

## **NATIONAL SORORITY BOARD GUIDELINES**

### **MISSION**

To provide a positive, forward thinking direction in the leadership of and overseeing the operations of Sigma Alpha Sorority.

### **OBJECTIVE**

To oversee the Sorority's national operations and management in accordance with the National Bylaws, policies and procedures; provide leadership and guidance to chapters; facilitate bonds of sisterhood between members and National Sorority Board; and serve as representatives of Sigma Alpha at sorority, industry and affiliated association events.

### **DESCRIPTION**

National Sorority Board members are elected during the National Chapter Congress or may be appointed according to the National Bylaws. National Sorority Board members serve on National Sorority Board committees, as representatives at events hosted by Sorority affiliates, chapters and industry representatives; facilitate national chapter visits; and participate in national meetings throughout their term of office.

### **QUALIFICATIONS**

National Sorority Board Members shall have the following qualifications in addition to the specific position requirements in the National Bylaws:

1. Member for at least three (3) years.
2. Paid national alumni membership.
3. Knowledge of the Sorority, its history, objectives, National Bylaws and policies.
4. Ability to travel throughout the country as a representative of the sorority, as necessary.
5. Ability to communicate with members, national officers and industry and association representatives.

## **DUTIES & RESPONSIBILITIES**

National Sorority Board Members will be required to carry out the following duties during their term of service:

1. Complete duties for your specific elected position as specified below.
2. Attend National Convention in October, Winter Board Meeting in December/January/February and Summer Board Meeting in June/July.
3. Participate in monthly evening National Sorority Board conference calls.
4. Submit officer reports by the established date, via email, prior to each scheduled National Sorority Board meeting and conference call.
5. Review officer and committee reports submitted by fellow National Sorority Board members prior to each scheduled National Sorority Board meeting and conference call.
6. Submit National Annual Report submission by August 1<sup>st</sup> to National Sorority Board President.
7. Attend at least one (1) national chapter visit per year. A written report of each visit is due to the National Sorority Board Vice President within ten (10) days of the chapter visit.
8. Serve as a representative of the National Sorority Board at sorority, industry and affiliate meetings, as necessary. A written report summarizing such activities is due to the National Sorority Board President within ten (10) days following the activity.
9. Submit expense reports pursuant to the Expense and Travel Policy.
10. Maintain an up-to-date National Chapter Guidebook, Advisor Guide, National Sorority Board Officer Handbook and National Chapter Visit Guidebook.
11. Provide a positive, encouraging example to all sorority members in any communications to member, chapter, and advisors.
12. Respond to phone calls or emails within seven (7) days of receipt, unless specified otherwise as an urgent matter.
13. All other guidelines, requirements, and qualifications of the Sigma Alpha National Sorority Board elected officer are outlined in the National Bylaws and National Sorority Board Handbook.

If you are unable to accomplish the above, you need to contact National Sorority Board President immediately. The impeachment of National Sorority Board Members shall be handled in accordance with the provisions set forth in Article VI Section 12 of the National Bylaws.

## **DELIVERABLES**

All reports, including officer reports, national chapter visit reports, committee reports and event reports are to be provided via email to the National Sorority Board members, as well as any other identified representatives, as directed. Other specific deliverables will be determined according to the position description and responsibilities assigned.

## **LEVEL OF COMMITMENT**

- On average, National Sorority Board members spend approximately forty (40) hours per month on Sorority business, which consists of conference calls, email correspondence, and position description and committee work. However, this average varies depending on the time of the year and the activity level of any one National Sorority Board member's position description and committee obligations.
- National Sorority Board members will be required to travel at least five (5) weekends per year, but may travel up to ten (10) times.
- The majority of the tasks completed for the Sorority require communication with chapters, their representatives and fellow National Sorority Board members, as well as drafting officer reports and other official communication.
- National Sorority Board members will be reimbursed, pursuant the Sorority's policies, for expenses incurred during the course of your service, including travel, telephone, supplies and postage.

## **DUTIES OF THE PRESIDENT**

The duties of the President shall include, but are not limited to:

- Contains the right to vote during National Sorority Board meetings, just as any National Sorority Board member.
- Organize and schedule monthly National Sorority Board meetings.
  - In November, ask National Sorority Board members availability for all executive committee meetings, monthly board meetings, Winter Board Meeting and Summer Board Meeting.
  - Update National Sorority Board calendar that lists all the meetings for the year including times and due dates for reports.
  - Send out a meeting reminder, logistics information, and agenda at least seven (7) days before each board meeting.
  - Update the agenda as needed.
  - Reschedule all meetings as needed.
- Create agendas for all National Sorority Board meetings.

- Prepare an agenda for all National Sorority Board meetings.
  - Review meeting agendas from the past two (2) years to ensure no important deadlines/milestones are not missed.
  - Consult all National Sorority Board members to gather their agenda item requests.
  - Distribute agendas at least seven (7) days in advance prior to meeting.
- Organize and schedule winter (WBM) and summer (SBM) National Sorority Board meetings in coordination with Managing Director.
  - Develop agenda for meeting and distribute to attendees.
  - Collect all National Sorority Board reports two (2) weeks prior.
  - Develop handbook with all necessary documents, agendas, information for the meeting.
  - Distribute handbook to attendees no less than seven (7) days prior to start of meeting.
  - Prepare printed handbooks, as requested.
- Call all meetings to order and preside and direct the business meetings.
  - Employ parliamentary procedure to run all National Sorority Board meetings.
  - Coordinate parliamentary procedure training to occur at Winter Board Meeting.
  - Document action items within the National Sorority Board Guidelines.
  - Review National Sorority Board Guidelines quarterly to ensure requirements are being met.
- Oversee the completion of the National Annual Report.
  - a. Collect annual reports from National Sorority Board members, Regional Consultants, Managing Director and committees.
  - b. Distribute draft annual report to two (2) editors and incorporate their feedback.
  - c. Provide finalized annual report to Professional Development Director for inclusion in the National Convention Workbook.
- Maintain the National Strategic Plan and National Sorority Board Handbook.
- Facilitate the performance review of the Managing Director with the Executive Committee on a yearly basis.
- Maintain the hours of the Managing Director and submit to the Executive Committee.
- Manage all standing and special committee assignments.
  - Review Article IX of the National Bylaws to assign the correct members to the correct committees.
  - Contact National Sorority Board, Regional Consultants and Educational Foundation to identify what committees they would like to serve on. Match members to committees. If vacancies still exist, solicit general member and alumni involvement through the newsletter and scroll.

