



## Department of Enablement Awards Team

Tri Sigma is seeking alumnae committed to recognizing examples of member and chapter excellence.

We are seeking 4 volunteers to join this team to facilitate the annual and triennial awards process. Volunteers will work together to review applications, edit scripts, coordinate awards distribution and presentations, and oversee triennial awards.

### Qualifications:

- Undergraduate degree attained
- Desire to serve the sorority by capturing stories about exceptional leadership
- Highly organized and task-oriented

### Expectations:

- Participate in initial training with staff counterpart and team manager on how to schedule deadlines around process expectations, writing and updating scripts, and how to communicate with and support the Team.
- Participate in training on awards platform (estimate 30 minutes) and other related technology as needed.
- Communicate regularly via email and telephone, often daily during the height of awards season, December through March.
- This role is a part of a **Standing Committee**, formed to do designed work on an ongoing basis. Term ends when volunteer chooses to resign, fails to meet expectations, or if the goals of the committee are determined to no longer meet the organization's needs.