

**SIGMA ALPHA IOTA NATIONAL PRESIDENT
JOB DESCRIPTION FALL 2008**

Summary:

The National President of SAI is a volunteer who cares deeply about Sigma Alpha Iota, who believes in the Purposes, and who wants to assure the continuing health and vitality of the fraternity. As the National President of Sigma Alpha Iota, she presides at the National Convention, at all meetings of the National Executive Board, and at any other meetings as appropriate. She supervises and coordinates activities of the fraternity and assignments of the National Executive Board (NEB). She serves on the Board of Directors of SAI Philanthropies, Inc. as the fraternity's representative. The NP is the official spokesperson on behalf of the fraternity and is responsible for fulfilling the obligations of office as outlined in the Bylaws and the appropriate fraternity manual. This office requires 30-40 hours per week.

Relationships:

See other NEB positions

Specific Duties:

I. National President's role within the fraternity

A. Leadership

1. Set agenda, dates, and select location for NEB meetings
2. Appoint NEB members to Finance Committee and other committees, as needed
3. Serve as *ex officio* member of fraternity committees as outlined in the National Bylaws
4. Fill NEB vacancies with input/approval of NEB, in accordance with the National Bylaws
5. Fill PO and RO vacancies as needed
6. Appoint national directors, chairmen and members of standing committees, with approval of the NEB
7. Supervise national fraternity directors and chairmen
8. Appoint a Parliamentarian and Legal Counsel for the fraternity, with the approval of the NEB
9. Review all nominations for annual national awards; select finalists in consultation with appropriate NEB

B. Communication

1. Maintain daily communication with the NEB, NOC and chapters
2. Prepare and submit articles to official publications
3. Maintain updated files of all reports/correspondence received
4. Report bi-annually to the NEB

C. Convention

1. Appoint specific convention committee chairman and committees
2. Preside at convention

II. National President's Role outside the fraternity

A. Represent SAI (or appoint a representative) at various professional meetings throughout the year (e.g. Professional Fraternity Association, National Interfraternity Music Council, etc.)

B. Supervise liaison activity with other organizations and outside interests

SIGMA ALPHA IOTA NATIONAL VICE PRESIDENT, ALUMNAE CHAPTERS JOB DESCRIPTION 2008

Summary:

The National Vice President, Alumnae Chapters is a volunteer who cares deeply about Sigma Alpha Iota, who believes in the Purposes, and who wants to assure the continuing health and vitality of the fraternity. She has a great opportunity to serve the fraternity, to work with Regional and Province Officers, and to provide leadership for alumnae chapters. She is knowledgeable about Sigma Alpha Iota Bylaws, the Chapter Procedures Manual, NOC Manual, and parliamentary procedures. While serving as an NEB member, she is not affiliated with a local chapter; however, she is a member of the SAI Alumnae Association.

Relationships:

The NVP-AC serves on the National Executive Board. She has a working relationship with the National President, the Executive Director, and other NEB members as necessary. The NVP-AC works with the Regional and Province Officers to address alumnae chapter issues.

Specific duties:

The National Vice President, Alumnae Chapters:

- ◆ Supervises the work of the Alumnae Chapters through the ROs and POs.
- ◆ Aids in the continuous development of Alumnae related programming.
- ◆ Maintains a line of communication with Regional Officers, Province Officers and Alumnae Chapters.
- ◆ Receives reports two times per year from the Alumnae Chapters; in conjunction with Regional Officers, prepares mid-year and annual reports for the NEB.
- ◆ Supervises alumnae awards as selected by Regional Officers.
- ◆ Makes any visits, presentations, training of Regional Officers and/or Province Officers and chapter installations as directed by the National Executive Board.
- ◆ Serves as a representative of the National Executive Board at invited Province, State Days and professional meetings.
- ◆ Serves on various committees as assigned.
- ◆ Maintains updated files.
- ◆ Represents the Fraternity in a positive and professional manner at all times.
- ◆ Attends all NEB meetings, National Convention, and other fraternity events as assigned.
- ◆ Conducts alumnae workshop at National Convention.
- ◆ Fulfills other assignments as determined by the NEB.

