

## **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 recommendations for national awards to 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 alumnae workshop at National Convention.
- ◆ Fulfills other assignments as determined by the NEB.