

SIGMA ALPHA IOTA NATIONAL VICE PRESIDENT, ALUMNAE CHAPTERS JOB DESCRIPTION 2022

Summary:

The National Vice President, Alumnae Chapters 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 Manuals, 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 National Vice President, Alumnae Chapters 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 National Vice President, Alumnae Chapters works with the Regional and Province Officers to address alumnae chapter issues.

Specific duties:

The National Vice President, Alumnae Chapters:

- ◆ 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)
- ◆ supervises the work of the Alumnae Chapters through the ROs and POs
- ◆ aids in the continuous development of Alumnae related programming
- ◆ maintains a line of communication with Regional Officers, Province Officers and Alumnae Chapters
- ◆ assists the ROs and POs with problem solving regarding alumnae chapter issues
- ◆ receives reports two times per year on the Alumnae Chapters; in conjunction with Regional Officers, prepares mid-year and annual reports for the NEB
- ◆ supervises alumnae awards as selected by Regional Officers
- ◆ makes recommendations for alumnae national awards to 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 Days 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 alumnae workshop at National Convention
- ◆ fulfills other assignments as determined by the NEB