

Kappa Delta Sorority National Council Job Descriptions

Kappa Delta Sorority

National President

Position Description 2021-23

The National President (NP) is the leader of the organization, overseeing the establishment of a vision and strategy that is achieved through the efforts of a diverse team of high-performing leaders, staff and volunteers. She oversees the work of the National Council, National Leadership Team (NLT), Headquarters staff and others to ensure the Sorority delivers a relevant member experience while remaining strong and vibrant in the areas of membership, finance, programming and prestige. The NP has responsibilities related to the Sorority's governance, fiduciary obligations, legal standing, risk management policies, education and member growth and retention. The NP leads the National Council to make decisions about Sorority goals, operations, policies, procedures, and overall welfare.

Management

- Oversees the development of the vision for the Sorority and execution of the strategic plan
- Manages and directs the work of each National Council member
- Oversees decisions made regarding Sorority goals, operations, policies, procedures, and overall welfare including legal standing and risk management policies
- Oversees National Conventions and other required national meetings are planned and executed in compliance with National Bylaws and Sorority traditions
- Oversees appointments of all national volunteers including committee chairs and committee members
- Ensures that the Ritual Review process takes place every 10 years
- Maintains relationship with and engages in major decisions related to Sorority vendors such as MJ Insurance, database companies, etc.
- Conducts annual reviews of National Council members and Executive Director (August)
- Maintains constant communication with Executive Director on operational and Sorority activities and facility projects and contracts
- Oversees all decision-making regarding liability/insurance claims and available to manage issues and court proceedings as necessary
- Reviews monthly financial statements in order to make informed decisions about all aspects of the Sorority and to fulfill fiduciary responsibilities of the role
- Actively participates in mitigating risk and negotiating through issues that compromise the financial or future of a chapter or chapter house
- Expected proficiency of all administrative functions (Office, Microsoft 365, video conferencing, etc.) at a board level

Extension

- Works with National Vice President - Membership to review and approve extension opportunities and team selection
- May attend and participate in extension presentations as determined by strategic need
- Attends and serves as keynote speaker at all new chapter initiations and installations as available or otherwise delegated

Representation

- **Kappa Delta Sorority**
 - Represents National Kappa Delta and speaks at Kappa Delta events across the country including but not limited to convention, NLTA, chapter anniversaries, state days, alumnae events, house dedications, etc.
 - Serves as an ex-officio member of all committees of the Sorority with exception of the Nominating Committee and monitors workflow of various standing committees including Bylaws and Diversity, Equity and Inclusion Committee
 - Chairman of Chapter Housing Committee
 - Member of *The Angelos* Editorial Board
- **National Panhellenic Conference (NPC)**
 - Attends and actively participates in 3-5 NPC meetings annually
 - Reviews and coordinates response with other national presidents (approx. 8-10 requests annually) upon request for campus relationship documents, university housing, risk management issues and other topics
- **Industry Conferences/Meetings**
 - Attends The Forum and other industry conferences as needed
 - Attends or designates national representation to university mandated meetings
- **Kappa Delta Foundation**
 - Serve as a member of the Kappa Delta Foundation Board and actively participate in board meetings
 - Collaborates and communicates with Kappa Delta Foundation Chair
 - Collaborates with the National Council to identify sorority's grant needs
 - Contributes to the Kappa Delta Foundation annually
- **Nautilus Management**
 - Serves as the President of Nautilus Management, the national housing LLC
- **Affiliates/Sorority Committees**
 - Member of Prevent Child Abuse America (PCAA) board including meeting attendance, committee participation and financial support (duties may be conferred upon appointed designee)

Communication

- Prepares agendas and leads all National Council meetings
- Drafts Founder's Day message, *The Angelos* contributions, NLT Newsletter, Annual Report, State of the Sorority, and miscellaneous correspondence as needed
- Drafts and delivers speeches for various events including State of the Sorority, Council Award presentation, anniversary celebrations, house dedications, State Days, initiations/installations, extension presentations, awards presentations and others as requested
- Approves correspondence templates for NLT members, committee members, convention/national meetings speakers and staff and miscellaneous correspondence as needed (phone, email, written approx. 20-40 monthly) with members, alumnae, parents, universities, etc.
- Reviews and approves all behavioral national probation requests and membership reinstatement requests
- Ratifies/approves all membership resignations at quarterly National Council meetings
- Participates in conference calls related to Sorority operations/issues (one to five weekly)
- Contributes to national communications
- Sends holiday greetings to all NLT, Former National Council members, National Panhellenic Conference Inter/National Presidents

