

SIGMA ALPHA IOTA NATIONAL PRESIDENT JOB DESCRIPTION 2022

Summary:

The National President of SAI 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. As the National President of Sigma Alpha Iota, she presides at the National Convention, at all meetings of the National Executive Board, and at any other meetings as appropriate. She supervises and coordinates activities of the fraternity and assignments of the National Executive Board (NEB). She serves on the Board of Directors of SAI Philanthropies, Inc. as the fraternity's representative. The National President is the official spokesperson on behalf of the fraternity. She is responsible for fulfilling the obligations of office as outlined in the Bylaws and the appropriate fraternity manual. She must have regular access to the internet, and be proficient with computer technology as a necessary component of the job (e.g. email correspondence; receiving and submitting reports). This office requires 20-30 hours per week.

Relationships:

The National President sits on the National Executive Board of SAI and the Board of SAI Philanthropies, Inc., the charitable arm of Sigma Alpha Iota International Music Fraternity. The National President has a working relationship with all members of the NEB, the Philanthropies board, Regional Officers, Province Officers, and Fraternity Directors and Chairmen.

Specific Duties:

- I. National President's role within the fraternity
 - A. Leadership
 1. Set agenda, dates, and select location for NEB meetings
 2. Appoint NEB members to Finance Committee and other committees, as needed
 3. Serve as *ex officio* member of fraternity committees as outlined in the National Bylaws
 4. Fill NEB vacancies with input/approval of NEB, in accordance with the National Bylaws
 5. Fill PO and RO vacancies as needed
 6. Appoint national directors, chairmen and members of standing committees, with approval of the NEB
 7. Supervise national fraternity directors and chairmen
 8. Appoint a Parliamentarian and Legal Counsel for the fraternity, with the approval of the NEB
 - B. Communication
 1. Maintain daily communication with the NEB, NOC, and chapters
 2. Prepare and submit articles to official publications
 3. Maintain updated files of all reports/correspondence received
 4. Report bi-annually to the NEB
 - C. Convention
 1. Appoint specific convention committee chairman and committees
 2. Work with the Executive Director to set convention schedule
 3. Preside at convention
- II. National President's role outside the fraternity
 - A. Represent SAI (or appoint a representative) at various professional meetings throughout the year (e.g. Professional Fraternity Association, National Interfraternity Music Council, etc.)
 - B. Supervise liaison activity with other organizations and outside interests