- Correspond with all standing and special committees. Notify them of their goals, any National Sorority Board expectations, explain the submitting of minutes, timelines, etc.
- Serve as the National Appeals Committee Chair.
  - Hear appeals of disciplinary actions taken by the National Sorority Board on chapter(s) or member(s).
  - Facilitate meetings as necessary and report decisions in an efficient manner.
- Serve as a voting member of the Finance Committee.
- Serve as the National Sorority Board liaison for all sorority contracts.
  - Work with contractors and sorority partners to develop contracts for all sorority business.
  - Distribute contracts to National Sorority Board members for review and approval.
  - Carefully review all contracts and engage insurance/legal where needed.
  - Sign contracts once approved by National Sorority Board and obtain signed copy by both parties.
- Serve as the Lawyer Liaison.
  - All communications with the lawyer shall go through the National Sorority Board President.
- Serve as the Insurance Liaison.
  - Maintain contact with insurance company to ensure understanding of the policy.
  - Answer questions received from membership regarding insurance coverage.
  - Update insurance company with chapter membership annually and add new SID chapters (address and number of members) upon recognition.
  - Request summary of insurance policy annually for distribution to chapters for National Chapter Guide and Advisor Guide.
- Serve as the IRS Liaison.
  - Complete the group exemption filing.
  - Maintain an EIN Log for all EIN numbers and related IRS required documents.
- Respond to all requests for information regarding Sigma Alpha.
  - Regularly check Sigma Alpha email for various inquiries generated from the website.
  - Forward inquiry to appropriate parties.
  - Check in with parties after seven (7) business days to ensure inquiry was addressed.
  - If the responsible party for the inquiry is not responding to the inquirer, then ensure you send a response within ten (10) days.
- Encourage all National Sorority Board members to take an active part, work closely together, and represent the National Sorority Board.

- Coordinate the facilitation of teambuilding and sisterhood development for the National Sorority Board through incorporating icebreakers, teambuilding, and sisterhood development activities in all meetings.
- Maintain a working relationship and information exchange with the Educational Foundation Board in conjunction with the Managing Director.
  - Coordinate the agenda formation for Winter Board Meeting and Summer Board Meeting
  - Invite them to be involved in committees, as appropriate
  - Invite them to join National Sorority Board calls
  - Volunteer to sit in on Educational Foundation calls, as necessary
  - Share National bylaws, policies, contact information, guidelines, meeting agendas, meeting minutes and anything else as requested.

### **DUTIES OF THE VICE PRESIDENT**

The duties of the Vice President shall include, but are not limited to:

- Preside over meetings in the absence of the president.
- Maintain the Event Calendar on a monthly basis.
- Assume the role as Regional Consultant Coordinator, which includes, but is not limited to:
  - Maintain Regional Consultant Manual
  - Recruit Regional Consultants.
    - With Selection Committee, review all submitted applications and conduct interviews with applicants.
    - Selection Committee shall consist at least of Vice President (chair), Administrative Assistant and Managing Director.
  - Facilitate Regional Consultant Training to be held in October/November in conjunction with the Managing Director, as needed.
  - Maintain Regional Conference rotation and notify hosting chapters.
  - Maintain National Chapter Visit Schedule and National Chapter Visit Manual
  - Facilitate monthly Regional Consultant conference calls with Regional Consultants and Managing Director.
    - Communicate updates, National Sorority Board proposals and chapter questions to all Regional Consultants monthly or as necessary.
    - Follow up on all chapter concerns and questions Regional Consultants may have.

- Distribute the Chapter Annual Reports review materials.
  - Due annually on November 30th.
  - A letter of review for each report shall be returned to the chapter president with comments and response to the report. These comments may be further explained via phone or email contact with the chapter, and should be positive yet firm if necessary.
- Work with Alumni Liaison, Collegiate Liaison, Regional Consultants and Managing Director to implement new programs for the chapters.
- Conduct policy enforcement for chapters.
  - Notify chapters of policy updates and when violation of said policy occurs.
  - Handle risk management issues according to established policy and precedents.
  - Work with Administrative Assistant to identify chapters that need to be put on the Progressive Disciplinary Program.

#### **DUTIES OF THE TREASURER**

The duties of the Treasurer shall include, but are not limited to:

- Manage all financial records and accounts.
  - Remit payment for all expenses and requests for reimbursements received on behalf of the National Sorority.
  - Follow up all payments to the National Sorority with written receipts.
  - Correspond as needed with each active chapter to be sure of their understanding of financial obligations to the National Sorority.
  - Maintain entries for income and expenses in QuickBooks.
  - Submit monthly financial report that includes the following: monthly income, monthly expenses, and account balances.
  - Submit necessary information to accountant to complete taxes by December 1st of each year.
    - Complete taxes (Form 990) within three months of fiscal close (August 31).
    - Provide Form 990 to Board to approve before filing.
- Serve as Finance Committee Chair
  - Facilitate committee meetings.
  - Recruit committee members.
  - Prepare an Annual Audit and Financial Statement by the Summer Board Meeting, including
    - Actual vs. Budgeted

- Proposed Budget Amendments
  - Proposed Budget
  - Dues Percentage
  - Sorority Assets
- Review existing and new investments on a quarterly basis.
- Reallocate excess money accordingly each year.
- Research fundraising opportunities for the National Sorority.
- Investigate other support materials for chapter fundraising purposes.
- Audit the work of the Administrator Assistant pertaining to all bookkeeping items.
- Maintain contact with our jewelry supplier to determine what items are currently being offered, suggest additional items, and ensure jewelry is available at National Convention.
- Create Treasurer's Manual
  - Arrange transition.
  - Complete paperwork for authorization of new signature.
  - Share passwords for online banking.
  - No reimbursements shall be paid without a receipt.
  - Record all checks in the checkbook register.
  - Write the date paid and check number on every invoice and reimbursement form.
  - All bills, reimbursements and deposits must be entered into QuickBooks including the proper category.
  - Order new checks as necessary.
  - Treasurer's reimbursements must be verified and signed by the National Sorority Board President.