- Manages multiple streams of communication including email, text, voice calls, and social media
- Spokesperson for the organization both internally and externally including media when necessary

Time Commitment

- Often 30+ hours per week
- Responds to or delegates response to 50+ emails daily

Travel

- Attend quarterly council meetings in addition to annual national gatherings; extension presentations (always weekdays) and installations (weekends); NPC meetings; speaking engagements; specific chapter crisis visits, and other trips as deemed necessary (as travel is deemed safe and allowable by Kappa Delta Sorority)
- Must be available to travel frequently (approx. 20-25 trips annually) and sometimes with little prior notice; arrangements are made personally in accordance with Kappa Delta's travel policy which covers airline expenses and per diem meal allowances

Kappa Delta Sorority
National Vice President
Position Description 2021-23

The National Vice President (NVP) position is fluid based on the needs of the organization. Each biennium the position is reviewed and adapted to align with the National Council's needs and strategic plan objectives. One of Kappa Delta's primary focuses will be to meet the challenges of the post-COVID environment in which Kappa Delta will be required to adapt and change to meet the needs of this generation of collegians. Understanding of higher education processes and procedures, university student life and student conduct will be an asset. In addition, demonstrated understanding of diverse academic, socioeconomic, and cultural backgrounds of our collegians is needed. The ability to collaborate, build consensus and manage complex projects utilizing a multigenerational team of both staff and volunteers will be critical to success.

The NVP serves as co-leads of the Member Experience Strategic Priority with NVP-C as well as serving as the National Council liaison for the Diversity, Equity and Inclusion committee ensuring that the work of the committee is integrated into the work of the Sorority and the strategic plan. The NVP, with the rest of the National Council, is responsible for making decisions about Sorority goals, operations, policies, procedures, and overall welfare. The NVP also serves on committees and assumes responsibility for special projects assigned by the National President. As a member of the National Council under the direction of the National President, NVP collaborates to develop the vision for the Sorority and execute the strategic plan.

Member Experience Strategic Priority

- Oversees and helps develop the strategy of the following work of the priority
 - New product development: Identify the "new" sorority experience and how to promote the experience to current and potential new members
 - Ritual and Initiation processes going forward with a socially distant/limited First, Second and Third Degree; ensure needed changes are approved by NC
 - Plaid/Tightrope LMS roll-out: roll-out sorority wide

Management

- Serves on committees and assumes responsibility for special projects assigned by the National President
- Develops and oversees long-range planning of the organization
- Leads strategic plan Member Experience Priority with focus on the piloting and implementation of the programming, ensuring coordination of efforts related to the collegiate experience and related long-term planning. This includes coordinating all DEI efforts among all of National Council and acting as primary liaison to the DEI committee
- Recommends appointments to the National Council for all National Leadership Team (NLT) members reporting to the NVP when vacant and participates in the appointments of the NLT

Representation

- Represents the National President upon request
- Contributes to the Kappa Delta Foundation annually

Communication

- Prepares for and attends all National Council meetings

- Identifies integration points between NVP projects and other National Council projects and collaborates appropriately
- Prepares and disseminates position descriptions for NLT members reporting to NVP
- Prepares and delivers speeches and presentations for various events including Convention, National Leadership Training Academy, State Days, chapter anniversaries and others upon request of the National President
- Prepares annual reports for the Sorority, quarterly reports for National Council meeting and weekly updates as needed
- Prepares contributions for *The Angelos* and other publications as assigned by the National President
- Reviews and approves all behavioral national probation requests
- Ratifies/approves all membership resignations at quarterly National Council meetings

Time Commitment

- Approx. 15-50 hours monthly
- Initiates and responds to approx. 10-30 emails daily

