

DELTA SIGMA THETA SORORITY, INC
CENTRAL ARKANSAS ALUMNAE CHAPTER

OFFICIAL DELTA PROFILE FORM

CANDIDATE FOR THE OFFICE OF: _____

PART I PERSONAL INFORMATION				
Name				
	Last	First	Maiden/Middle	
Home Address				
City/State		Zip Code		
Home Telephone		Work Telephone		
Profession/Occupation/Title				
Primary Email Address				
Public Speaking Experience				
Travel Limitations				
Have you ever been convicted of a criminal offense?	NO		YES	

If yes, explain circumstances.							
PART II EDUCATIONAL INFORMATION							
Degree(s) held:							
Degree		Field of Concentration					
Degree		Field of Concentration					
Degree		Field of Concentration					

PART III DELTA INFORMATION			
Date of Initiation		Region of Initiation	
Chapter of Initiation		Location	
Name at Initiation			
List Present Delta Activities			
Local Chapter Experiences (List your local chapter experiences – current chapter or chapters to which you have belonged.)			

Regional Experience (List your regional experience – current or past.)			
National Experience (List your national experience – current or past.)			
National Conventions attended (Years) (See Page)			
Regional Conferences attended (Years) (See Page)			
Have you ever been suspended and/or placed on probation? If yes, please list violation date(s) of suspension or probation and fine levied.	No		Yes

PART IV CURRENT COMMUNITY INVOLVEMENT & ORGANIZATION AFFILIATION	
Organization (no more than 4)	Position and Responsibility

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PART V	
PAST COMMUNITY INVOLVEMENT & ORGANIZATION AFFILIATION	
Organization (no more than 4)	Position and Responsibility

PART VI	
REASON FOR SEEKING THIS OFFICE AND RELATED EXPERIENCE	
<p>Review the qualifications that pertain to the office in which you are interested (See Appendix). In a total word count not to exceed 250 words, state your reason for seeking this office (Include your plan/vision for Central Arkansas Alumnae Chapter) and cite experiences, either in Delta or in your professional career, that impact directly on the position you are seeking. The articles –a, an, the- are not counted. Copy response in the box below. Do not exceed the recommended word count. Use additional sheets if necessary.</p>	
Position Title	

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to enter their profile information.

PART VII
Include a current resume citing work experience

STATEMENT OF ASSURANCE

Note: The CANDIDATE PROFILE SHEET is considered incomplete if not signed

I have read, understand, and will abide by the guidelines for seeking office in Central Arkansas Alumnae Chapter of Delta Sigma Theta Sorority, Inc.

Signature of Candidate	Member Number	Date

Please email completed application to nominating@caacdeltas.org by February 11, 2024

APPENDIX

Below are a subset of the specific qualifications as they relate to each position. Choose one position and include in your response to PART VI how the qualifications below relate specifically to your experiences either in Delta or your professional career. *Before responding, please review the current Policies & Procedures document for the complete list of responsibilities of each position. The roles as documented in the Policies & Procedures are the expectation for each role.* Additionally, refer to the 2022 Guidelines for Seeking Office. Do not exceed the recommended word count.

President

1. Providing administrative guidance and direction to the structure and programming of the Sorority.
2. Coordinating efforts and maintaining unity in the Sorority's objectives and programs.
3. Establishing and enforcing policies and procedures.
4. Stimulating and promoting growth and development strategies.
5. Strengthening public relations and maintaining cooperative relations with other organizations.
6. Stressing team building and leadership management.
7. Utilizing other skills and abilities that you believe are germane and important to this position.

First Vice President

1. Enforcing policies and procedures.
2. Managing conflict or serving as an arbitrator when disputes arise.
3. Conducting training sessions.
4. Evaluating membership and reclamation programs.
5. Reviewing documentation for compliance.
6. Utilizing other skills and abilities that you believe are germane and important to this position.

