

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.