Travel

- Attends quarterly council meetings in addition to annual national gatherings; all extension presentations (always weekdays) and new chapter recruitment weekends and installations (weekends); and other events as requested by the National President. May include collegiate chapter visits, specific chapter crisis visits, presentations, Recruitment Weekends/Installations, anniversary events, State Days, alumnae events, etc. (as travel is deemed safe and allowable by Kappa Delta Sorority)
- 10-20 times a year; must be able to travel frequently during weekdays and often with little prior notice; arrangements are made personally in accordance with Kappa Delta's travel policy which covers airline expenses and per diem meal allowances

Kappa Delta Sorority
National Vice President - Membership
Job Description 2021-23

The National Vice President- Membership (NVP-M) is responsible for developing strategy and vision regarding all membership policies and processes with approval of the National Council. This includes setting priorities for extension, recruitment for all collegiate chapters, including but not limited to primary recruitment and Continuous Open Bidding (COB) and member retention and sisterhood efforts. The NVP-M works with the National Council, National Leadership Team (NLT), collegiate and Chapter Advisory Board (CAB) officers and Headquarters staff to ensure vision execution. In addition, the NVP-M monitors membership data as it relates to extension, membership intake (total/quota), retention, and aggregate number of chapters recruiting high, mid and low tier. A critical skill set for success is the ability to collaborate, build consensus and manage complex projects utilizing a multigenerational team of both staff and volunteers.

The NVP-M is responsible for the managed growth of the Sorority including all aspects of extension: research, cultivation, and preparation of application, presentation, recruitment, and installation of chapters. Responsibilities include working collaboratively with Headquarters staff, NLT, and Leadership Development Consultants (LDCs) in establishing new chapters. Additionally, the NVP-M will also have oversight responsibility for alumnae and collegians involved in presentations, recruitment weekends and installations. In support of managed growth, the NVP-M provides data and analysis related to the Sorority's growth in relation to other National Panhellenic Conference (NPC) groups.

The NVP-M, with the rest of the National Council, is responsible for making decisions about Sorority goals, operations, policies, procedures, and overall welfare. As a member of the National Council under the direction of the National President, NVP-M collaborates to develop the vision for the Sorority and execute the strategic plan.

Management

- Develops and oversees long-range planning for growth of the organization
- Oversees extension efforts of the organization
- Oversees recruitment efforts of the organization
- Serve as the lead of the Membership Core Strategic Priority
- Serves on committees and assumes responsibility for special projects assigned by the National President
- Supervises work of Division CMSs, with dotted line supervision of those serving Division 19
- Supervises work of Chapter Membership Manager Analyst (CMMA), Chapter Membership Manager Operations (CMMO), Chapter Membership Manager Technology (CMMT), Chapter Membership Manager Special Projects (CMMSP)
- Upon approval of the National Council, works with NLT and Headquarters staff to develop and approve applications for extension opportunities to university Panhellenic Councils
- Collaborates with NLT and Headquarters staff to prepare visual presentation(s); selects presentation team including assigning speaking roles, and ensures alumnae and collegiate chapter members' attendance
- Works collaboratively with headquarters staff on public relations and communication strategies for extension presentations, new chapter establishment public relations period and new chapter recruitment

- Collaborates with NLT, headquarters staff and LDCs to organize logistics for new chapter recruitment (e.g., meeting/recruitment space, AV, assisting chapters, establishment team, hotels, etc.)
- Collaborates with team regarding new chapter recruitment weekends including recruitment team selection, managing recruitment strategy, leading membership selection and coaching the recruitment team
- Oversees planning and execution of the Installation of new chapters, including coordinating speakers and collaborating with headquarters staff on the installation and initiation; including coaching team when NVP-M attendance at installation and initiation is not possible
- Coordinates first recruitment team for each new chapter's first primary recruitment, including collaborating with new chapter team
- Works with headquarters staff & consultants to collect data related to extension
- Supervises extension-related ad hoc committees
- Works with CMSs on resolution of recruitment issues
- Oversees collegiate chapter sisterhood activities and retention efforts
- Reviews and analyzes growth, contraction, and extension information by updating Kappa Delta competitive analysis chart annually to inform National Council of relevant data regarding market forces; and updating Kappa Delta target list of campuses of interest for approval of National Council and works with National Vice President-Alumnae to coordinate alumnae development in areas near target
- Reviews and analyzes membership information
- Monitors and reports retention data pertaining to resignations and national probations
- Develop strategies for developing and target chapters with an emphasis on recruitment, retention, and sisterhood
- Monitors legacy statistics and works with CMSs to educate chapters and alumnae regarding Kappa Delta legacy policies, procedures, and expectations
- In coordination with National President, appoints task force groups to work on projects related to membership
- Recommends appointments to the National Council for Chapter Membership Specialists positions and other membership related NLT members when vacant and participates in the appointments of the National Leadership Team

