

**DELTA SIGMA THETA SORORITY, INC.**

**PRINCE WILLIAM COUNTY ALUMNAE CHAPTER**

**2022 CANDIDATE PROFILE SHEET**

CANDIDATE FOR THE OFFICE OF: Assistant Corresponding Secretary

NAME: Candace Williams

EMAIL: cw20dst@gmail.com

TELEPHONE: 571.264.3918

PROFESSIONAL EXPERIENCE: Organization Change Management and Process Lead -

PUBLIC SPEAKING EXPERIENCE: (list your experience with Delta and other organizations)

* Provided committee updates and presentations to the chapter during executive board, chapter meetings, and workshop sessions;
* Have spoken on behalf of the chapter and provided updates in a public setting for the MLK Community Choir ;
* Professionally have presented to organizations within the Department of the Navy that range from 7 people up toward 300 people.

TRAVEL LIMITATIONS: (your availability to travel to chapter/committee meetings and conferences).

Able to have a flexible schedule in availability and for travel to local, National, and International Delta Sigma Theta Sorority, Inc. programs and events.

EDUCATIONAL INFORMATION: (undergraduate and post graduate education or specific training relative to this position)

Hampton University - Bachelor of Science Degree in Marketing

Leadership Strategies Institute Certification – The Effective Facilitator

Management Concepts – Managing Scope, Schedule, and Cost

Are you financial for the 2022–2023 sorority year? YES: \_x\_\_ NO\_\_\_ Verified on\_\_\_\_\_\_

Are you financial for the 2021–2022 sorority year? YES: \_x\_\_ NO\_\_\_ Verified on\_\_\_\_\_\_

**DELTA INFORMATION**

PRESENT DELTA ACTIVITIES: (list present office(s) and/or committees you currently serve in this chapter)

*Positions*

Assistant Corresponding Secretary

Public Relations Committee Chair

*Committees*

Executive Committee

MLK Committee

Membership Services Committee

Ritual and Ceremonies Committee

Protocol and Traditions Committee

Public Relations Committee

CHAPTER EXPERIENCES: (list previous office(s) you have held and/or committees on which you have served in this chapter or past chapters)

*Positions*

2020 – Present – Assistant Corresponding Secretary

2018 – Present – Public Relations Committee Chair

*Committees*

2020 – Present – Executive Committee

2017 – Present – MLK Committee

2017 – 2018 – Policy and Procedures Committee

2016 – Present – Membership Services Committee

2016 – Present – Ritual and Ceremonies Committee

2016 – Present – Protocol and Traditions Committee

2015 – 2016 – Nominating Committee

2014 – Present – Public Relations Committee

2014 – Step and Stroll Team

NATIONAL CONVENTION(S) ATTENDED: Please check

\_\_55th National Convention-Atlanta, GA, November 19-21, 2021 (Virtual or in person)

\_x\_54th National Convention-New Orleans, LA, July 9-14, 2019

\_x\_53rd National Convention-Las Vegas, NV, August 3-9, 2017

REGIONAL CONFERENCE(S) ATTENDED: Please check

\_x\_2020 South Atlantic Regional Conference (Virtual)-August 1, 2020

\_\_2018 South Atlantic Regional Conference-Charlotte, NC, August 8-12, 2018

\_x\_2016 South Atlantic Regional Conference-Virginia Beach, VA, June 8-12, 2016

REASON FOR SEEKING THIS POSITION: (Please include qualifications, experience and/or credentials as appropriate, supporting the position you are seeking)

I am seeking the position of Assistant Corresponding Secretary to continue to support the Corresponding Secretary in the duties of providing information to financially active Sorors by way of chapter and community correspondence and updating the chapter’s mobile application. In addition to the aforementioned I am responsible in checking the chapter’s mailbox, documenting all mail received, and ensuring it gets to the respective committee chair/lead. Additional experience includes proficiency in Microsoft Office – creating documents for awards, procedures, etc.

**NOTE:** Please be concise with your information. The Candidate Profile Sheet must be received electronically by the Nominating Committee no later than **noon, Friday, April 1, 2022**, please e-mail to: [pwcacnominatingcomm@gmail.com](mailto:pwcacnominatingcomm@gmail.com). You will receive a confirmation of receipt.

**Note: Please be concise with the information you provide.**