

**SIGMA ALPHA IOTA NATIONAL VICE PRESIDENT,  
FRATERNITY DEVELOPMENT  
JOB DESCRIPTION 2022**

*Summary:*

The National Vice President, Fraternity Development 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 for services to individual SAI members (as distinct from chapter concerns). 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, Fraternity Development serves on the National Executive Board. She has a working relationship with the National President, the Executive Director, and other NEB members as necessary.

*Specific duties:*

The National Vice President, Fraternity Development:

- 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)
- identifies the needs of the membership in order to enhance their personal and professional development, both as individuals and as participants in the fraternity community
- develops programs and resources that address fraternity member needs
- utilizes various platforms, such as interactive presentations and articles in fraternity publications, to communicate these opportunities to the membership for growth and development
- ensures the continued development of the SAI Alumnae Association
- 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 a workshop at National Convention when appropriate
- fulfills other assignments as determined by the NEB