

**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. 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.

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 member
  - B. Communication
    1. Maintain communication with the NEB, NOC, chapters and membership
    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. Plan and Prepare the National Convention Program
    2. Appoint specific convention committee chairman and committees
    3. 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