

## **SIGMA ALPHA IOTA – PROVINCE OFFICER JOB DESCRIPTION 2022**

### *Summary:*

The Province Officer 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. The position of Province Officer provides a great opportunity to serve the fraternity, meet and work with many members, enable chapters to understand the scope of the fraternity and its work beyond the local level, and inspire other members to continue active membership in Sigma Alpha Iota. The Province Officer is a role model for many, is a college graduate, and is knowledgeable about all facets of SAI and SAI Philanthropies, Inc. While serving as a Province Officer, she is not affiliated with a local chapter; however she is a member of the SAI Alumnae Association.

### *Relationships:*

The Province Officer is a member of the National Officers Conference; as such she is a voting delegate at National Convention. She communicates regularly with her Regional Officer. She serves as a link between the local chapters of her province and the regional and national officers and directors, providing leadership for and supporting the collegiate and alumnae chapters. She maintains contact with the administration and advisors at each collegiate chapter in the province.

### *Specific duties:*

The Province Officer

- ◆ 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 )
- ◆ conducts an annual official visit with each Collegiate chapter with travel costs reimbursed by the fraternity
- ◆ conducts an official visit or phone conference with each Alumnae chapter, as assigned by the NVP-AC with travel costs reimbursed by the fraternity
- ◆ determines approval for all initiation requests for collegiate and patroness members in a timely manner
- ◆ processes and submits all award nominations as assigned
- ◆ keeps abreast of the financial standing of chapters in her province and sees that they fulfill their commitments to SAI and SAI Philanthropies, Inc.
- ◆ maintains regular communications with chapters, regional and national officers, including a province newsletter
- ◆ keeps accurate files on chapter activities and correspondence
- ◆ attends Province Days and supervises the planning at all stages
- ◆ attends National Convention and helps coordinate arrangements for her delegates' attendance
- ◆ attends other fraternity events as assigned
- ◆ submits all required reports to the NEB in a timely manner
- ◆ works with NVP Extension to coordinate the installation of new chapters
- ◆ any other assignments as determined by the NEB