#### **DUTIES OF THE ALUMNI LIAISON DIRECTOR**

- As liaison to any group, be sure to invite them to Sigma Alpha events and opportunities of sponsorship. (i.e. National Convention, Industry Networking and Career Fair, scholarships, etc.) Respond to emails/calls in a timely fashion or by designated dates as liaison, but no later than 7 days. If you are unable to answer a question or need assistance, contact the National Sorority Board Executive Committee.
- American Agri-Women (AAW)

- Serve as National Sorority Board liaison to AAW by completing paperwork necessary for membership of AAW by assigned due date.
  - This includes contact form by March 1<sup>st</sup> every year (or a change in National Sorority Board).
  - Develop an affiliate annual report by August 31<sup>st</sup> of every year to be completed before AAW Convention.
  - Apply for affiliate awards.
- As a liaison, promotion is a key to our membership. Thus, write articles for the AAW newsletter, participate in contests, check the AAW website at least monthly and inform members about AAW opportunities.
  - Have information available for members on membership of AAW at the local/state/national level.
    - If a chapter is located near an AAW chapter, please inform them of one another by letter or email to help affiliation and cooperation (i.e. activities, membership and sponsorship).
  - Scholarships – for members to attend AAW Fly-in and academic scholarships.
- Attend AAW Mid-year Meeting (April) by registering in March, Legislative Fly-In (June) by registering in May and the Annual Meeting and Convention (November) by registering in September.
  - Review dates of events and please be in attendance for all these. If you cannot attend an event, find a replacement from National Sorority Board to represent our organization since we do have voting rights.
- Industry Relations
  - Inform members of opportunities offered by sponsors using the website, newsletter and other media sources.
  - Work with the Professional Development Director and the Educational Foundation to organize and facilitate an Industry Networking and Career Fair at National Convention.
  - Work with Peace Corps, MyEdu and other organizations to promote opportunities to members.
- Alumni Relations
  - Assist Regional Consultants in reviewing Chapter Annual Reports as well as answering chapter questions.
  - Research ways that alumni can continue their involvement beyond college.
  - Oversee and interact with alumni chapters.
  - Help alumni chapters who need suggestions on growing their alumni chapter.
  - Research ways to improve the communication between National Sorority Board and alumni.
  - Grow the alumni chapter presence.
  - Develop, research, and implement new benefits for alumni.
  - Increase alumni participation.
  - Communicate this research to the Vice President, Regional Consultants and Managing Director for implementation.

- Develop and facilitate the Mentor Program linking collegiate and alumni members with the Collegiate Liaison Director.
- Nomination Committee Chair
  - Find at least one (1) nominee for each office to be filled which will be sent out sixty (60) days prior to National Chapter Congress.
  - Prepare a report to be presented during National Chapter Congress.
- Ohio Association of Nonprofit Organization (OANO)
  - Serve as liaison by ensuring that OANO has accurate and up-to-date National Sorority Board contact information. This is important that OANO has National Sorority Board email addresses to attend events or report information.
  - When available and based on content information, attend any monthly trainings, webinar, and/or conferences that may be beneficial to Sigma Alpha.
    - If attending, please inform National Sorority Board members of opportunity, upcoming events and costs of attendance.
    - Keep good notes of webinars or trainings then provide a one page briefing of event(s) with monthly National Sorority Board report.
    - Complete surveys or questionnaires on behalf of Sigma Alpha by designated due dates.
    - Apply for OANO excellence awards by March 1<sup>st</sup>.
- Professional Fraternity Association (PFA)
  - Serve as liaison by providing accurate and up-to-date National Sorority Board contact information. This is important that OANO has National Sorority Board email addresses to attend events and receive PFA information.
    - This includes the need to stay current of new members joining PFA that could benefit Sigma Alpha and members (i.e. convention and visitors' bureaus, Greek application companies, etc.)
    - Notify members if PFA members/associates have scholarships and grants available.
  - Write press releases for *PFA Today* regarding Sigma Alpha events, conventions or achievements and send in based on submission dates from PFA website.
  - Review PFA award applications for Sigma Alpha chapters and members and send to PFA Award Application information to the membership through monthly updates, national website and *Emerald Times*.
    - Submit PFA Awards on behalf of Sigma Alpha applicants to PFA by May 15<sup>th</sup> every year.
  - Attend PFA convention (September) and ensure that PFA fraternal membership dues are paid by Sigma Alpha for convention attendance and voting privileges.
    - Serve on committees with PFA fraternal members (if applicable and if liaison is available to fully serve).

