

SIGMA ALPHA IOTA – PROVINCE OFFICER JOB DESCRIPTION 2025

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, they are not affiliated with a local chapter; however they are a member of the SAI Alumnae Association.

Relationships:

The Province Officer is a member of the National Officers Conference; as such they are a voting delegate at National Convention. The PO communicates regularly with their Regional Officer. The PO serves as a link between the local chapters of their province and the regional and national officers and directors, providing leadership and support for the collegiate and alumnae chapters. The PO 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 their province and sees that chapters 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 their 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

SIGMA ALPHA IOTA – REGIONAL OFFICER JOB DESCRIPTION 2025

Summary:

The Regional 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 Regional Officer provides a great opportunity to serve the fraternity, to work with Province Officers and the National Executive Board. The Regional Officer is a mentor for the Province Officers in their Region. The RO must have served as a Province Officer, have good communication skills, and be knowledgeable about all facets of SAI and SAI Philanthropies, Inc. While serving as a Regional Officer, they are not affiliated with a local chapter; however, they are a member of the SAI Alumnae Association.

Relationships:

The Regional Officer is a member of the National Officers Conference, and as such they are a voting delegate at National Convention. The RO serves as a liaison between the Province Officers in their Region and the National Executive Board, contributes to the training of the POs in their region, provides leadership for the POs in their region in consultation with the National President and appropriate National Vice Presidents, and works with the collegiate chapter advisors, when necessary.

Specific Duties:

The Regional 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)
- receives and acknowledges reports from the POs (e.g. official visit evaluations, mid-year and annual reports) and compiles them as assigned by the NEB
- serves as a resource for POs providing answers and advice with respect to fraternity policies and guidelines
- maintains regular communication with the POs and the national officers
- coordinates regional events/workshops as assigned by the NEB
- processes and submits all award nominations as assigned
- submits all required reports to the NEB in a timely manner
- attends National Convention, and other fraternity events as assigned
- any other assignments as determined by the NEB

SIGMA ALPHA IOTA NATIONAL PRESIDENT JOB DESCRIPTION 2025

Summary:

The National President 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. As the National President of Sigma Alpha Iota, they preside at the National Convention, at all meetings of the National Executive Board, and at any other meetings as appropriate. The NP supervises and coordinates activities of the fraternity and assignments of the National Executive Board (NEB). They serve on the Board of Directors of SAI Philanthropies, Inc. as the fraternity's representative. The National President is the official spokesperson on behalf of the fraternity. They are responsible for fulfilling the obligations of office as outlined in the Bylaws and the appropriate fraternity manual. The NP 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). This office requires 20-30 hours per week.

Relationships:

The National President sits on the National Executive Board of SAI and the Board of SAI Philanthropies, Inc., the charitable arm of Sigma Alpha Iota International Music Fraternity. The National President has a working relationship with all members of the NEB, the Philanthropies board, Regional Officers, Province Officers, and Fraternity Directors and Chairmen.

Specific Duties:

I. National President's role within the fraternity

A. Leadership

1. Set agenda, dates, and select location NEB meetings
2. Appoint NEB members to Finance Committee and other committees, as needed
3. Serve as *ex officio* member of fraternity committees as outlined in the National Bylaws
4. Fill NEB vacancies with input/approval of NEB, in accordance with the National Bylaws
5. Fill PO and RO vacancies as needed
6. Appoint national directors, chairmen and members of standing committees, with approval of the NEB
7. Supervise national fraternity directors and chairmen
8. Appoint a Parliamentarian and Legal Counsel for the fraternity, with the approval of the NEB

B. Communication

1. Maintain daily communication with the NEB, NOC, and chapters
2. Prepare and submit articles to official publications
3. Maintain updated files of all reports/correspondence received
4. Report bi-annually to the NEB

C. Convention

1. Appoint specific convention committee chairman and committees
2. Work with the Executive Director to set convention schedule
3. Preside at convention

II. National President's role outside the fraternity

- A. Represent SAI (or appoint a representative) at various professional meetings throughout the year (e.g. Professional Fraternity Association, National Interfraternity Music Council, etc.)
- B. Supervise liaison activity with other organizations and outside interests

SIGMA ALPHA IOTA NATIONAL VICE PRESIDENT, ALUMNAE CHAPTERS JOB DESCRIPTION 2025

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. The NVPAC has a great opportunity to serve the fraternity, to work with Regional and Province Officers, and to provide leadership for alumnae chapters. They are knowledgeable about Sigma Alpha Iota Bylaws, the Chapter Procedures Manual, NOC Manuals, and parliamentary procedures. While serving as an NEB member, The NVPAC is not affiliated with a local chapter; however, they are a member of the SAI Alumnae Association.

