

## **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.