Second Vice President

1. Reviewing documentation for compliance.
2. Stimulating and promoting growth and development strategies.
3. Assisting others in implementing goals and objectives.
4. Enforcing policies and procedures.
5. Leading a team of leaders to provide guidance and direction to peers.
6. Utilizing other skills and abilities that you believe are germane and important to this position.

Recording Secretary

1. Demonstrating responsibility for information management – i.e., collection, coordination, distribution.
2. Providing evidence of the ability to record information accurately.
3. Demonstrating thorough knowledge of computers and other electronic information management equipment.
4. Developing reports of high volume and varied content.
5. Editing large volumes of minutes or documents and disseminating promptly.
6. Utilizing other skills and abilities that you believe are germane and important to this position.

Corresponding Secretary

1. Demonstrating responsibility for information management – i.e., collection, coordination, distribution.
2. Demonstrating thorough knowledge of computers and other electronic information management equipment.
3. Providing evidence of the ability to communicate information accurately.
4. Utilizing other skills and abilities that you believe are germane and important to this position.

Financial Secretary

1. Demonstrating thorough knowledge of computers and other electronic information management equipment.
2. Providing evidence of the ability to communicate information accurately.
3. Demonstrating responsibility for financial management.
4. Assisting others in implementing goals and objectives.
5. Utilizing other skills and abilities that you believe are germane and important to this position.

Assistant Financial Secretary

1. Assist the Financial Secretary except for signing checks and serving on the Minerva Circle (unless elected).
2. Serve as the liaison to the Fundraising Committee.
3. Record all income received from fundraising activities.
4. Issue official receipts for income from fundraising activities.
5. Attend all mandatory Delta financial workshops.
6. Serve as a member of Budget and Finance Committee.
7. Adhere to all policies in Section 12 – Chapter Financial Policies and Procedures as stated herein.

Treasurer

1. Demonstrating responsibility for financial management.
2. Developing reconciled reports from financial statements, quarterly financial reports and presenting those reports to individuals at differing levels in an organization.

3. Implementing financial policies and adhering to internal controls pertaining to financial management.
4. Working with internal and external auditors to prepare a comprehensive audit report.
5. Demonstrating thorough knowledge of computers and other electronic information management equipment.
6. Provide evidence of the ability to investigate problems and reconcile account discrepancies.
7. Analyzing and sharing economic growth strategies that provide financial stability.
8. Utilizing other skills and abilities that you believe are germane and important to this position.

Assistant Treasurer

1. Assist the Treasurer except for signing checks, making deposits, and managing accounts.
2. She will be able to assist when the treasurer is unavailable or needs assistance with reporting.
3. Attend all mandatory Delta financial workshops.

Internal Audit Chair

1. Preside over the Internal Audit Committee.
2. Recommend for chapter approval an independent auditor for the annual review.
3. Review and propose internal controls.
4. Review the chapter records and indicate any material weaknesses.
5. Lead Audit Committee in the all audit activities

Budget & Finance Chair

1. Preside over the Budget & Finance Committee.
2. October – review the current year budget allocations and recommend any revisions.
3. January – determine chapter dues for the upcoming year. Review the current year budget allocation. Review the proposed budget requests from committee chairs for the upcoming year.
4. May – review current year budget allocations and recommend any revisions. Propose the budget allocations for the upcoming year.

Chair, Nominating Committee

1. Encouraging others to assume leadership roles.
2. Conduct training sessions.
3. Developing procedures and criteria for screening applications.
4. Evaluating and selecting recommended candidates for leadership roles.
5. Assigning team members to designated tasks while leading, monitoring and/or correcting performance.
6. Utilizing other skills and abilities that you believe are germane and important to this position.

Member, Nominating Committee

1. Encouraging others to assume leadership roles.

2. Conduct leadership training sessions.
3. Developing procedures and criteria for screening applications.
4. Evaluating and selecting recommended candidates for leadership roles.
5. Serving as a contributing member of a selection team/committee.
6. Utilizing other skills and abilities that you believe are germane and important to this position.