## DUTIES OF THE CHAPTER DEVELOPMENT DIRECTOR

- Advisor Support
  - Work with the database manager to maintain a current listing of all advisors.
  - Serve as a resource person for new and current advisors.
  - Write an article for each *Emerald Times* focusing on advisors.
  - Develop training curriculum for new advisors to be instructed annually at National Convention.
  - Conduct quarterly Advisor Calls.
- Guidebook and Training Committee Chair
  - Update National Officer Handbook, Information Session & Orientation materials.
  - Update National Chapter Guide & Advisor Guide.
  - Create Alumni Chapter Guide.
  - Coordinate updates and additions to the guidebooks in January via website.
  - Work with Administrative Assistant to provide National Chapter Guide and Advisor Guide to new chapters at activation.
  - Disperse Advisor Guide to new advisors.
- Holiday Card Mailing
  - Obtain the group photo from National Convention to use for card.
  - Select a holiday card design (example Snapfish or Shutterfly).
  - Obtain list of chapters, sponsors, associate members and honorary members from the Administration Assistant and mail by November 30<sup>th</sup>.
- National Philanthropy
  - Monitor the National Philanthropy, Ag in the Classroom (AITC).
  - Develop guidelines for chapter participation.
  - Answer questions from chapters.
  - Promote our involvement with National and State AITC offices.
  - Attend ATIC Annual Convention in June.
  - Provide teaching resources available for free to chapters to Public Relations Director to be posted on website.
  - Establish relationships with State AITC where upcoming National Conventions will be hosted.
  - Coordinate an AITC for National Convention with the Professional Development Director and Convention Committee.
- Sorority In Development (SID), Membership Candidate Education Program (MCEP), Recruitment & Rush Coordinator

- Attend Regional Consultant Training to be held in October/November.
- Attend monthly Regional Consultant conference calls with Vice President.
- Work directly with all collegiate and alumni SID and interest groups and help them through the SID Process.
- Conduct Monthly Chapter Calls with first year status chapters until they retain collegiate chapter status.
- Solicit universities, which may have potential interest in starting a Sigma Alpha Chapter and follow up on school leads.
- Work with AGR Recruitment Chair to determine how to expand.
- Update the Membership Candidate Education Program and Recruitment materials for the National Chapter Guide by January 1<sup>st</sup>.
- Update SID Guide by Winter Board Meeting.
- Update Recruitment Training presentation for Leadership Seminars by Winter Board Meeting.
- Develop a Sigma Alpha PowerPoint presentation for chapters to use for recruitment, publicity, informational meetings, FFA National Convention and other events by Summer Board Meeting.

#### **DUTIES OF THE COLLEGIATE LIAISON DIRECTOR**

- As liaison to any group, be sure to invite them to Sigma Alpha events and opportunities of sponsorship (i.e. Convention, Sigma Alpha Industry Networking and Career Fair, scholarships, etc.). Respond to emails/calls in a timely fashion or by designated dates as liaison, but no later than 7 days. If you are unable to answer a question or need assistance, contact the National Sorority Board Executive Committee.
- Agriculture Future of America (AFA)
  - Serve as liaison by ensuring that AFA has accurate and up-to-date National Sorority Board contact information. This is important that AFA has National Sorority Board email addresses to attend events or report information.
  - Coordinate AFA Opportunity Fair booth and arrange for staffing needs.
  - Coordinate with Public Relations Director to update display board and slide show.
  - Attend AFA Opportunity Fair in November.
  - Research additional opportunities to expand relationship.
- National 4-H
  - Serve as liaison by ensuring that 4-H has accurate and up-to-date National Sorority Board contact information. This is important that 4-H has National Sorority Board email addresses to attend events or report information.
  - Research opportunities to expand relationship.

- Promote Sigma Alpha with 4-H at the national/state/local levels.
  - If a Sigma Alpha chapter is located near 4-H clubs, please inform them of one another by letter or email to help affiliation and cooperation (i.e. activities, membership and sponsorship).
- National FFA Organization
  - Serve as liaison by ensuring that FFA has accurate and up-to-date National Sorority Board contact information. This is important that FFA has National Sorority Board email addresses to attend events or report information.
  - Coordinate FFA Career Show booth and arrange for staffing needs.
  - Coordinate with Public Relations Director to update display board and slide show.
  - Attend National FFA Convention Career Show in October.
  - Research additional opportunities to expand relationship.
  - Promote Sigma Alpha with FFA chapters at the national/state/local levels.
    - If a Sigma Alpha chapter is located near an FFA chapter, please inform them of one another by letter or email to help affiliation and cooperation (i.e. activities, membership and sponsorship).
- Consortium of Collegiate Agricultural Organizations (CCAO)
  - Serve as liaison by ensuring that CCAO has accurate and up-to-date National Sorority Board contact information. This is important that CCAO has National Sorority Board email addresses to attend events or report information.
  - Must be able to travel for board meetings which are in January and August.
  - Must be able to serve two years for this task.
  - Inform Sigma Alpha members of AAW opportunities and scholarships.
  - Provide the National Sorority Board updates and information on the organization.
  - Research additional opportunities to expand relationship.
  - Coordinate Ag Leadership Summit Scholarship and Process by maintaining scholarship application, distributing, reviewing received applications, selecting scholarship recipients with a committee of at least two other National Sorority Board members, notifying applicant and announcing in *Emerald Times*.
- Collegiate Relations
  - Research ways to enhance collegiate members experience.
  - Research suggestions on how to grow and strengthen collegiate chapters.
  - Research ways to improve the communication between National Sorority Board and collegiate members.
  - Communicate this research to the Vice President, Regional Consultants and Managing Director for implementation.
  - Develop and facilitate the Mentor Program linking collegiate and alumni members with the Collegiate Liaison Director.