Relationships:

The National Vice President, Alumnae Chapters serves on the National Executive Board. They have 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

SIGMA ALPHA IOTA NATIONAL VICE PRESIDENT, COLLEGIATE CHAPTERS JOB DESCRIPTION 2025

Summary:

The National Vice President, Collegiate 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. The NVPCC has a great opportunity to serve the fraternity, to work with Regional and Province Officers, and to provide leadership for collegiate chapters. They are knowledgeable about Sigma Alpha Iota Bylaws, the Chapter Procedures Manual, NOC Manual, and parliamentary procedures. While serving as an NEB member, they are not affiliated with a local chapter; however, they are a member of the SAI Alumnae Association.

Relationships:

The NVP-CC serves on the National Executive Board. They have a working relationship with the National President, the Executive Director, and other NEB members as necessary. The NVP-CC works with the Regional and Province Officers to address collegiate chapter issues.

Specific duties:

The National Vice President, Collegiate 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 Collegiate Chapters through the ROs and POs
- ◆ assists the ROs and POs with problem-solving regarding chapter issues
- ◆ aids in the continuous development of Collegiate related programming
- ◆ maintains a line of communication with Regional Officers, Province Officers and Collegiate Chapters and advisors
- ◆ receives reports two times per year on the Collegiate Chapters; in conjunction with Regional Officers, prepares mid-year and annual reports for the NEB
- ◆ supervises collegiate awards as selected by Regional Officers
- ◆ makes recommendations for 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
- ◆ coordinates chapter investigations with the Standards Committee when there have been allegations of hazing, substance abuse, or non-compliance with Fraternity policies
- ◆ 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 collegiate workshop at National Convention
- ◆ fulfills other assignments as determined by the NEB

SIGMA ALPHA IOTA NATIONAL VICE PRESIDENT, EXTENSION JOB DESCRIPTION 2025

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. They have a great opportunity to serve the fraternity, to work with Regional and Province Officers, and to provide leadership for alumnae chapters. The NVPE is knowledgeable about Sigma Alpha Iota Bylaws, the Chapter Procedures Manual, NOC Manuals, and parliamentary procedures. While serving as an NEB member, the NVPE is not affiliated with a local chapter; however, they are 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. They have 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 Pre-Petitioning Groups
 - organizes the pre-petitioning group 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, Petitioning Group, 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 Pre-Petitioning Group 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

SIGMA ALPHA IOTA NATIONAL VICE PRESIDENT, FINANCE JOB DESCRIPTION 2025

Summary:

The National Vice President, Finance (NVP Finance) of SAI supervises the financial well-being of the fraternity through guiding the budgeting process, monitoring the financial condition of the fraternity, and reporting to the membership. The NVPF is knowledgeable about Sigma Alpha Iota Bylaws, the Chapter Procedures Manual, NOC Manuals, and parliamentary procedures. While serving as an NEB member, the NVPF is not affiliated with a local chapter; however, they are a member of the SAI Alumnae Association.

The NVP Finance is the chairman of the fraternity Finance Committee and the SAI Investment Committee. They serve as a non-voting member of the Board of Sigma Alpha Iota Philanthropies, Inc.

Relationships:

The NVP Finance sits on the National Executive Board of SAI and is a non-voting member of the Board of SAI Philanthropies, Inc., the charitable arm of Sigma Alpha Iota International Music Fraternity. The NVP Finance has a working relationship with the National President, the Executive Director, the Treasurer of SAI Philanthropies, Inc., and the investment advisor(s). The NVP Finance also works with the Regional and Province Officers to educate collegiate and alumnae chapters on financial issues, and consults with chapter treasurers on financial issues and problems.

