



# Kappa Delta

## National Council Position Descriptions 2023–2025 Biennium

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### Overview

Kappa Delta Sorority, Inc. (KDS) is a Virginia non-profit corporation and is best described as a membership association. KDS is governed by its [Articles](#), [Bylaws](#) and Virginia non-profit law. KDS has adopted Roberts’ Rules of Order. It is organized as a 501(c)(7) entity as defined by the Internal Revenue Code. The members exercise their voice and vote through collegiate and alumnae chapters, which send a delegate to the biennial Convention where elections occur, and Bylaw amendments are considered. Pursuant to the Bylaws, the National Council serves as both the board of directors and the officers of KDS, which means that a woman serving on National Council has both a **governance role** and an **operational role**. The detailed **operational expectation** for each officer is described by title below.

The obligations and duties applicable to **each National Council member** in her **governance role** are described here:



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## National Council: Governance

- National Council members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as ensuring that KDS has adequate resources to advance its mission
- Refine and prioritize the execution of Sorority strategic plan pillars in line with the Sorority’s mission, vision and values, found [here](#)
- Collectively communicate Sorority strategic plan and vision to Executive Director, an ex-officio NC member
- Approve policies of the Sorority, including Member Handbook and Bylaw-designated special committee procedures
- Review and recommend governing document changes appropriate to support strategic plan and applicable law
- Approve annual budget and exercise fiscal oversight in line with industry practices and Bylaws
- Approve establishing collegiate and alumnae chapters; and revoking the charter of any collegiate or alumnae chapters
- Regarding individual members, approve expulsion or placing on national probation
- Appoint National Leadership Team and ensure 2,000+ volunteers in place across the Sorority to support operations
- Liaise with volunteers, staff, and outside consultants as appropriate in the exercise of the above duties

## National Council: Board Meetings and Travel

- Quarterly in-person meetings, 2-3 days (travel to Memphis)
- Biweekly electronic meetings, 1.5 hours
- Attendance at certain electronically hosted nationwide trainings and events, 4-5/year, 1-2 hours each
- As needed, electronic NC meetings, with an increase in electronic NC meetings in Convention years
- National Leadership Team Academy & Convention in odd-numbered years, 6-7 days (travel to Convention)
- State Days, chapter anniversaries and others upon request of the National President, which events require preparation of speeches (4-6 days per year)

## National Council: Skills and Abilities

- Effective communication skills, collaborative team player, accountable, self-motivated, exceptional time management, intellectually curious, long-term thinker, critical thinker, inclusive and personable manager, decisive
- Commitment to Kappa Delta mission, vision and values, found [here](#)



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- Financial literacy, meaning the ability to read and understand basic financial statements
- Intellectual curiosity and ability to increase business acumen related to residence-life real estate management, volunteer management, higher education, nonprofit corporate and membership association governance; *existing skills in (or tangential to) one or more of these areas preferred*
- Authentic inclusion, equity and belongingness champion who supports KDS DEI commitment statement, found [here](#)
- Emotional and social intelligence, self-control, empathy, adaptability including ability to handle own emotions and those of other people in conflict
- Proficient in Microsoft 365 applications including Word, Excel, PowerPoint, Outlook, OneDrive, SharePoint, Adobe Acrobat, and willingness to learn additional platforms as appropriate

## National Council: Communication

- Quarterly reports for NC meetings
- Bi-weekly reports as needed for NC meetings
- Position descriptions for volunteer members reporting to the NC member
- Annual report
- Contributions for *The Angelos* and other publications as assigned by the National President
- Training and policy documents related to NC position
- Host training webinars and in-person events for NC members' team

*Note: Travel arrangements are made personally through KD's preferred vendor in accordance with Kappa Delta's travel policy which covers airline expenses and per diem meal allowances. Other allowable expenses related to NC service are reimbursed. There is no board stipend. While support of Kappa Delta Foundation is appreciated, it is not a requirement.*

*NC members are required to sign confidentiality agreement and board expectation document.*

## Officer-Specific Operational Expectations

### National President

#### Summary

The National President (NP) is the leader of the organization ensuring that KDS values and mission are at the forefront, 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), 2000+ volunteers, the Executive Director, and others (as appropriate) to ensure the Sorority delivers a



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relevant member experience while remaining strong and vibrant in the areas of membership, finance, member development and prestige. The NP has responsibilities related to the Sorority's governance, fiduciary obligations, legal standing, harm reduction policies, training, onboarding, and member/chapter growth and retention. The NP leads the National Council to make decisions about Sorority strategic plan, priorities, operations, policies, procedures, and overall welfare.

## Skills and Abilities

- Visionary thinker who can think and plan critically and understands the need for continuous change rooted in KDS mission, vision and values
- Inspirational, transparent, and high integrity leader who can oversee the implementation of a strategic plan, develop teams to their highest potential, champion a respected brand and engage a diverse audience of dedicated stakeholders (including members, university stakeholders, philanthropic partners, NPC, and other fraternal organizations)
- Genuine, dynamic, and respectful communicator who demonstrates exceptional presentation skills
- Identifies, develops and maintains key relationships with volunteers, university stakeholders, philanthropic partners, NPC and other fraternal organizations such that Kappa Delta remains an influential industry member
- Highly effective collaborator who demonstrates a willingness to be agile in a changing environment for colleges, volunteers and sororities related to member recruitment/retention, experiences, programs, and technology
- Business acumen to lead an organization with net assets of about \$45M, including knowledge of residence-life real estate management, volunteer management, higher education, nonprofit corporate and membership association governance.