## **DUTIES OF THE POLICY & RISK MANAGEMENT DIRECTOR**

- National Appeals Committee Member
  - Hear appeals of disciplinary actions taken by the National Sorority Board on chapter(s) or member(s).
  - Only meet when need arises and report decisions in an efficient manner.
- Bylaw Committee Chair
  - Send an email to National Sorority Board and Regional Consultants to review and provide changes (attach the National Bylaws and include a due date of May 15<sup>th</sup>) by April 1<sup>st</sup>.
  - Email Public Relations Director a scroll message to send to chapters about submitting changes (include National Bylaws and due date of May 15<sup>th</sup>) by April 1<sup>st</sup>.
  - Review the National Bylaws and see if there are any changes and then place them in a Proposed Bylaw Amendments by May 1<sup>st</sup>.
  - Compile all changes into Proposed Bylaw Amendments received by May 15<sup>th</sup> and submit them to National Sorority Board to review by June 1<sup>st</sup>.
  - Revise National Chapter Congress Standing Committee Rules and submit to National Sorority Board by June 1<sup>st</sup>.
  - Vote on Proposed Bylaw Amendments and National Chapter Congress Standing Committee Rules at Summer Board Meeting.
  - Work with National Sorority Board President to compile a letter for chapters (include Proposed Bylaw Amendments and National Chapter Congress Standing Committee Rules) to email out by August 1<sup>st</sup>.
  - Provide an overview of Proposed Bylaw Amendments and National Chapter Congress Standing Committee Rules at Convention Delegate Session.
  - Make changes to National Bylaws as approved by Chapter Congress by November 1<sup>st</sup> and send completed Bylaws to National Sorority Board President.
  - Update the Chapter Bylaws Guide and send to National Sorority Board President by January 1<sup>st</sup>.
- Housing Committee Chair
  - Review National Bylaws to create a procedure for this committee to follow each year.
  - Create a “How To Get a Sigma Alpha House” and “Advantages vs. Disadvantages of a Sigma Alpha House.”
  - Ensure annual house fee invoices were mailed and received.
  - Review housing reports from House Corporations and chapters by November 30<sup>th</sup>.

- Policy Committee Chair
  - Review Alcohol & Substance Use Policy and Hazing Pre-Initiation Policy.
  - Review Risk Management Policy.
  - Create “Risk Management Policy Sample” by Summer Board Meeting.
  - Review Policy & Procedure Manual
  - Research educational materials to provide on the website.

#### **DUTIES OF THE PROFESSIONAL DEVELOPMENT DIRECTOR**

- Convention Committee Chair
  - Oversee the convention and planning in conjunction with the Educational Foundation and convention committee members.
  - Conduct Convention Calls within committee preferably bi-monthly to go over details and firm up plans.
  - Plan, coordinate and execute National Convention with the help of the Managing Director, Educational Foundation and National Sorority Board.
  - Make sure National Sorority Board and Regional Consultants are performing their convention duties and are organized for their areas at convention.
  - Coordinate Chapter “Take Home” Sessions at National Convention, judging of applications and correspond with the selected chapters on the procedures and additional details.
- Leadership Seminar Committee Chair
  - Work with the Leadership Seminar Coordinator to facilitate the position, answer questions, oversee completion of responsibilities as listed, and monitor work load and time required to complete responsibilities.
  - Revise and draft recommendations for new or amendments to contract in January 2012.
  - Serve on the Leadership Seminar Steering Committee with Alpha Gamma Rho to facilitate 2012 seminars.
  - Update Memorandum of Understanding for 2012 in March of 2011 and assign regions to conference for 2011.
  - Attend planning, facilitator training and other meetings as required.
  - Evaluate participation with Alpha Gamma Rho.
- National Awards
  - Coordinate Essay Contest Process by maintaining essay contest application, distributing, reviewing received applications, selecting scholarship recipients with a committee of at least two other National Sorority Board members, notifying applicant and announcing in *Emerald Times*.

- Maintain current award applications and update as needed.
- Combine all awards and scholarships offered into one, easily usable and consistent application format.
- Coordinate four judges to review awards by April board meeting so the National Sorority Board can vote on them.
- Communicate with the Administration Assistant the judge's contact information to send applications and rubrics for review.
- Review the award list from the Administration Assistant for ordering of plaques.
- Create and print certificates for National Convention.
- Send out news releases regarding award winners at National Convention.
- Collect Honorary Member and Associate Member Applications and Board Choice Award Nominations.
- Make recommendation to the National Sorority Board for Honorary Member, Associate Members and Board Choice Award recipients for voting at Summer Board Meeting.
- Notify selected Honorary Member, Associate Members and Board Choice Award recipient so that they can plan to attend National Convention.
- Ensure Honorary Member recipient is prepared and in the National Convention agenda to provide a speech.
- Ensure that the National Convention agenda has time to present the Honorary Member, Associate Member and Board Choice Award along with conducting the appropriate ceremonies.

### **DUTIES OF THE PUBLIC RELATIONS DIRECTOR**

- **Historian**
  - Maintain historical material for Sigma Alpha National Sorority.
  - Update and maintain the National Scrapbook and maintain the written history by Summer Board Meeting.
  - Compile all the chapter and board scrapbook pages into a book after convention.
  - Send out birthday, sympathy and congratulation cards throughout the year.
- **Minutes**
  - Record minutes at all National Sorority Board meetings.
  - Distribute minutes to National Sorority Board within one week following the meeting.
  - Maintain an electronic file of minutes from all meetings.
- **Newsletter**
  - Compile newsletter articles from board members on needed topics.

- Coordinate with Newsletter Editor to publish the *Emerald Times* and *Sister 2 Sister* at least three times per year.
- Distribute to all members, associate members, honorary members, founding members, advisors, SID members and sponsors.
- Compile articles for the Monthly Newsletter to be sent out by the 1<sup>st</sup> of each month.
- Ensure the newsletter is posted on the national website.
- Publicity
  - Write and edit news releases for award winners and other accomplishments.
  - Submit a proposal on how we can promote Sigma Alpha and investigate alternative ways to promote Sigma Alpha, such as an interactive CD, video and updating display by Summer Board Meeting.
  - Update the display board as needed
  - Create a Sigma Alpha marketing folder targeting chapter recruitment and industry sponsorship.
  - Update the National Sigma Alpha Brochure and make available for chapters
  - Correspond with the Professional Development Director on developing the convention brochure and publicity material.
- Webmaster
  - Work with National Sorority Board and the Administrative Assistant to keep the website current with appropriate information for our members and sponsors.
  - Coordinate with website company for any technological needs or assistance.
  - Answer questions individual chapters may have to establishing their own website.
  - Send out necessary listserve messages.
  - Look for other websites that should have links to Sigma Alpha site (ex. Greekzone, greeknet, jewelry supply, and others) and update listings as needed.

