

Sigma Alpha Iota



How to Run for a Position
on the NOC

51st National Convention “United in Music”

Thursday, July 17 - Monday, July 21, 2025

Hyatt Regency Minneapolis
1300 Nicollet Mall
Minneapolis, MN 55403



How the Nominating Committee is Formed

The Nominating Committee shall consist of:

- One delegate from each region, on the following rotation schedule: Regions 1,3,5,7 - collegiate delegate and Region 2,4,6,8 - alumna delegate, reversing for the following National Convention.
- One former or retiring Regional Officer.
- One former or retiring Province Officer.
- One Fraternity Director.
- The Executive Director serves as a non-voting member.

Collegiate and alumnae members are recommended to the National President by the Regional Officers from among the official delegates to the National Convention.

What the Nominating Committee does and what they are charged with

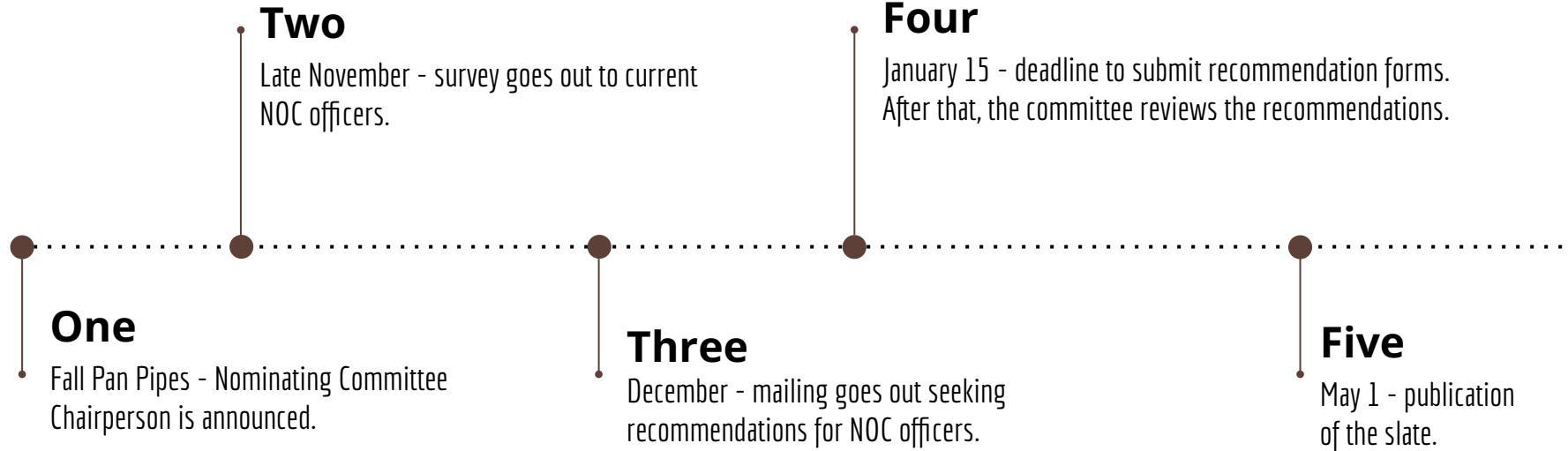
- Verify eligibility of recommended candidates.
- Considers past experience and performance history in order to prepare the slate of best-qualified nominees.



How the Process Works

- NEB appoints Chairman of Nominating Committee
- Survey current NOC officers to determine their eligibility and willingness to continue and/or serve in another elected position.
- Mailing goes out to to all collegiate/alumnae chapters, current NOC, Philanthropies Directors and Officers, and past national officers. This includes the following:
 - Results of the survey.
 - Job descriptions for all elected NOC position.
 - Recommendation form for potential nominees.
- Chair notifies each recommended person and obtains approval to be nominated, as well as acquires their qualifications for the position for which they were recommended.
- The Nominating Committee members review the list of potential candidates. This includes considering their qualifications, past experience, and past performance history (i.e. all those performance reviews each year).
- Prepares the slate, containing the best-qualified nominees, to be presented to the membership.

