her tasks. Our students, and their parents, enjoy working with her and she has been a great addition to the team. The amazing thing is that with all that she has going on, she is able to do each task thoroughly. I have been very impressed with, and appreciative of, her involvement here at Gracehill.

I have known Katie Rixon for approximately two years. She came to us highly recommended, and she has exceeded those expectations.

*I highly recommend Katie Rixon on both her professional competence and her personal character.*

If you would like to discuss any of this with me further, please contact me at [Michael@gracehill.cc](mailto:Michael@gracehill.cc) or at 972.983.6379.

Regards,

Michael Norman

Lead Pastor  
Gracehill Community  
[www.gracehill.cc](http://www.gracehill.cc)

MN/mdn  
04/21/2015