### **NON-NATIONAL SORORITY BOARD MEMBERS**

The positions below are essential to Sigma Alpha Sorority. The National Sorority Board works collaboratively and side-by-side with the following positions. Be sure to understand these positions.

### **DUTIES OF THE REGIONAL CONSULTANTS**

The duties of the Regional Consultants shall include, but are not limited to:

- Attend Regional Consultant Training to be held in October/November.
- Serve as the Regional Conference Coordinator, if the Region chooses to hold the Conference, providing overall guidance and leadership in planning the conference with the host chapter.
  - Maintain contact with Vice President to ensure conference is planned in accordance with national expectations.
  - Ensure that the host chapter promotes the event to other chapters in a timely fashion.
  - Attend the Regional Conference, if held.
  - Co-author a formal report after the Regional Conference, with the host chapter each year for inclusion in the National Annual Report.
- Attend and assist with coordination of Leadership Seminars closest to assigned region.
- Attend 2-3 different chapter events within assigned region, i.e. one service, fundraising, membership education or initiation activity per semester to see chapters in operational status.
- Conduct Monthly Chapter Calls with assigned chapters within assigned region.
- Attend National Convention, Winter Board Meeting and Summer Board Meeting.
- Attend monthly Regional Consultant conference call with Vice President.
- Submit monthly reports to Vice President by due date.
- Review Chapter Annual Reports for chapters within assigned region.
- Facilitate deactivation process with Administrative Assistant.
  - Review Deactivation Request Forms received from the Administrative Assistant for compliance with deactivation requirements as outlined in the Member Status Guidelines and the National Bylaws.
  - If necessary, follow-up via phone or email with the chapter or member before deciding to approve or disapprove the deactivation.
  - Decide whether to approve or disapprove the Deactivation Request Form and notify the chapter and member by email, and copy the Administrative Assistant.
- Monitor chapter status within region as requested by National Sorority Board.
- Submit expenses according to the Expense & Travel Policy.
- Implement blog or specific webpage in which questions can be asked by chapter presidents and answered by Regional Consultant. Webpage can also be utilized to download needed documents to be sent to National Sorority Board.

## DUTIES OF THE MANAGING DIRECTOR

Task	Sub-Steps	Notes
<b>Ex officio member of the National Sorority Board (NSB)</b>		
1. Report on the status of the Sorority to the Boards and formulate recommendations to the Boards.	<ul style="list-style-type: none"> <li>A. Create Performance Goals that includes long and short term goals and submit to Executive Committee for approval.</li> <li>B. Provide a written report each month at least five (5) days in advance of NSB/RC monthly calls that provides a status update on:               <ul style="list-style-type: none"> <li>a. Research &amp; Development</li> <li>b. Operations</li> <li>c. Finance</li> <li>d. Progress towards MD Performance Goals</li> <li>e. Report Hours Worked</li> </ul> </li> </ul>	Event Calendar  30 min/ month
2. Attend and participate in all meetings, including monthly NSB/RC meetings, Winter and Summer Board Meeting, RC Training and NC.	<ul style="list-style-type: none"> <li>A. Attend monthly NSB/RC calls and provide verbal status update.</li> <li>B. Review monthly updates from NSB/RC's and come prepared to NSB/RC monthly call with questions, discussion items, etc.</li> <li>C. Provide recommendations to NSB/RC's on how to accomplish our goals.</li> <li>D. Attend Winter and Summer Board Meeting, RC Training and NC.</li> </ul>	Event Calendar 3.5 hours/ month 8 days/ year
3. Coordinate all lodging, food and logistical arrangements for Winter and Summer Board Meeting and RC Training with Board Executive Committees.	<ul style="list-style-type: none"> <li>A. Serve as primary point of contact on all logistics (hotel, transportation, meals, etc.)</li> <li>B. Solicit hotel contracts for lodging, food, meeting space, etc. and provide to NSB.</li> <li>C. Finalize arrangements with hotel based on NSB approval.</li> <li>D. Coordinate with President and/or Vice President to determine room assignments.</li> <li>E. Coordinate with President and/or Vice President to determine pick-up / drop-off logistics at the airport.</li> <li>F. Confirm hotel arrangements with hotel at least ten (10) days prior to meeting date.</li> <li>G. Collect travel preauthorization forms from NSB/RC's, as necessary, and provide them to Administrative Assistant at least three (3) days in advance of meetings.</li> </ul>	WBM, SBM & RC Folders  9 hours/ year
4. Coordinate with NSB and Convention Committee to	<ul style="list-style-type: none"> <li>A. Coordinate with Convention Committee Chair to plan NC.</li> <li>B. Coordinate with Educational Foundation about their role at NC.</li> </ul>	Convention Committee

<p>select, appropriate and schedule NC site location, dates and logistics.</p>	<p>C. Coordinate with the Convention Committee to identify dates and hotel site location of NC.  D. Research hotel options and provide information to the Convention Committee.  E. Conduct site visits of at least three potential hotel site locations for NC during Winter Board Meeting.  F. Coordinate with Convention Committee to prepare a recommendation to NSB to approve NC dates and hotel site location.  G. Finalize hotel contract for NC location after NSB approval is obtained.  H. Coordinate tours and bussing arrangements with the Convention Committee.  I. Identify and coordinate speaker arrangements with the Convention Committee.  J. Serve as main point of contact on all contracts and logistical arrangements for National Convention, including, but not limited to, hotel, AV, catering, bus, tour, speaker contracts.</p>	<p>Folder  Starts for 2012 National Convention.</p>
<p>5. Assist in the completion of the National Annual Report.</p>	<p>A. Submit a report to President for inclusion in the National Annual Report by August 1 each year.  B. Serve as a reviewer of the document prior to it being distributed to chapters.</p>	<p>30 minutes</p>
<p><b>Research &amp; Development</b></p>		
<p>6. Research and develop plans to increase penetration in existing alumni and collegiate chapters.</p>	<p>A. Research current state, desired state and gap of collegiate and alumni engagement and membership numbers at universities where SA currently has a presence.  B. Develop a plan which includes measurable goals and budget to increase engagement and membership numbers.</p>	
<p>7. Develop plans to enhance alumni and collegiate chapter programming and curriculum in accordance with the Sorority's vision, mission and long-range goals.</p>	<p>A. Review current programs and curriculum provided to alumni and collegiate chapters.  B. Assess ongoing needs through interviews and surveys.      a. Provide communication and outreach materials to distribute to NSB/RC's.      b. Utilize NSB/RC's as the primary method of communication with chapters.  C. Determine ways to customize this process to individual alumni and collegiate chapters.  D. Identify opportunities for improvement based on alumni and collegiate chapter wants and needs.  E. Work with Educational Foundation to identify what sponsors are looking for in graduates and identify curriculum and programming to develop these knowledge and skills.  F. Ensure curriculum and programming aligns with Sorority's vision, mission, and long-range goals.  G. Develop short and long-term plans for enhancing alumni and collegiate chapters programming and curriculum.  H. Assist the Chapter Development Director in conjunction with the Guidebook &amp; Training Committee in</p>	<p>Chapter Development Director Folder</p>