Representation

- Represents Kappa Delta to campuses interested in extension, and those with which the Sorority has a relationship for further growth
- Participates in recruitment, initiation, and installation of new chapters
- Represents Kappa Delta at New Chapter Recruitment Weekends, Installations, State Days, anniversaries, and other events as requested by the National President
- Works with NVP-C and NPCD to manage and coordinate resolution for recruitment infractions, judicial proceedings, and related risk management issues occurring during recruitment season or connected to recruitment, which may involve interaction with college administrators on campuses and/or attorneys
- Contributes to the Kappa Delta Foundation annually

Communication

- Prepares for and attends all National Council meetings

- Identifies integration points between NVP-M projects and other National Council projects and collaborates appropriately Prepares and disseminates position descriptions for NLT members reporting to NVP-M
- Prepares and delivers speeches and presentations for various events including Convention, National Leadership Training Academy, State Days, chapter anniversaries and others upon request of the National President
- Prepares annual reports for the Sorority, quarterly reports for National Council meeting and biweekly updates as needed
- Prepares contributions for *The Angelos* and other publications as assigned by the National President
- Participates in the maintenance of the VP-Membership Manual, Installation Manual, and Member Handbook
- Reviews and approves all behavioral national probation requests
- Ratifies/approves all membership resignations at quarterly National Council meetings
- Reviews NPC Bulletin for open campuses and oversees the preparation of report to the National Council of those campuses that are of interest or will assist the Sorority in meeting its goals
- Regular communication with the National Council and headquarters staff on extension opportunities
- Oversees the work of the NLT and headquarters staff with regard to introductory phone call, exploratory visit, formulation of competitive strategy and contact with local alumnae. Ensures distribution of report as needed
- Oversees conference calls with presentation teams, recruitment teams and installation teams
- Responds to emails from alumnae and collegians regarding potential extension interest
- Communicates with NPC Delegate regarding issues impacting extension and permissible contact and processes when questions arise
- Communicates with Director of Chapter Housing as needed to discuss housing viability for potential extension campuses
- Conducts monthly CMS conference calls and drafts and disseminates monthly communications to the Chapter Membership Specialist (CMS) team
- Assigns KD Leader articles and topics to CMS team

Time Commitment

- Approx. 20-40 hours per week increasing during peak recruitment periods of August/September and January/February and curing extension opportunities.
- Approx. 20-50 phone and conference calls per month increasing during peak recruitment periods and extension.
- Responds to or delegates responses to approximately 50 emails daily increasing during peak recruitment periods and extension.
- Multiple written communications for each new chapter presentation, recruitment, and installation

Travel

- Attend quarterly National Council meetings in addition to annual national gatherings and other events as requested by the National President. May include collegiate chapter visits, specific chapter crisis visits, presentations, New Chapter Recruitment Weekends/Installations, anniversary events, State Days, alumnae events, etc. (as travel is deemed safe and allowable by Kappa Delta Sorority)
- Approx. 15-20 trips annually; must be able to travel frequently often during weekdays and often with little prior notice; arrangements are made personally in accordance with Kappa Delta's travel policy which covers airline expenses and per diem meal allowances

Kappa Delta Sorority
National Vice President - Collegians
Position Description 2021-23

