

CALL FOR NOMINATIONS
Delta Sigma Theta Sorority, Inc.
Murrieta Temecula Area
Alumnae Chapter
Applications for the Office of
Second Vice President

Delta Sigma Theta has a reputation of selecting effective leaders who have laid the foundation of the Sorority. You can continue this tradition within the Murrieta Temecula Area Alumnae chapter by identifying and recommending qualified candidates for election. The available positions, their terms of office, and the required duties of all positions are listed below. The Nominating Committee invites you to recommend capable candidates for the offices listed below for the term of 2022-2024.

<i>AVAILABLE POSITIONS</i>	<i>TENURE</i>	<i>ELIGIBLE FOR RE-ELECTION TO THE SAME POSITION</i>
President	2 years	Eligible for re-election for one two-year term
1 st Vice President	2 years	Eligible for re-election for one two-year term
2 nd Vice President	2 years	Eligible for re-election for one two-year term
Corresponding Secretary	2 years	Eligible for re-election for one two-year term
Recording Secretary	2 years	Eligible for re-election for one two-year term
Financial Secretary	2 years	Eligible for re-election for one two-year term
Treasurer	2 years	Eligible for re-election for one two-year term
Internal Audit Chair	2 years	Ineligible for re-election- One two-year term
Nominating Chair	2 years	Ineligible for re-election and ineligible to run for any other elected office/position - One two-year term
Nominating Committee Member (2 positions)	2 years	Ineligible for re-election and ineligible to run for any other elected office/position - One two-year term

Special Notes:

*Each soror seeking office must meet the following criteria:

- Registered for and attended one (1) of the last 2 National Conventions or one (1) of the last 2 Regional Conferences.

Duties of the Second Vice President as Outlined in the Policies and Procedures

It shall be the duty of the Second Vice-President to:

- Serve in place of the First Vice President and perform all the duties of the First Vice President in her absence at her or the President's request.
- Serves as chairperson for the Programming, Planning and Development Committee.
- Reviews all new National initiatives with the Chapter and Chapter committees.
- Establishes steps to building effective Chapter programming.
- Assists all committees with plans and goals to meet national initiatives and the Five-Point Programmatic Thrust.
- Attends SCCC Meetings when possible.
- Serves as a member of the Executive Committee and Executive Board.
- Coordinates Chapter Delta Internal Development (DID) workshops, along with the First Vice President.
- Serves as Risk Management Coordinator following Risk Management Guidelines and Procedures.
- Develops a Risk Management Team.
- Organizes and attend annual Risk Management workshop.
- Oversees the Risk Management screening process.
- Supervises the Risk Management screening process with Risk Management Team.
- Ensures all PP&D (Delta Academy, GEMS, EMBODI etc.) programs adhere to the guidelines as defined by the Risk Management Manual.
- Conducts workshops as needed with Program Leads and other Committee Chairs who work with any of the Chapter's youth initiatives to ensure all volunteers are adequately trained on the requirements of Risk Management when working with youth initiatives.
- Ensures that all committee members working with youth have completed the Risk Management screening process.
- Discusses and evaluates committee activities on an ongoing basis during the sorority year
- Submits monthly report to chapter members.
- Prepares procedure handbook for her office and submits it to the 2nd V.P. Elect at the June Transition meeting at the end of her tenure.
- Reports any incidents that may indicate abuse (seen or discussed) to the Chapter President, Regional Director, Youth Initiative Program Chairs, Children Protective Services and other appropriate Delta Officers.
- Ensures background checks of all persons involved in youth initiatives as per Risk Management Manual.
- Ensures safe storage and security of documents related (directly and indirectly) to volunteers, youth participants, and background checks.
- Ensures the following descriptors are adhered to with regard to youth initiatives:
 - a) Program Leads -Implement programs and ensure committee members and participants follow Risk Management policies as defined
 - b) Committee Members -Assist the Program Lead with program implementation and follow all Risk Management policies as defined
- Application Process:
 - a) Volunteers - All persons working with any of the Chapter's youth groups will be required to complete the Chapter's Youth Initiatives Volunteer Application. Applications for Program Leads and Committee Chairs will be reviewed by the Chapter President, First and Second Vice President.
 - b) Applications for Committee Members will be reviewed by the Program Leads and Committee Chairs.
 - c) All documents will be filed with the Recording Secretary to be maintained with the Chapter's Confidential Records.
 - d) Participants and Parents - All participants of any of the Chapter's Youth Initiatives must complete an application as defined by the Risk Management Manual.
 - e) Qualifications - The President, First and Second Vice Presidents must meet all criteria as defined in the Chapter Policies and Procedures.
 - f) Program Leads shall be appointed by the President.
 - g) Time Requirements - Programs shall meet on the 2nd Saturday in the months September-June
 - h) Evaluation Procedures - Programs shall be assessed annually in May to ensure compliance with the Five-Point Programmatic Thrust and Risk Management Manual.

- i) Background Checks - The Chapter shall conduct the screening process as defined by the Risk Management Manual or as warranted by the discretion of the President.

I certify that I have read and understand the duties listed for the position I am applying to.

Signature of Candidate:_____

Date:_____

DELTA SIGMA THETA SORORITY, INC.

A Service Sorority

Murrieta Temecula Area

Alumnae Chapter

OFFICIAL CANDIDATE PROFILE FORM

Candidate For the Position of Second Vice President

PART I: PERSONAL INFORMATION

Last Name _____ First Name _____ Maiden/Middle _____

Home Address _____

City, State Zip Code _____

Home Telephone _____ Work/Cell Telephone _____

Profession/Occupation _____ Title _____

Personal E-mail address _____

Please list any membership in other organizations, including any current or past leadership positions
(This includes church or civic organizations, other fraternal groups, political involvement, etc.):

Please list any other volunteer work or involvement not listed above:

Please list any personal skills or traits that you possess which might be helpful in fulfilling the duties of
the office to which you are applying:

Please list any technology skills that you possess which might be helpful in fulfilling the duties of the
office to which you are applying:

Please list three personal (3) strengths and one (1) weakness:

PART II: DELTA INFORMATION

Please attach your most recent Delta Resume to this application. Be sure to list the following: Date and Chapter of Initiation, Local, Regional and National Experience, and any other relevant Delta Involvement.

National Convention Attendance:

National Convention Attendance:

I attended the following National Conventions (check all that apply):

- ☐ Most Recent
☐ 2nd Most Recent

Regional Conference Attendance

I attended the following Regional Conferences (check all that apply)

- ☐ Most Recent
☐ 2nd Most Recent

PART III: ESSAY

In 300 words or less, please respond to the following questions related to the **Office of Second Vice President**.

1. Describe the role of commitment in the success of any organization and share your personal commitment philosophy.
2. Please identify at least two ideas you have for improving chapter risk management.
3. List strategies that you would employ to support and empower committee chairs in program planning and development.

I hereby acknowledge that I am knowingly and willingly seeking candidacy for the office listed above. I attest that I have answered all questions honestly and to the best of my ability. I understand that my application does not guarantee that I will be a candidate for office, but that I must first be certified by the nominating committee. I also hereby affirm that if I am elected, I will fulfill all the duties required of the position including, but not limited to meeting and DID/training attendance, and all duties listed in the chapter policies and procedures.

Signature of Candidate: _____

Date: _____

Candidate Essay