	maintaining, creating and revising chapter programming and curriculum.	
8. Coordinate, educate and provide guidance to university administrators as needed to support/oversee chapter operations.	<ul style="list-style-type: none"> <li>A. Build and maintain relationships with university administrators.</li> <li>B. Discuss scholarship reports with Administrative Assistant and Vice President.</li> <li>C. Work with Vice President and RC's to educate chapters on reports needed and the purpose of these reports.</li> <li>D. Determine alternatives to simplify reporting process with Vice President, RC's and Administrative Assistant then submit to NSB for approval.</li> </ul>	
<b>Operations</b>		
9. Oversee hiring process, in conjunction with National Sorority Board.	<ul style="list-style-type: none"> <li>A. Serve as the Hiring Committee Chair.</li> <li>B. Create a hiring process for the sorority and submit to NSB for approval.</li> <li>C. Implement the hiring process.</li> <li>D. Create and/or modify position description(s) and submit to NSB for approval.</li> <li>E. Distribute position description(s).</li> <li>F. Conduct contract review process and submit to NSB for approval for current paid personnel.</li> <li>G. Provide recommendations to Nomination Committee on how to identify, recruit and assess prospective volunteers.</li> </ul>	
10. Coordinate training efforts, including, but not limited to, Board Orientation and RC Training, in conjunction with National Sorority Board.	<ul style="list-style-type: none"> <li>A. Coordinate training efforts with President for Information Session and Board Orientation at NC.</li> <li>B. Coordinate training efforts with Vice President for RC Training.</li> <li>C. Facilitate identification of volunteer strengths and identify how the sorority can best leverage individual strengths.</li> <li>D. Provide recommendations on how to improve the format, layout and agenda.</li> </ul>	Board Orientation and RC Folders
11. Establish a process for performance assessment for paid personnel and volunteers.	<ul style="list-style-type: none"> <li>A. Identify a performance assessment process for paid personnel and volunteers and submit to NSB for approval.</li> <li>B. Include a self-assessment and general assessment from others compiled for self-improvement.</li> <li>C. Oversee performance assessment process for paid personnel and volunteers.</li> <li>D. Provide feedback as determined by the performance assessment process to paid personnel and volunteers.</li> <li>E. Determine merit increases and cost of living increases in compensation for paid personnel and provide recommendation to NSB.</li> </ul>	

	F. Participate in annual Performance Review by the Executive Committee to determine if you have met or exceeded your Performance Goals.	
12. Ensure operational efficiencies through effective communication, accountability and a clear sense of purpose of the organization.	<ul style="list-style-type: none"> <li>A. Ensure that there is no overlap of paid personnel duties.</li> <li>B. Create a filing system and submit to NSB for approval.</li> <li>C. Notify NSB/RC of the filing system in place between paid personnel so they understand where and why to send documents to that respective person.</li> <li>D. Create a comprehensive strategic planning process and submit to NSB for approval.</li> <li>E. Oversee comprehensive strategic planning process.</li> <li>F. Determine if the processes we have in place are ideal for our organization.</li> <li>G. Provide recommendations on how to become operationally efficient.</li> <li>H. Ensure accountability of paid personnel and volunteers.</li> <li>I. Execute all activities and tasks with a clear sense of purpose of the organization.</li> </ul>	
<b>Finance</b>		
13. Conduct annual internal audit of accounts.	<ul style="list-style-type: none"> <li>A. Conduct an internal audit to prepare finances for an external review.</li> <li>B. Work with Finance Committee to facilitate an external review of accounts and determine the future process for auditing accounts.</li> </ul>	
14. Assist in the management of the finances.	<ul style="list-style-type: none"> <li>A. Assist the Executive Committee with proposing an annual budget.</li> <li>B. Assist the Treasurer in creating a statement of financial position and statement of activities.</li> <li>C. Assist the Treasurer in identifying other financial documents that need to be kept up and the process for doing so.</li> <li>D. Review financial information included in the National Annual Report.</li> <li>E. Provide recommendations and guidance to Finance Committee to ensure financial records are accurate and applicable to SA's mission, vision and long range goals.</li> <li>F. As requested, provide accurate financial accounting documents to NSB.</li> <li>G. In conjunction with the Treasurer, ensure monthly financial reports are provided in a timely manner to the Executive Committee.</li> </ul>	Treasurer & Finance Committee Folders
<b>Miscellaneous Duties</b>		
15. May represent the National Sorority at various sorority, college and university functions and appropriate professional and affiliated organization activities, as approved by NSB and based on your availability.		
16. Work with Educational Foundation on development and implementation of educational programming.		