Specific Duties:

The NVP Finance:

- ❖ 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)
- ❖ prepares the budgets of all fraternity accounts at the beginning of each fiscal year in coordination with the Executive Director and finance personnel and presents the budget to the NEB for approval
- ❖ does a financial review of national fraternity accounts monthly, quarterly and annually, and analyzes and projects the financial needs of the fraternity
- ❖ calls fraternity Finance Committee meetings in consultation with the National President and presents recommendations from the committee to the NEB
- ❖ consults with the National President, Executive Director and convention planners on negotiations of convention and event contracts, and prepares the fraternity portion of the Convention budget
- ❖ attends all NEB meetings and presents a financial report
- ❖ represents the Fraternity in a positive and professional manner at all times
- ❖ approves expense/travel reimbursements for Regional and Province Officers, and Fraternity Directors, advising on any issues needing special consideration
- ❖ reviews expense/travel reimbursements for the NEB
- ❖ continually analyzes the way finances are controlled and, with the Finance Committee, makes recommendations to the NEB

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Continued, POSITION OF NATIONAL VICE PRESIDENT, FINANCE

- ❖ periodically reviews travel and reimbursement policies as needed
- ❖ reviews insurance coverage
- ❖ works with National Headquarters to ensure that all financial records are professionally audited by the CPA annually and that a financial report is presented to the membership
- ❖ reviews IRS reports prepared by the auditor
- ❖ educates chapters with specific guidelines (policies and procedures) on handling chapter money, and addresses chapter financial problems and issues in consultation with other national officers
- ❖ reviews and approves collegiate chapter budgets and annual chapter treasurers' reports and forwards the latter to National Headquarters for audit
- ❖ reviews nominations for the National Collegiate and Alumnae Treasurer Awards and makes recommendations for the awards to the NEB
- ❖ chairs meetings of the SAI Investment Committee, and provides minutes of the meetings to be filed at National Headquarters
- ❖ works with investment advisors, brokers and the Executive Director concerning transfers of monies to different funds, and oversees all investment accounts
- ❖ attends all meetings of the Board of SAI Philanthropies, Inc., and carries out tasks as assigned
- ❖ drafts agreements, as directed by the NEB, for fund transfers between Fraternity and SAI Philanthropies, Inc. and coordinates with the Treasurer, SAI Philanthropies, Inc., on negotiating and implementing fund transfer agreements

December 2024

**SIGMA ALPHA IOTA NATIONAL VICE PRESIDENT,
FRATERNITY DEVELOPMENT
JOB DESCRIPTION 2025**

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. The NVPFD has a great opportunity to serve the fraternity and to provide leadership for services to individual SAI members (as distinct from chapter concerns). They are knowledgeable about Sigma Alpha Iota Bylaws, the Chapter Procedures Manual, NOC Manuals, and parliamentary procedures. While serving as an NEB member, the NVPFD is not affiliated with a local chapter; however, they are a member of the SAI Alumnae Association.

Relationships:

The National Vice President, Fraternity Development serves on the National Executive Board. They have 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

SIGMA ALPHA IOTA NATIONAL VICE PRESIDENT, RITUAL AND FRATERNITY EDUCATION JOB DESCRIPTION 2025

Summary:

The National Vice President, Ritual and Fraternity Education 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. They have a great opportunity to serve the fraternity and to provide leadership in the area of the SAI Ritual and in promoting Fraternity Education. They are knowledgeable about Sigma Alpha Iota Bylaws, the Chapter Procedures Manual, NOC Manuals, the SAI Ritual, and parliamentary procedures. While serving as an NEB member, they are not affiliated with a local chapter; however, they are a member of the SAI Alumnae Association.

Relationships:

The NVP-RFE serves on the National Executive Board. They have a working relationship with the National President, the Executive Director, and other NEB members as necessary. The NVP-RFE works with the Regional and Province Officers to educate chapters about all matters pertaining to the SAI Ritual and general Fraternity Education. They maintain all ritual inventories and supervises any changes to the SAI Ritual that are approved by the NEB.

Specific duties:

The National Vice President, Ritual and Fraternity Education

- ◆ 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)
- ◆ is Keeper of all National Ritual materials held in trust in the SAI Archives
- ◆ has charge of records pertaining to the SAI Ritual and maintains an inventory of all assigned Ritual books
- ◆ maintains a line of communication with Regional and Province Officers regarding ritual questions
- ◆ works with NH to see that ritual materials are sent to installing chapters
- ◆ oversees Ritual ceremonies at National Convention
 - selects and prepares participants
 - assures that all equipment is in good order, working with the local Ritual Committee
- ◆ receives Chapter Ritual Inventories
- ◆ prepares updates for the Fraternity Education Resource Guide or SAI website as needed, and distributes a Fraternity Education calendar each year
- ◆ 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 membership workshops at National Convention when appropriate
- ◆ Fulfills other assignments as determined by the NEB