

## SIGMA ALPHA IOTA NATIONAL VICE PRESIDENT, EXTENSION JOB DESCRIPTION 2022

### *Summary:*

The National Vice President, Extension 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.

The primary focus of the National Vice President, Extension is that of coordinating Collegiate and Alumnae Chapter extension.

### *Relationships:*

The National Vice President, Extension 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, Extension works with the Regional and Province Officers in the area of developing chapters as needed.

### *Specific duties:*

The National Vice President, Extension

- ◆ 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)
- ◆ must be available for weekend travel and installations, which often incorporate Friday travel, Saturday events, and Sunday travel
- ◆ supervises all work of Collegiate and Alumnae Chapter extension
  - updates Extension Guidelines and PowerPoint presentation
  - responds to extension inquiries
  - arranges formal presentation visits
- ◆ follows the prescribed procedures for Petitioning Colonies
  - organizes the pre-colonization visits
  - coordinates post-petition activities
  - arranges for training of Collegiate Members-in-Training
- ◆ coordinates Initiation/Affiliation and Installation of Collegiate and Alumnae Chapters
  - selects the date with the PO, Colony, advisors and assisting personnel
  - works with the PO in making final arrangements for ritual assignments, equipment, personnel
  - serves as presiding officer for the Installation, when possible
- ◆ maintains a line of communication with RO, PO, Colony officers and advisors
- ◆ prepares mid-year and annual reports for the NEB
- ◆ makes any visits, presentations, training of ROs and/or POs, 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
- ◆ fulfills other assignments as determined by the NEB