SIGMA ALPHA IOTA NATIONAL VICE PRESIDENT, COLLEGIATE CHAPTERS JOB DESCRIPTION 2008

Summary:

The National Vice President, Collegiate Chapters is a volunteer who cares deeply about Sigma Alpha Iota, who believes in the Purposes, and who wants to assure the continuing health and vitality of the fraternity. She has a great opportunity to serve the fraternity, to work with Regional and Province Officers, and to provide leadership for alumnae chapters. She is knowledgeable about Sigma Alpha Iota Bylaws, the Chapter Procedures Manual, NOC Manual, and parliamentary procedures. While serving as an NEB member, she is not affiliated with a local chapter; however, she is a member of the SAI Alumnae Association.

Relationships:

The NVP-CC serves on the National Executive Board. She has a working relationship with the National President, the Executive Director, and other NEB members as necessary. The NVP-CC works with the Regional and Province Officers to address collegiate chapter issues.

Specific duties:

The National Vice President, Collegiate Chapters:

- ◆ Supervises the work of the Collegiate Chapters through the ROs and POs.
- ◆ Assists the ROs and POs with problem-solving regarding chapter issues.
- ◆ Aids in the continuous development of Collegiate related programming.
- ◆ Maintains a line of communication with Regional Officers, Province Officers and Collegiate Chapters and advisors.
- ◆ Receives reports two times per year from the Collegiate Chapters; in conjunction with Regional Officers, prepares mid-year and annual reports for the NEB.
- ◆ Supervises collegiate awards as selected by Regional Officers.
- ◆ Makes any visits, presentations, training of Regional Officers and/or Province Officers and chapter installations as directed by the National Executive Board.
- ◆ Serves as a representative of the National Executive Board at invited Province, State Days and professional meetings.
- ◆ Serves on various committees as assigned.
- ◆ Coordinates chapter investigations with the Standards Committee when there have been allegations of hazing, substance abuse, or non-compliance with Fraternity policies
- ◆ Maintains updated files.
- ◆ Represents the Fraternity in a positive and professional manner at all times.
- ◆ Attends all NEB meetings, National Convention, and other fraternity events as assigned.
- ◆ Conducts collegiate workshop at National Convention.
- ◆ Fulfills other assignments as determined by the NEB.

SIGMA ALPHA IOTA NATIONAL VICE PRESIDENT, EXTENSION AND FRATERNITY DEVELOPMENT JOB DESCRIPTION 2008

Summary:

The National Vice President, Extension and Fraternity Development is a volunteer who cares deeply about Sigma Alpha Iota, who believes in the Purposes, and who wants to assure the continuing health and vitality of the fraternity. She has a great opportunity to serve the fraternity, to work with Regional and Province Officers, and to provide leadership for alumnae chapters. She is knowledgeable about Sigma Alpha Iota Bylaws, the Chapter Procedures Manual, NOC Manual, and parliamentary procedures. While serving as an NEB member, she is not affiliated with a local chapter; however, she is a member of the SAI Alumnae Association.

The primary focus of the NVP-EFD is that of coordinating Collegiate and Alumnae Chapter extension.

Relationships:

The NVP-EFD serves on the National Executive Board. She has a working relationship with the National President, the Executive Director, and other NEB members as necessary. The NVP-EFD works with the Regional and Province Officers. In the area of Fraternity Development, she works with the Director of the International Chapter and with the NVP-M.

Specific duties:

The National Vice President, Extension and Fraternity Development:

- ◆ Supervises all work of Collegiate and Alumnae Chapter extension.
 - Updates Extension Guidelines and Powerpoint presentation
 - Responds to extension inquiries
 - Arranges formal presentation visits
- ◆ Follows the prescribed procedures for Petitioning Colonies
 - Organizes the pre-colonization visits
 - Coordinates post-petition activities
 - Arranges for training of Collegiate Members-in-Training
- ◆ Coordinates Initiation/Affiliation and Installation of Collegiate and Alumnae Chapters
 - Selects the date with the PO, Colony, advisors and assisting personnel
 - Works with the PO in making final arrangements for ritual assignments, equipment, personnel
 - Serves as presiding officer or appoints an appropriate officer for the Installation
- ◆ Maintains a line of communication with Regional Officers, Province Officers, Colony officers and advisors.
- ◆ Prepares mid-year and annual reports for the NEB.
- ◆ Makes any visits, presentations, training of Regional Officers and/or Province Officers and chapter installations as directed by the National Executive Board.
- ◆ Serves as a representative of the National Executive Board at invited Province, State Days and professional meetings.
- ◆ Serves on various committees as assigned.
- ◆ Maintains updated files.
- ◆ Represents the Fraternity in a positive and professional manner at all times.
- ◆ Attends all NEB meetings, National Convention, and other fraternity events as assigned.
- ◆ Conducts workshops on Fraternity development topics at National Convention, seminars, etc. as assigned.
- ◆ Fulfills other assignments as determined by the NEB.