The National Vice President – Collegians (NVP-C) is responsible for developing strategy and vision regarding collegiate chapters, including the management of new and established collegiate chapters, chapter advisory boards (CAB) development and oversight, reviewing all operational policies and processes, including but not limited to member education, academic excellence, philanthropy and community service, campus involvement and leadership, and risk management. The NVP-C collaborates with the National Council, National Leadership Team (NLT), collegiate and Chapter Advisory Board (CAB) officers and Headquarters staff to ensure all operational needs and activities of the collegiate chapters are met. In addition, the NVP-C monitors operational data as it relates to chapter standards of excellence. A critical skill set for success is the ability to collaborate, build consensus and manage complex projects utilizing a multigenerational team of both staff and volunteers.

The NVP-C serves as co-leads of the Member Experience Strategic Priority with NVP and is responsible for overseeing the development of strategy and management of new collegiate chapters through their first five years, including all aspects of the chapters' growth (strategically-focused processes ensuring progress to Five-Year Plan), and focusing on ultimately transitioning new chapters into established chapter divisions. The NVP-C works collaboratively with her National Council colleagues in overseeing volunteers responsible for assisting the new chapter division and with headquarters staff (including LDCs) assisting new chapters.

The NVP-C, with the rest of the National Council, is responsible for making decisions about Sorority goals, operations, policies, procedures, and overall welfare. As a member of the National Council under the direction of the National President, NVP-C collaborates to develop the vision of the Sorority and execute the strategic plan.

Member Experience Strategic Priority

- Oversees and helps develop the strategy of the following work of the priority
 - Comprehensive chapter advisor training and development
 - Nautilus Chapter Development Program (NCDP) to assess chapter health
 - New member program: content and delivery method
 - Virtual Support (as needed): Identify chapter support structure for virtual support in place of NVs and LDC visits. Balance need to support member experience with limited and/or socially distant environment
 - Convention Grading/Awards: In conjunction with NCDP revisions, revisions of chapter evaluations and awards structure as needed

Management

- Serves on committees and assumes responsibility for special projects assigned by the National President
- Supervises the work of Chapter Advisory Board Specialists (CABS), Division Directors (DD), University Case Director (UCD), and the new chapter division team volunteers
- Works with Director of Collegiate Experience (DCE) on a daily basis to coordinate overall collegiate chapter operations, including but not limited to: oversight, education, communication and new chapter development

- Works with CABS to resolve advisory board conflicts and coordinate CAB placement, reorganizations, rotations and removals
- Works with DDs and division teams to resolve chapter, CAB, and chapter housing conflicts
- Works with headquarters staff to plan, coordinate, and develop CAB training materials, online resources, and in-person CAB training events
- Coordinates selection and oversees training of CAB members for new chapters through collaboration with CAB Specialists, other headquarters staff to ensure developing new chapters have adequately trained and functioning CABS
- Reviews and analyzes CAB and chapter health, strength, and risk data
- Works with the headquarters staff to coordinate overall collegiate programming, education, and development
- Works with headquarters staff to collect data related to new chapter development using the Five-Year Plan; evaluate and revise Five-Year Plan, as necessary, and tailor Kappa Delta programming and application of risk management policies to fit the needs of developing new chapters
- Makes recommendation to the National Council for the New Chapter Award
- Works with headquarters staff to ensure new chapters are meeting Five-Year Plan, and develop strategies if a chapter fails to progress as expected
- Develops processes regarding university judicial proceedings, which includes overseeing University Case Director (UCD) and coordinating with NPC Delegate
- Leads strategic plan Crisis and Risk Management Priority with focus on entity-wide risk management plans and processes
- With the support of Division Directors, monitors and manages collegiate NLT work output and intervenes if output falls below effective levels
- Appoints and oversees committees tasked to review and make recommendations for areas of chapter services (i.e., NCDP, National Visits, or large chapter development)
- Directs training of C-NLT direct reports at select times throughout term or at national gatherings
- Oversees the maintenance and dissemination of Convention Award criteria and grading system for collegiate chapters
- Works with headquarters staff to revise the National Visit (NV) format and reporting structure
- With the support of the Division Directors, assigns and follow ups, in coordination with DCE, on NVs made by C-NLT to collegiate chapters
- Coordinates with C-NLT, National Council, and headquarters staff to ensure training and education of CABS, collegiate leaders, and members (i.e., webinars, onsite training, etc.)
- Assists headquarters staff in the planning and implementation of collegiate programming at national gatherings
- Works with DCE to evaluate all policies and procedures outlined in the Member Handbook and presents to the National Council for approval
- Works with the headquarters staff to review internal communication and escalation procedures for situations regarding collegiate chapters and CABS
- Recommends appointments of the Chapter Advisory Board Specialist, DD, UCM and new chapter division team volunteer positions to the National council when vacant and participates in the appointments of the National Leadership Team