Timeline



How to recommend someone for an office

- Complete the recommendation form and submit to the Nominating Committee Chair by the set deadline.
- Who can nominate? All members of SAI in good standing may recommend potential nominees.
 - Remember to include current NOC members.
- Yes, you can nominate from the floor at Convention. Here's how that works.

Qualities of a Nominee

- When thinking about who to recommend, and what qualities to look for, consider:
 - Knowledge of current fraternity policies and procedures
 - Love of the fraternity and its ideals
 - Excellent communications skills (both up and down)
 - Ability to work well with others
 - Ability to delegate
 - Dependable
 - Supportive
 - Objective
 - Positive
 - Consistent
 - Ability to make tough/unpopular decisions when necessary
 - Ability to accept constructive criticism and advice
 - Ability to devote required time to the position (all positions require considerable volunteer work)

Fraternity Directors

- They are part of the NOC.
 - SAI Alumnae Association Director
 - Chapter Bylaws
 - Distinguished Membership
 - Diversity, Equity, and Inclusion
 - Multimedia Resources
 - Music Advancement
 - Province Days
- They are appointed rather than elected. Why?
- Interested in one of the positions? Talk to your PO or RO.



Some notes on slating nominees

- The Nominating Committee doesn't slate nominees in roles if they were not recommended for that position.
- When members are recommended for more than one position, the committee often considers which position is the best fit for that person and the fraternity at this point in time.



General details and differences between the NEB, ROs, and POs

National Executive Board roles typically include:

- Meeting twice a year at National Headquarters and various virtual meetings in between.
- Working separately under your specific office, then coming together as a board.
- Be a role model for our members.
- Making decisions that advance the development of the fraternity.
- Making exciting, motivational, and also tough decisions about the future of chapters and members.

General details and differences between the NEB, ROs, and POs

SIGMA ALPHA IOTA REGIONAL OFFICER

JOB DESCRIPTION

The Regional Officer of Sigma Alpha Iota is a volunteer who cares deeply about SAI, who believes in the Purposes and wants to assure the continuing health and vitality of the fraternity. This role provides a great opportunity to continue serving the fraternity and working closely with Province Officers and the National Executive Board.

More about this position Regional Officers are elected to up to three, three-year terms at each National Convention by the NEB as well as Province Officers and chapter delegates from their respective regions. This role is focused on supporting and nurturing POs and is not intended to be a direct resource to chapters. This office also requires extensive knowledge of the Chapter Procedures Manual and fraternity policy.

Time commitment Up to one hour per day, especially during official visit time.

QUALIFICATIONS & RESPONSIBILITIES

Mentor

- Served as a Province Officer
- Has good communication skills
- Knowledgeable about SAI and SAI Philanthropies, Inc.

Voting Delegate at Convention

- Member of NOC, not a local chapter
- Member of SAI Alumnae Association
- Attends Convention/other events

Liaison

- Between POs and NEB
- Assists in PO training
- Supervises POs in her region in consultation with the NEB

QUALITIES OF A GOOD RO

Passionate

- Friendly and encouraging
- Promotes a positive message
- Supportive and a good listener
- Meets deadlines

Objective

- Forms personal relationships, but can take a firm stance when needed
- Provides helpful suggestions
- Doesn't judge

Knowledgeable

- Problem solver
- Understands leadership styles
- Comfortable in contacting NEB for answers and guidance

SPECIFIC DUTIES

Technology

- Reliable internet/computer access
- Internet, email, Word proficient
- Knows how to use the Officer Portal
- Can receive and submit reports
- Process/submit award nominations

Works with NEB

- Maintain consistent contact with NEB
- Attend RO training/webinars
- Submit all RO reports by deadline

Works with POs

- Maintain consistent contact with POs
- Provide answers to questions about fraternity policies and guidelines
- Coordinate regional calls/workshops
- Create and track regional goals
- Send Province Day welcome letters

