

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