

SIGMA ALPHA IOTA NATIONAL VICE PRESIDENT, RITUAL AND FRATERNITY EDUCATION JOB DESCRIPTION 2008

Summary:

The National Vice President, Ritual and Fraternity Education 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 in the area of the SAI Ritual and in promoting Fraternity Education. She is knowledgeable about Sigma Alpha Iota Bylaws, the Chapter Procedures Manual, NOC Manual, the SAI Ritual, 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-RFE 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-RFE works with the Regional and Province Officers to educate chapters about all matters pertaining to the SAI Ritual. She maintains all ritual inventories and supervises any changes to the SAI Ritual that are approved by the NEB.

Specific duties:

The National Vice President, Ritual and Fraternity Education:

- ◆ Is Keeper of all National Ritual materials held in trust in the SAI Archives.
- ◆ Has charge of records pertaining to the SAI Ritual and maintains an inventory of all assigned Ritual books.
- ◆ Maintains a line of communication with Regional and Province Officers regarding chapter questions.
- ◆ Works with the NVP-EFD to see that ritual materials are sent to installing chapters.
- ◆ Oversees Ritual ceremonies at National Convention
 - Selects and prepares participants.
 - Assures that all equipment is in good order, working with the local Ritual Committee.
- ◆ Receives Chapter Ritual Inventories.
- ◆ Prepares updates for the Fraternity Education Resource Guide or SAI website as needed, and distributes a Fraternity Education calendar each year.
- ◆ 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 membership workshops at National Convention when appropriate.
- ◆ Fulfills other assignments as determined by the NEB.