



Official Nominating/Election Application 2023

Directions:

1. The Official Nominating/Election Application must be typewritten and completed in its entirety using this electronic application.
2. A picture in jpeg form must be attached upon submission.
3. The Official Nominating/Election Application (including picture attachments) must be electronically submitted by 11:59 p.m. (CST) on **March 19, 2023**. Electronic submissions are automatically sent to sctac.nominating1@gmail.com.
4. Application must be electronically signed including the applicant's Delta membership number which certifies the electronic signature as authentic.
5. Information provided in The Official Nominating/Election Candidate Profile will be available for viewing by all SCTAC financial sorors via restricted web access.
6. Any questions about completing this application should be directed to Brandi Cox, Nominating Committee Chair, at sctac.nominating1@gmail.com.

Name of Institution	Degree/Certificate Issued	Year Issued
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Supplemental Information (if needed)

Delta Profile - Section 1

Local Chapter Involvement/Experience (List event participation, committee involvement, workshops attended, positions held, etc. in SCTAC or previous local chapter.)

Position/Workshop/Committee	Description/Key Contribution	Year(s)
Recording Secretary	Type Chapter and E-Board minutes monthly, support the President and Chapter on other initiatives as needed, maintains all committee status report in Google Drive with hard copy in Binder. Participate in other meetings (i.e., MOU) as needed. Support the Chapter's President.	2019 - 2021 2021 - present
Position/Workshop/Committee Co-Chair PP&D	Description/Key Contribution Responsible for coordinating the May Week and Committee Fair events. Update the committee chairs' roster with new committee members information.	Year(s) 2021 - present
Position/Workshop/Committee Chaplain	Description/Key Contribution Served as minister leader for the chapter. Provided Words of Encouragement at each Chapter meetings. Maintain the Omega Omega list of passing sorors. Prayed at Chapter events, meetings.	Year(s) 2017-2019
Position/Workshop/Committee Pearls of Perfection Cotillion	Description/Key Contribution Hostess for the upcoming Cotillion. Lead in ensuring that Cotillion participants are in their proper line up for event activities.	Year(s) 2023
Position/Workshop/Committee Secondary Advisor Alpha Upsilon (LeMoyne Owen)	Description/Key Contribution Server as Secondary Advisor for LeMoyne Owen College. Serve with the Primary Advisor to ensure collegiate sorors follows the protocol of the chapter through mentorship for knowing chapter meeting protocols, the importance of having Chapter minutes, financial reports and other documents available for viewing. Attend all events. Mentor how to do handle Delta business by following the ritual / Robert Rules of Order.	Year(s) 2021 - Present
Position/Workshop/Committee 2023 Advisors Training	Description/Key Contribution Attended Advisor training to obtain knowledge on how to properly mentor and advise	Year(s) 2021 2023

collegiate sorors about the protocols and business of Delta.

Position/Workshop/Committee	Description/Key Contribution	Year(s)
Risk Management Coordinator Training	Each year attend Chapter Risk Management Training. In 2023, Risk Management Coordinator.	2017-2023
Navigating the Red Zone Webinar	Received information on how to use the Red Zone for entering chapter information to ensure the chapter is in compliance. enter information for MIT etc.	2022
Delta Resume Writing Webinar	Learned how to create a Delta resume.	2022
Serve on the following committees: PP&D, Social Action, Heritage & Archives, Protocol & Traditions, Ritual & Ceremonies, Step Team	Support the Chapter various activities: Lead on May Week and Committee Fair as Co-Chair of PP&D. Volunteer in other capacities for committees serving.	2021 - present

Supplemental Information (if needed)

Attended the Following Fiscal Officers' Training: September 8, 2019, October 24, 2021
 Attended Compliance and Annual Internal Audit Process Webinar (August 2022)
 Attended National President Chat with Chapter Fiscal Officers: December 4, 2022

Delta Profile - Section 2

Regional, State, and/or National Involvement/Experience (**List event participation, committee involvement, Conventions and Conferences attended, positions held, etc.**)