POSITION OF NATIONAL VICE PRESIDENT – FINANCE

Summary:

The National Vice President – Finance (NVP-Finance) of SAI supervises the financial well-being of the fraternity through guiding the budgeting process, monitoring the financial condition of the fraternity, and reporting to the membership. The NVP-Finance is the chairman of the fraternity Finance Committee and the SAI Investment Committee. She serves as a non-voting member of the Board of Sigma Alpha Iota Philanthropies, Inc.

Relationships:

The NVP-Finance sits on the National Executive Board of SAI and is a non-voting member of the Board of SAI Philanthropies, Inc., the charitable arm of SAI International Music Fraternity. The NVP-Finance has a working relationship with National President, the Executive Director, the Treasurer of SAI Philanthropies, Inc., and the investment advisor(s). The NVP-Finance also works with the Regional and Province Officers to educate college and alumnae chapters on financial issues, and consults with chapter treasurers on financial issues and problems.

Specific Duties:

The NVP Finance:

- ❖ prepares the budgets of all fraternity accounts at the beginning of each fiscal year in coordination with the Executive Director and finance personnel and presents the budget to the NEB for approval.
- ❖ does a financial review of national fraternity accounts monthly, quarterly and annually, and analyzes and projects the financial needs of the fraternity.
- ❖ calls fraternity Finance Committee meetings in consultation with the National President and provides minutes of the meeting to be filed at National Headquarters.
- ❖ Consults with the National President, Executive Director and convention planners on negotiations of convention and event contracts, and prepares the fraternity portion of the Convention budget.
- ❖ attends all NEB meetings and presents a financial report.
- ❖ approves expense/travel reimbursements for Regional and Province Officers, and Fraternity Directors, advising on any issues needing special consideration.
- ❖ reviews expense/travel reimbursements for the NEB.
- ❖ continually analyzes the way finances are controlled and, with the Finance Committee, makes recommendations to the NEB.
- ❖ periodically reviews travel and reimbursement policies as needed.
- ❖ Reviews insurance coverage.
- ❖ works with National Headquarters to ensure that all financial records are professionally audited by the CPA annually and that a financial report is presented to the membership.
- ❖ Reviews IRS reports prepared by the auditor.
- ❖ educates chapters with specific guidelines (policies and procedures) on handling chapter money, and addresses chapter financial problems and issues in consultation with other national officers.

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Continued, POSITION OF NATIONAL VICE PRESIDENT – FINANCE

- ❖ receives and reviews collegiate chapter budgets and annual chapter treasurers' reports and forwards the latter to National Headquarters for audit.
- ❖ reviews nominations for the National Collegiate and Alumnae Treasurer Awards and makes recommendations for the awards to the NEB.
- ❖ chairs meetings of the SAI Investment Committee, and provides minutes of the meetings to be filed at National Headquarters.
- ❖ works with investment advisors, brokers and the Executive Director concerning transfers of monies to different funds, and oversees all investment accounts.
- ❖ attends all meetings of the Board of SAI Philanthropies, Inc., and carries out tasks as assigned.
- ❖ Drafts agreements, as directed by the NEB, for fund transfers between fraternity and SAI Philanthropies, Inc. and coordinates with the Treasurer, SAI Philanthropies, Inc., on negotiating and implementing fund transfer agreements.

Fall 2008

SIGMA ALPHA IOTA NATIONAL VICE PRESIDENT, MEMBERSHIP JOB DESCRIPTION 2008

Summary:

The National Vice President, Membership is a volunteer who cares deeply about Sigma Alpha Iota, who believes in the Purposes, and who wants to assure the continuing health and vitality of the fraternity. She has a great opportunity to serve the fraternity and to provide leadership for services to individual SAI members (as distinct from chapter concerns). She is knowledgeable about Sigma Alpha Iota Bylaws, the Chapter Procedures Manual, NOC Manual, and parliamentary procedures. While serving as an NEB member, she is not affiliated with a local chapter; however, she is a member of the SAI Alumnae Association.