Representation

- Assists DCE and UCM with risk management issues and coordinates resolution, which may involve interaction with college administrators on campuses and/or attorneys

- Works with DCE and headquarters staff to review, coordinate, and communicate on a variety of chapter and campus issues and trends, which may involve interaction with attorneys or campus administrators
- Works with Director of Chapter Housing (DCH) on housing related issues as member of Chapter Housing Committee (CHC)
- Works with CAB-Specialists on resolution of CAB conflicts
- Represents Kappa Delta at State Days, anniversaries, and other events as requested by the National President
- Contributes to the Kappa Delta Foundation annually

Communication

- Prepares for and attends all National Council meetings
- Identifies integration points between NVP-C projects and other National Council projects and collaborates appropriately Prepares and disseminates position descriptions for NLT members reporting to NVP-C
- Prepares and delivers speeches and presentations for various events including Convention, National Leadership Training Academy, State Days, chapter anniversaries and others upon request of the National President
- Prepares annual reports, quarterly reports for National Council meeting and biweekly updates as needed
- Prepares contributions for *The Angelos* and other publications as assigned by the National President
- Participates in the maintenance of all manuals used by collegiate chapters including, but not limited to, VP-Operations Manual, CAB Manual, New Chapter Development Manual and Member Handbook
- Reviews and approves all behavioral national probation requests
- Ratifies/approves all membership resignations at quarterly National Council meetings
- Communicates, in real time, often during business hours and at night, via email, phone calls, and conference calls with members of the C-NLT, National Council, CAB advisors, university officials, and parents
- Reviews and approves, in collaboration with National Council, Executive Director, and headquarters staff, press releases, website statements, and university communiqués
- Prepares and disseminates (collective and individual) communications via email and phone to collegiate experience team and designated C-NLT on an ongoing basis
- Coordinates, reviews, and approves, with the DCE, during business hours, communications to chapters receiving sanctions by their respective universities
- Ensures collegiate division teams (DD, CAB-S, CEA/CEM, CAS, HRS, CMS, and PS) collaborate and resolve multi-functional issues through regular conference calls and emails with minutes submitted monthly to National Council and respective division teams
- Communicates with DCH at least monthly to define housing expectations and discuss progress for new chapters
- Communicates with NPC Delegate regarding issues related to developing new chapters
- Conducts regularly scheduled CAB-S conference calls
- Conducts regularly scheduled DD conference calls
- Ensures C-NLT teams develop, maintain, and follow chapter action plans or strategic plans to forecast leadership development consultant (LDC) and chapter visitor needs and visit objectives
- Communicates with select chapters on behalf of National Council, as needed

Time Commitment

- 30-40 hours weekly, during business, evening, and weekend hours, but could increase if responding to time-intensive risk management issues or a local/national media crisis, or in preparation for a national gathering
- Approx. 35-45 phone and conference calls per monthly
- Responds to or delegates responses to approximately 50-100 emails daily

Travel

- Must be available to travel as requested, during the week and on weekends
- Attend quarterly National Council meetings in addition to annual national gatherings and other events as requested by the National President. May include collegiate chapter visits, specific chapter crisis visits, presentations, New Chapter Recruitment Weekends/Installations, anniversary events, State Days, alumnae events, etc. (as travel is deemed safe and allowable by Kappa Delta Sorority)
- Approx. 10-12 trips annually and occasionally with little prior notice; arrangements are made personally in accordance with Kappa Delta's travel policy which covers airline expenses and per diem meal allowances