General details and differences between the NEB, ROs, and POs

About the position: The Province Officer of Sigma Alpha Iota is a volunteer who cares deeply about the fraternity, who believes in the Purposes, and wants to assure its continuing health and vitality. Province Officers are a great opportunity to serve the fraternity, meet and work with many members, enable chapters to understand the scope of the fraternity and its works 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, a college graduate, and is knowledgeable about all facets of SAI and SAI Philanthropies, Inc. Province Officers live within their province, and are not affiliated with a local chapter, however, are members of the SAI Alumnae Association and the National Officers Conference. They are also voting delegates at the National Convention.

Sigma Alpha Iota Province Officer Job Description

Need to know: Province Officers are elected at each National Convention by the NEB, as well as the RO and province chapter delegates. They can serve up to three, three-year terms. Nominees are members who have shown fraternity leadership and held positions of responsibility. The role is a prerequisite for serving as a Regional Officer or National Executive Board officer.

Time commitment: Province Officers can spend up to an hour a day on fraternity duties, especially in the fall during official visits and at the end of the fraternity year when year-end reports are due.

- Passionate
- Supportive
- Approachable
- Multi-tasker
- Patience
- Meets deadlines
- Can admit when you need help

Qualities of a Good Province Officer

Resources & Skills

- Must have consistent and reliable computer/internet access
- Proficient in using the internet, email, and Word documents
- Good organizational skills to keep accurate files on chapter activities and correspondence
- Must learn how to operate the fraternity's Officer Portal
- Must read the Chapter Procedures Manual and be knowledgeable about its contents
- Must attend Province Officer trainings, webinars, and regional calls as assigned

- Communicates regularly with her Regional Officer
- Link between province chapters and RO and NEB
- Supervises/supports collegiate and alumnae chapters
- Maintains contact with collegiate chapter administration and advisors.

Responsibilities

- Conducts an annual official visit with each collegiate and alumnae chapter in province (if requested)
- Determines approval for all initiation requests for collegiate and patroness members by the deadline assigned
- Encourages chapters to participate in award nominations and processes and submits all province award nominations by their deadlines
- Submits all required reports to the RO/NEB by their deadlines
- Coordinates and leads the training of new officers in the province

- Maintains consistent and professional communications with chapters, faculty advisors, ROs, and the NEB
- Keeps up with each chapter's financial standing and obligations to SAI and SAI Philanthropies, Inc.

Communications

- Be prompt in acknowledging and addressing communications
- Be able to listen and provide helpful suggestions
- Be comfortable in checking with RO/NEB before answering questions
- Regularly create and circulate a province newsletter
- Maintain the province's Facebook page

- Attends various events

Outreach

- Attend Province Day and supervise its planning
- Attend National Convention and coordinate arrangements for delegate attendance
- Attend other fraternity events as assigned
- Work with NVP Extension to coordinate installation of new chapters in your province

What Happens If You Are Nominated

- If you are nominated to the NEB, you will present a two-minute speech about you, your qualifications, and ideas for the role in front of the general member body and answer questions.
- If you are nominated for Regional Officer, you will present a two-minute speech about you, your qualifications, and ideas for the role in front of the region and answer questions.
- If you are nominated for Province Officer, you will present a two-minute speech about you, your qualifications, and ideas for the role in front of the province and answer questions.

If You Are Elected

- If you are elected to the NEB, you will change your travel arrangements to stay through Tuesday following the end of convention. You will have lunch with the new and retiring board members and stay for a post-convention board meeting.
- If you are elected as a Regional Officer or Province Officer, you will attend a morning meeting on Monday.
- You will work with your predecessor to get the officer materials, including email logins before September 15.
- New ROs and POs will attend training at a later date. Returning officers will have a refresher.

Other Convention Webinars

- Selling at Phlea-Phlam (March)
- Convention Delegates (April)
- A Guide to Convention - Spring (April)
- Election Process (Early July)

QUESTIONS?