17. Complete EIN Postcards in conjunction with Administrative Assistant, VP, RCs and chapters each year.	
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**DUTIES OF THE ADMINISTRATIVE ASSISTANT**

- Coordinate mailings to chapters as directed by the Regional Consultant, within two (2) weeks of receiving the documents to be mailed, unless otherwise approved by National Sorority Board.
- Receive sorority mail & sort accordingly (daily).
- Forward National Sorority Board mail (weekly).
- Maintain and update the sorority's Database of Members; collegiate, alumni and honorary (ongoing).
- Receive annual dues via mail and rosters via email; send dues to the bank with a corresponding deposit slip and keep copies of check and deposit slip for seven (7) years. (September)
- Receive New Member rosters via email and activation fees via mail; send activation fees to the bank with a corresponding deposit slip and keep copies of check and deposit slip for seven (7) years, order certificates as necessary. Follow up with collegiate chapters to ensure correct items are received, i.e. correct check amount, etc. (ongoing).
- Produce mailing labels from our database when requested (ongoing).
- Fill requests for national materials. (ongoing).
- Submit expenses according to the Expense & Travel Policy. (monthly).
- Maintain a current list of Sorority supplies & inventory.
- Purchase items only as necessary or directed/approved by National Sorority Board.
- Communicate via email (cc appropriate Regional Consultant) with chapters regarding inquiries and clarification (ongoing).
- Produce dues invoices and mail to each chapter. (August).
- Produce other invoices as needed.
- Provide email of items submitted by collegiate chapters "log" to Regional Consultants on first of each month.
- Send listserv message to distribution lists and keep distribution lists current (two per month or as requested by National Sorority Board).
- Proofread items that are to be sent out in mailing or published by Sorority when received for proofing (ongoing).
- Direct chapters to the web for updates to their NCG book, advisor guidebook, etc. as requested by chapters (ongoing).
- Check the Sorority E-file account (document@sigmaalpha.org) pursuant to established procedures, logging and forwarding information as necessary.

- Keep the database accurate. Update collegiate member information using rosters and forms; invoices; and deactivation approval list.
- Convention related items: administer registration process, create attendees and delegate list, send out post-convention mailings, and available to attend convention to assist National Sorority Board and Regional Consultants.
- Be the central information point for National Sorority Board emergency contact information.
- Collect and distribute chapter annual reports to the respective Regional Consultants for review.
- Store/Archive and dispose of chapter annual reports as directed by National Sorority Board.
- Deactivations
  - Collect Deactivation Request Forms and email to the respective Regional Consultant.
  - Update The Regional Consultant will decide whether to approve or disapprove the Deactivation Request Form and notify the chapter and member by email, and copy the Administrative Assistant.
  - Maintain a Deactivation Master List that includes:
    - Member Name,
    - Chapter Name,
    - Date Deactivation Request Form was received,
    - Date Deactivation Request Form was approved/disapproved,
    - By whom the Deactivation Request Form was approved/disapproved
  - Update the database and website member list based on the Deactivation Master List.
  - Retain a copy of the Deactivation Request Forms for four (4) years.
- Parent Introductory & Recruitment Mailing
  - Make edits to the Parent Introduction Letter.
  - Coordinate its mailing to the parents' of new members in January and June.
- Receive and process registration information for Leadership Seminars.
- Place product/merchandise orders with Ken Jernigan & Associates, including certificates, plaques, pen/pencil sets for charter classes, chapter charters, large crest, name badges, shirts and business cards.
- Produce and track insurance and house fee invoices and payments.
- Work with Vice President to identify chapters that need to be put on the Progressive Disciplinary Program. Produce invoices and letters and track payments as well as follow up with chapters. (February/September)

- Purchase supplies (folders, oath book, candles, candles holders...etc), order crest and charter, and make copies of Bylaws and Facts & Figures for new chapter chartering.
- Invoice chapters for chapter visit fee and any associated unexcused absence fines.
- Work with website service when problems arise and to make updates. Update web users by providing new member list and member updates. Send out login information when requested.
- Work with National Sorority Board in planning for the future of the Administrative Assistant role and the National Sorority. Provide input and ideas based on experience.
- Maintain entries for deposits using QuickBooks Online. Make copies off all checks submitted to the National Sorority.
- Work with National Sorority Board Treasurer to compile necessary information for inclusion in the National Sorority's Annual Report.

#### **DUTIES OF THE LEADERSHIP SEMINAR COORDINATOR**

- Attend all Leadership Seminar (LS) planning and facilitator training meetings and conference calls.
- Attend all scheduled Leadership Seminars as a Sigma Alpha Sorority Representative.
- Assist in recruiting potential Leadership Seminar facilitators.
- Interview potential Leadership Seminar facilitators with AGR Representative.
- Communicate with AGR Representative the Leadership Seminar facilitators plan of action weekly from September 1st-March 10th.
- CC Professional Development Director when communicating via email with facilitators and AGR Representative regarding inquiries and clarification.
- Communicate with Professional Development Director daily and weekly, as requested, with updates of progress and questions.
- Review and provide constructive feedback of content material.
- Collect travel information for all Leadership Seminar facilitators for each planning and training meetings and Leadership Seminar to provide to Professional Development Director and AGR Representative.
- Create Leadership Seminar facilitator information folders for planning training meetings.
- Create a Leadership Seminar Action Plan for all facilitators.
- Create marketing material to send out to collegiate chapters via scroll and at National Convention.
- Assign facilitators for sessions.

- Gather biographies and photographs of all facilitators and content writer for website.
- Submit expenses according to the Sigma Alpha Travel & Expense Policy (monthly).
- Purchase items only approved by Treasurer.
- Collect unpaid registration fees at each Leadership Seminar registration.
- Work with Administrative Assistant and Professional Development Director and Treasurer to ensure Leadership Seminar invoices are accurate after each Leadership Seminar.
- Update Leadership Seminar Manual for National Sorority Board and Regional Consultants attending Leadership Seminars by National Convention with Professional Development Director.
- Attend conference call to train National Sorority Board and Regional Consultants about attending Leadership Seminars.
- Create Leadership Seminar Coordinator Manual and submit to Professional Development Director by April 1<sup>st</sup> each year. This manual shall be used by future Coordinators or in case an emergency arises.