Kappa Delta Sorority
National Vice President - Alumnae
Position Description 2021-23

The National Vice President – Alumnae (NVP-A) is responsible for developing strategy and priorities regarding the alumnae programming and engagement. This includes supervising all alumnae chapters as well as virtual engagement opportunities for alumnae (including LinkedIn networking group and Sisterhood Community Conversations). The NVP-A is responsible for related policies and processes, including but not limited to sisterhood, community visibility, philanthropy, and collegiate chapter assistance. The NVP-A works with the National Council, National Leadership Team (NLT), and headquarters staff to ensure all operational needs and activities of the alumnae chapters are met. In addition, the NVP-A monitors operational data as it relates to alumnae chapter standards.

The NVP-A, with the rest of the National Council, is responsible for making decisions about Sorority goals, operations, policies, procedures, and overall welfare. As a member of the National Council under the direction of the National President, NVP-A collaborates to develop the vision of the Sorority and execute the strategic plan.

Management

- Serves on committees and assumes responsibility for special projects assigned by the National President
- Supervises the work of 15 Alumnae Chapter Specialists, 1 Alumnae Panhellenic Specialist and 1 Alumnae Development Specialist
- Assists with planning and execution of National Conventions and other national meetings including annual National Leadership Training Academy
- Responsible for the oversight of:
 - Kappa Delta State Days
 - Alumna Initiate process
 - Order of the Emerald and Order of the Pearl
 - Voluntary alumnae dues program
 - Alumnae Chapter operations and reporting (including all AC manuals)
 - Kappa Delta Ever Loyal program
 - Ever Loyal Senior Induction Ceremony
 - Chartering and reorganization of Kappa Delta Alumnae Chapters
 - Recruitment of Kappa Delta representatives for new and existing Alumnae Panhellenic Councils
 - Alumnae membership milestones program
 - Alumnae chapter anniversary recognition program
 - Supports collegiate and alumnae chapter anniversary celebrations and reunions
- Maintains and disseminates Convention Award criteria and grading system for alumnae chapters
- Works with NVP-M to update membership recommendation form and process as needed
- Works with headquarters staff to ensure that all content on Kappa Delta website pertaining to alumnae and alumnae life is accurate, relevant and current
- Recommend appointments to the National Council for Alumnae National Leadership team when there are vacancies and participates in the appointments of the National Leadership Team

Representation

- Represents Kappa Delta at New Chapter Recruitment Weekends, Installations, State Days, anniversaries, and other events as requested by the National President

- Contributes to the Kappa Delta Foundation annually

Communication

- Prepares for and attends all National Council meetings
- Identifies integration points between NVP-C projects and other National Council projects and collaborates appropriately Prepares and disseminates position descriptions for NLT members reporting to NVP-A
- Prepares and delivers speeches and presentations for various events including Convention, National Leadership Training Academy, State Days, chapter anniversaries and others upon request of the National President
- Prepares annual reports, quarterly reports for National Council meeting and biweekly updates as needed
- Prepares contributions for *The Angelos* and other publications as assigned by the National President
- Participates in the maintenance of all manuals pertaining to alumnae chapters as well as the Member Handbook
- Reviews and approves all behavioral national probation requests
- Ratifies/approves all membership resignations at quarterly National Council meetings
- Communicates with National Council and A-NLT regularly
- Communicates with Alumnae Chapters on a regular basis to review activity and offer assistance as needed
- Conducts regularly scheduled A-NLT conference calls
- Communicates weekly with Senior Alumnae Chapter Services Manager to discuss operational and alumnae chapter activities and alumnae development programming
- Works with Senior Alumnae Chapter Services Manager and A-NLT to ensure that all Alumnae Chapter and Alumnae National Leadership Team reports, documentation and resources are current

Time Commitment

- Often 20+ hours weekly
- Average 5-10 hours weekly for correspondence such as email, phone, etc.
- Responds to or delegates response to 30+ emails daily