Relationships:

The NVP-M serves on the National Executive Board. She has a working relationship with the National President, the Executive Director, and other NEB members as necessary. She works with the chairmen of the Distinguished Membership Committees on policies and procedures. The NVP-M works with the Regional and Province Officers to address individual membership issues and to promote Patroness membership. She supervises matters pertaining to the SAI Alumnae Association.

Specific duties:

The National Vice President, Membership:

- ◆ Supervises the work of the Distinguished Membership Committees:
 - Member Laureate
 - Honorary
 - National Arts Associate
 - Friend of the Arts
- ◆ Encourages chapters in seeking candidates for Distinguished Membership.
- ◆ Maintains a line of communication with Regional Officers, Province Officers and Chapters regarding membership issues for women.
- ◆ Promotes Patroness membership in collegiate and alumnae chapters and encourages Patroness Training with alumnae chapters.
- ◆ Supervises the SAI Alumnae Association
 - Communications
 - Benefits
 - Recruitment
- ◆ Processes requests for Resignation from the Fraternity
- ◆ Prepares mid-year and annual reports for the NEB.
- ◆ Supervises the membership section of the SAI website.
- ◆ Makes any visits, presentations, training of Regional Officers and/or Province Officers and chapter installations as directed by the National Executive Board.
- ◆ Serves as a representative of the National Executive Board at invited Province, State Days and professional meetings.
- ◆ Serves on various committees as assigned.
- ◆ Maintains updated files.
- ◆ Represents the Fraternity in a positive and professional manner at all times.
- ◆ Attends all NEB meetings, National Convention, and other fraternity events as assigned.
- ◆ Conducts membership workshops at National Convention when appropriate.
- ◆ Fulfills other assignments as determined by the NEB.

SIGMA ALPHA IOTA NATIONAL VICE PRESIDENT, RITUAL AND FRATERNITY EDUCATION JOB DESCRIPTION 2008

Summary:

The National Vice President, Ritual and Fraternity Education is a volunteer who cares deeply about Sigma Alpha Iota, who believes in the Purposes, and who wants to assure the continuing health and vitality of the fraternity. She has a great opportunity to serve the fraternity and to provide leadership in the area of the SAI Ritual and in promoting Fraternity Education. She is knowledgeable about Sigma Alpha Iota Bylaws, the Chapter Procedures Manual, NOC Manual, the SAI Ritual, and parliamentary procedures. While serving as an NEB member, she is not affiliated with a local chapter; however, she is a member of the SAI Alumnae Association.

Relationships:

The NVP-RFE serves on the National Executive Board. She has a working relationship with the National President, the Executive Director, and other NEB members as necessary. The NVP-RFE works with the Regional and Province Officers to educate chapters about all matters pertaining to the SAI Ritual. She maintains all ritual inventories and supervises any changes to the SAI Ritual that are approved by the NEB.

Specific duties:

The National Vice President, Ritual and Fraternity Education:

- ◆ Is Keeper of all National Ritual materials held in trust in the SAI Archives.
- ◆ Has charge of records pertaining to the SAI Ritual and maintains an inventory of all assigned Ritual books.
- ◆ Maintains a line of communication with Regional and Province Officers regarding chapter questions.
- ◆ Works with the NVP-EFD to see that ritual materials are sent to installing chapters.
- ◆ Oversees Ritual ceremonies at National Convention
 - Selects and prepares participants.
 - Assures that all equipment is in good order, working with the local Ritual Committee.
- ◆ Receives Chapter Ritual Inventories.
- ◆ Prepares updates for the Fraternity Education Resource Guide or SAI website as needed, and distributes a Fraternity Education calendar each year.
- ◆ Prepares mid-year and annual reports for the NEB.
- ◆ Makes any visits, presentations, training of Regional Officers and/or Province Officers and chapter installations as directed by the National Executive Board.
- ◆ Serves as a representative of the National Executive Board at invited Province, State Days and professional meetings.
- ◆ Serves on various committees as assigned.
- ◆ Maintains updated files.
- ◆ Represents the Fraternity in a positive and professional manner at all times.
- ◆ Attends all NEB meetings, National Convention, and other fraternity events as assigned.
- ◆ Conducts membership workshops at National Convention when appropriate.
- ◆ Fulfills other assignments as determined by the NEB.

