

Sigma Alpha Iota

FRATERNITY DIRECTOR JOB DESCRIPTION DIRECTOR OF FRATERNITY HISTORY

PURPOSE AND NOC POSITION

The Director of Fraternity History is a member of the National Officers Conference (NOC). The position is appointed by the National Executive Board (NEB) at the beginning of each triennium and serves a three-year term of office. The Director of Fraternity History preserves, documents, and promotes the history and legacy of Sigma Alpha Iota. Through the collection, organization, and interpretation of historical materials, this director helps ensure that the Fraternity's traditions, milestones, and accomplishments are accurately recorded and shared with current and future members. Fraternity Directors are entitled to vote at the National Convention for the elected National Officers, as well as the Regional Officer and Province Officer within their respective region and province.

QUALIFICATIONS & REQUIREMENTS

- ✓ Have a strong interest in the history, traditions, and legacy of Sigma Alpha Iota.
- ✓ Possess strong organizational, communication, and documentation skills.
- ✓ Have reliable internet access and proficiency in digital tools, including email, video conferencing, cloud storage, and other communication tools as needed.
- ✓ Be knowledgeable about SAI policies and procedures through familiarity with the National Bylaws and Chapter Procedures Manual (CPM).
- ✓ Be able to effectively navigate and utilize the CPM, SAI website, and the Officer Portal (OP).
- ✓ Acknowledge all fraternity communications within 48 hrs.
- ✓ Copy the appropriate Province Officer (PO), Regional Officer (RO), and NEB members on all fraternity-related communications, as applicable.
- ✓ Use email as the primary method of communication through an assigned SAI-specific email account. Communications conducted by text and other methods should be summarized by email and forwarded to the RO and appropriate NEB members.

DUTIES

- ✓ Maintain and expand the historical record of Sigma Alpha Iota by assisting with the collecting and organizing of photographs, publications, programs, recordings, memorabilia, and other significant historical materials.
- ✓ Coordinate with National Headquarters to preserve both physical and digital historical archives and recommend best practices for the long-term preservation of fraternity records.
- ✓ Work collaboratively with National Headquarters, members of the NEB, Fraternity Directors, POs, ROs, and chapters to identify and document significant fraternity milestones, initiatives, and achievements.
- ✓ Create content highlighting the history and traditions of Sigma Alpha Iota for fraternity publications, social media, the Officer Portal, and other communication platforms.
- ✓ Assist with the planning and historical documentation of significant fraternity anniversaries, commemorations, and milestone celebrations.
- ✓ Attend National Convention and assist in coordinating Fraternity History information, and provide convention sessions as needed or requested by the NEB.
- ✓ Develop historical displays, exhibits, presentations, or other educational resources for National Convention and other fraternity events as appropriate.
- ✓ Maintain accurate records of applications reviews and committee discussions.
- ✓ Submit biannual reports to the National Executive Board each year. Reports to include:
 - A summary of ongoing and completed activities
 - Survey results and key insights, as applicable
 - Participation trends
 - Recommendations for the next year
- ✓ Maintain regular communication with National Headquarters, the National Executive Board, Fraternity Directors, and other volunteers regarding historical initiatives and archival needs.
- ✓ Encourage chapters, provinces, and national volunteers to preserve and submit historically significant records, photographs, and memorabilia.
- ✓ Recommend methods to preserve important records and document major fraternity initiatives for future generations.

RESPONSIBILITIES

- ✓ Ensure all fraternity communications are respectful, professional, and gracious in tone.
- ✓ Report all potential issues and challenges to the NEB within 48 hours.
- ✓ Always represent the fraternity in a professional and positive manner.