Travel

- Attend quarterly National Council meetings in addition to annual national gatherings and other events as requested by the National President. May include Marjorie Rowles Stakes Award presentation, New Chapter Installations, anniversary events, State Days, alumnae events, etc. (as travel is deemed safe and allowable by Kappa Delta Sorority)
- Must be available to travel approximately 5-10 trips annually; arrangements are made personally in accordance with Kappa Delta's travel policy which covers airline expenses and per diem meal allowances

Kappa Delta Sorority
National Vice President - Finance
Position Description 2021-23

The National Vice President-Finance (NVP-F) sets the organization's financial policy and direction while also being an active participant in, and driver of, the organization's overall business strategy. The NVP-F is the lead advisor to the Sorority's Executive and Finance Director in the areas of financial administration, business planning, budgeting, investment management and chapter housing. The National Vice President-Finance must have broad experience that includes a background in finance, accounting, budgeting, effective internal controls and financial/management reporting. The NVP-F must have strong analytical skills and an ability to translate a strategic vision into a practical operational model. The NVP-F must have a demonstrated commitment to the Sorority's mission and to the maintenance of high ethical standards.

The NVP-F, with the rest of the National Council, is responsible for making decisions about Sorority goals, operations, policies, procedures, and overall welfare. As a member of the National Council under the direction of the National President, NVP-F collaborates to develop the vision for the Sorority and execute the strategic plan.

Management

- Serves on committees and assumes responsibility for special projects assigned by the National President
- Supervises the work of 18 Chapter Accounting Specialists and 2 Chapter Accounting Managers
- In conjunction with headquarters staff, oversees the Sorority budget, including planning, development and implementation, and development of capital budget
- Oversees Headquarters accounting, approval of expenditures, and review of contracts valued above \$25,000
- Oversees and works with the Finance Advisory Committee on projects to enhance the Sorority's financial management
- Recommend appointments to the National Council for Chapter Accounting Specialist and Housing Resource Specialist positions when vacant and participates in the appointments of the National Leadership Team bi-annually

Representation

- Serves on the Investment Advisory Committee (IAC) to direct and approve actions of the portfolio manager consistent with the Sorority's investment policy
- Ensures the IAC and portfolio managers meet at least quarterly
- Works with the National Council to identify, evaluate and appoint members of the Finance Committee of which NVP-F serves as Chair
- Works with the National Council to identify, evaluate and appoint the Chairman and members of the Investment Advisory Committee
- Serves on the Chapter Housing Committee and works closely with the Director of Chapter Housing
- Represents Kappa Delta at State Days, anniversaries, and other events as requested by the National President
- Contributes to the Kappa Delta Foundation annually

Communication

- Prepares for and attends all National Council meetings

- Identifies integration points between NVP-C projects and other National Council projects and collaborates appropriately
- Prepares and disseminates position descriptions for NLT members reporting to NVP-F
- Prepares and delivers speeches and presentations for various events including Convention, National Leadership Training Academy, State Days, chapter anniversaries and others upon request of the National President
- Prepares annual reports, quarterly reports for National Council meeting and biweekly updates as needed
- Prepares contributions for *The Angelos* and other publications as assigned by the National President
- Participates in the maintenance of all manuals pertaining to chapter finances as well as the Member Handbook
- Reviews and approves all behavioral national probation requests
- Ratifies/approves all membership resignations at quarterly National Council meetings
- Conducts regularly schedule CAS conference calls
- Works with the Kappa Delta Foundation Treasurer and headquarters staff to maximize shared goals and objectives between the Foundation and Sorority within IRS constraints and guidelines
- Ensure enterprise planning and transparency with annual exchange of financials between the sorority and foundation.

Time Commitment

- Often 20+ hours per week
- Responds to or delegates response to 75+ emails each day

Travel

- Attend quarterly National Council meetings in addition to annual national gatherings and other events as requested including collegiate chapter visits, anniversary events, State Days, alumnae events (as travel is deemed safe and allowable by Kappa Delta Sorority)
- Must be available to travel weekdays and weekends, with an average of 5-10 trips per year; arrangements are made personally in accordance with Kappa Delta's travel policy which covers airline expenses and per diem meal allowances