SIGMA ALPHA IOTA – REGIONAL OFFICER JOB DESCRIPTION 2008

Summary:

The Regional Officer of SAI is a volunteer who cares deeply about Sigma Alpha Iota, who believes in the Purposes, and who wants to assure the continuing health and vitality of the fraternity. The position of Regional Officer provides a great opportunity to serve the fraternity, to work with Province Officers and the National Executive Board. The Regional Officer is a mentor for the Province Officers in her Region. She must have served as a Province Officer, have good communication skills, and be knowledgeable about all facets of SAI and SAI Philanthropies, Inc. While serving as a Regional Officer, she is not affiliated with a local chapter; however, she is a member of the SAI Alumnae Association.

Relationships:

The Regional Officer is a member of the National Officers Conference, and as such she is a voting delegate at National Convention. She serves as a liaison between the Province Officers in her Region and the National Executive Board, contributes to the training of the POs in her region, supervises the POs in her region in consultation with the appropriate National Vice President, and works with the collegiate chapter advisors, when necessary. She deals with regional level issues that come to her from the POs.

Specific Duties:

The Regional Officer

- Receives and acknowledges reports from the POs and compiles them as assigned by the NEB
- Maintains monthly communication with the POs and the national officers to update on fraternity business and receive information
- Coordinates regional events/workshops as organized by the NEB
- May produce a regional newsletter or submit a newsletter report for *Tempo!*
- Works with the Province Officers to provide training resources for collegiate chapter advisors
- Coordinates awards as assigned
 - Approves Rose of Honor, Rose of Dedication, Wreath of Achievement and Rose of Constancy nominations in her region
 - Determines the Diamond Sword recipient (regional alumnae leadership award)
 - Determines the Collegiate Chapter Service Awards and Alumnae Chapter Service Awards in her region
- Submits all required reports to the NEB in a timely manner
- Attends National Convention, and other fraternity events as assigned
- Any other assignments as determined by the NEB

SIGMA ALPHA IOTA – PROVINCE OFFICER JOB DESCRIPTION 2008

Summary:

The Province Officer of SAI is a volunteer who cares deeply about Sigma Alpha Iota, who believes in the Purposes, and who wants to assure the continuing health and vitality of the fraternity. The position of Province Officer provides a great opportunity to serve the fraternity, meet and work with many members, enable chapters to understand the scope of the fraternity and its work beyond the local level, and inspire other members to continue active membership in Sigma Alpha Iota. The Province Officer is a role model for many, is a college graduate, and is knowledgeable about all facets of SAI and SAI Philanthropies, Inc. While serving as a Province Officer, she is not affiliated with a local chapter; however she is a member of the SAI Alumnae Association.

Relationships:

The Province Officer is a member of the National Officers Conference; as such she is a voting delegate at National Convention. She communicates regularly with her Regional Officer. She serves as a link between the local chapters of her province and the regional and national officers and directors, supervising and supporting the collegiate and alumnae chapters. She maintains contact with the administration and advisors at each collegiate chapter in the province.

Specific duties:

The Province Officer

- ◆ Conducts an annual official visit with each Collegiate chapter with travel costs reimbursed by the fraternity
- ◆ Conducts an official visit or phone conference with each Alumnae chapter with travel costs reimbursed by the fraternity as approved by the NVP-AC
- ◆ Determines approval for all initiation requests for collegiate and patroness members in a timely manner
- ◆ Processes and submits all award nominations as assigned
- ◆ Keeps abreast of the financial standing of chapters in her province and sees that they fulfill their commitments to SAI and SAI Philanthropies, Inc.
- ◆ Maintains regular communications with chapters, regional and national officers, including a province newsletter
- ◆ Keeps accurate files on chapter activities and correspondence
- ◆ Attends Province Days and supervises the planning at all stages
- ◆ Attends National Convention and helps coordinate arrangements for her delegates' attendance
- ◆ Attends other fraternity events as assigned
- ◆ Submits all required reports to the NEB in a timely manner
- ◆ Helps with installation of new chapters when needed
- ◆ Any other assignments as determined by the NEB