Regional, State, and/or National Involvement/Experience	Description/Key Contribution	Year(s)
Alabama State Cluster	Attended MIT workshop.	2023
Regional, State, and/or National Involvement/Experience	Attended State Tennessee Conferences and Capital events. Goal is to learn more about social action and to understand the areas of public services to carry out the initiatives of Delta's Five Programmatic Thrust.	2017 - Present
Δ Delta Days at National Capital 2022		
Δ Delta Days in Shelby County (Local) 2022		
Δ Tennessee State Virtual Delta Days at the Nation's Capital 2021		
Δ Delta Days in the State (TN) Capitol 2019		
Δ Tennessee State Cluster Nashville-2017		

Jackson – 2018| Knoxville
– 2019

Regional, State, and/or National Involvement/Experience Δ 48th Kissimmee, FL 2022 Δ 47th Virtual 2020 Δ 46th Nashville, TN 2018 Δ Non-Voting Delegate	Description/Key Contribution Gain knowledge on Delta's National strategies for Chapter sorors regarding the Five Programmatic Thrust.	Year(s) 2018 - Present
Regional, State, and/or National Involvement/Experience Delta Days at United Nations	Description/Key Contribution Currently attending to learn more about the International initiatives of Delta.	Year(s) March 13-14, 2023
Regional, State, and/or National Involvement/Experience Delta Days at Nations Capitol	Description/Key Contribution Will be attending virtually to learn and gain knowledge on how Delta can make an impact at the National level.	Year(s) Registered to attend March 2023
Regional, State, and/or National Involvement/Experience	Description/Key Contribution	Year(s)
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Supplemental Information (if needed)

Reason for Seeking Office

State your reason for seeking this office, including your plan/vision for the office and how you will assist in the growth/development of SCTAC in this position. Be sure to include specific skills, talents, and strengths that would make you an asset to SCTAC. (300 words or less)

Your Essay

Greetings SCTAC Nominating Committee,

REASONS FOR SEEKING ASSISTANT TREASURER OFFICE:

Upon completing my role as the Recording Secretary of the last two sororal biennia, Assistant Treasurer is the office desired for the purpose of learning and becoming knowledgeable about the financial process. To prepare myself for higher offices, I must learn the financial process of the Chapter. Therefore, becoming an Assistant Treasurer is the headway toward future opportunities in SCTAC. Additionally, working closely with the Treasurer will enable me to assist with allowable duties, as the Assistant Treasurer cannot sign checks, enter information in the RedZone, or make bank deposits.

As Recording Secretary, I have general knowledge of the Treasurer's report. Therefore, by becoming an Assistant Treasurer, I will learn to create the Treasurer's report for meeting purposes and understand the derivations of the content of the numbers.

To prepare for the Assistant Treasurer, I attended the following webinars:

- Fiscal Officers' Training: September 8, 2019, October 24, 2021
- Compliance and Annual Internal Audit Process Webinar (August 2022)
- National President Chat with Chapter Fiscal Officers: December 4, 2022

GROWTH and DEVELOPMENT of the ASSISTANT TREASURER:

As an assistant treasurer growth and development of SCTAC comprises ensuring attendance at every Fiscal Officers Training meeting, building a good working relationship to assist the Treasurer, and thoroughly understanding the Fiscal Officers Manual. Another growth area is to provide a quarterly trend analysis report of the Chapter's Revenue and Expense financials in graphical form.

SKILLS, TALENTS, and STRENGTHS:

Administrative and clerical skillsets I can provide to support the SCTAC Treasurer to manage and oversee the finances of our Chapter. Other skills entail my ability to gather and analyze financial data and study overall financial transactions to effectively identify areas where most expenses occur. Strengths are preparing documentation, managing project budgets, organizing data, and content analysis.

Non-Delta Leadership Experience

List appropriate employment positions, service experience, accolades & recognitions, etc. relative to the position for which you are applying.

Non-Delta Leadership Experience

1. Community Outreach Ministry - tracks the budget and expenses of funds used to help feed the homeless, and provide financial support to those in need, mail items via Project Pack to our Troops, purchase 20 coats for Shelby County Schools students (annually), purchase items for Women/Men Shelters and Quince Nursing Home.
2. Project Manager - manage projects with budgets ranging from \$1500 - \$5M

Electronic Signature

Valenta Eunice Nichols

Membership

Number
309524

Date

3/15/2023

Including Delta Membership # certifies this electronic signature as authentic.

Your electronic signature indicates that the information provided in this document is true, complete and accurate as of the date electronically signed. If any information changes during the nomination and election process, you must advise the Chair of the Nominating Committee.