## Strategic Plan Focus Areas

- Ensures ED and NC prioritize elements of strategic plan, define metrics, and work toward delivering objectives with appropriate reevaluation and reprioritization
- Lead or co-lead on projects in these pillars:
  - Foundational Strength: Study future-state plan for KDS operational model and create plan for leadership development; cultivate and expand a culture of inclusion, equity and diversity
  - Operational Excellence: Align volunteer organizational resources around strategic plan objectives; build a strong model of transparency; cultivate volunteer structure to adapt to new workforce trends
  - Inclusive Experiences: Develop program to strengthen local volunteer recruitment, development, and empowerment



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- Organization Affinity: Strengthen philanthropic partnership through focused leadership engagement

## 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 strategic plan, operations, policies, procedures, and overall welfare including legal standing and harm reduction policies
- Oversees National Conventions and other required national meetings are planned and executed in compliance with National Bylaws
- 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 legal counsel, MJ Insurance, database companies, registered parliamentarian, certified public accountants
- Conducts annual reviews of National Council members and Executive Director
- Maintains regular communication with Executive Director on operational and Sorority activities and facility projects and contracts
- Oversees all decision-making regarding liability/insurance/legal claims
- 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 working through issues that compromise the financial stability or future of a chapter; or the Kappa Delta brand
- Collaborates with NVPM regarding extension teams, establishment recruitment weekend teams, and new chapter installations and initiations

## 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 dedication
  - 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, Investment Advisory Committee, Chapter Housing and Diversity, Equity and Inclusion Committee
- Member of *The Angelos* Editorial Board
- National Panhellenic Conference (NPC)
  - Serves as Kappa Delta's delegate to NPC



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- Attends and actively participates in 2-4 NPC meetings annually
- Participates in monthly calls to review and coordinates with other national presidents and upon request collaborates with NPC partners on campus relationship documents, university housing, risk management issues and other topics
- Industry Stakeholders
  - Ensures the prestige and brand of Kappa Delta is upheld within the industry
  - Attends industry conferences as appropriate
  - 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
- 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)
- Extension/New chapters
  - May attend and participate in extension presentations as determined by strategic need
  - It is preferred that the NP attends and serves as keynote speaker at all new chapter initiations and new chapter installations as available; may delegate as appropriate

## Communication

- Prepares agendas and leads all National Council meetings
- Drafts Founder's Day message, *The Angelos* contributions, NLT Newsletter contributions, 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.



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- 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 (Job Specific)

- 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); industry conferences as appropriate; PCAA board meetings
- Must be available to travel frequently (approx. 20–25 trips annually) and sometimes with little prior notice



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## National Vice President

### Summary

The National Vice President (NVP) position has two primary components. First, the NVP serves as the co-chair of a Bylaws-designated standing committee, the Diversity, Equity & Inclusion Committee. She ensures that the Sorority advances toward its DEI Commitment Statement, found [here](#). Second, the NVP is the visionary and strategist for the programming that supports the collegiate member and NLT volunteer experience and collaborates with the Director of Collegiate Experience and the staff professionals that comprise the Training & Development team.

### Skills and Abilities

- Relationship-focused and data-informed approach to the technology, education, and strategic solutions appropriate for today's collegiate member experience and for training of national leadership team
- Equity-minded leader with a demonstrated understanding of and appreciation for the diverse academic, socioeconomic, and cultural backgrounds of Sorority's membership
- Understanding of higher education processes and procedures, university student life and student development theory
- Highly effective collaborator who demonstrates a willingness to be agile in a changing environment for colleges, volunteers and sororities related to member experiences, programs, and technology
- Relationship-focused connector who can identify and cultivate key relationships with Kappa Delta Foundation board and staff to ensure KDF support of collegiate programming
- Understands, leads and operates from a restorative justice approach, within a value-based approach to conflict and harm; these values are often identified as inclusion, responsibility, reparation, safety, healing, and reintegration with respect being at the core

### Strategic Plan Focus Areas

- Lead or co-lead on projects in these pillars:
  - Foundational Strength: Cultivate and expand a culture of inclusion, equity and diversity
  - Inclusive Experiences: Strengthen and evolve sorority experience to provide differentiated and inclusive programming (collegians); develop a learning-oriented culture; increase understanding of the sorority experience, including through the lens of identity, using research, evaluation and assessment



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## Management

- Leads Diversity, Equity & Inclusion Advisory Committee, including driving agendas for at least quarterly meetings; providing for approval to the National Council a vetted list of appropriate members for the biennially appointed committee; ensures committee's policies & procedures are current and followed
- Meets periodically with KDHQ professional training & development team to provide strategic vision, direction, support, and volunteer-sector collaboration
- Collaborates with the national president on onboarding and continued education of the National Council, including inclusion & belonging curriculum
- Challenges the Sorority to strive to meet its DEI Commitment Statement through offering the lens of inclusion, belonging and equity, especially during National Council meetings
- Liaises with outside consultants in support of DEI objectives, including selecting and ensuring adherence to contract terms and deadlines
- Supports training & development teams' selection and collaboration with outside vendors
- Seeks Kappa Delta Foundation financial support of programming efforts

## Representation

- Co-chair of the DEI Advisory Committee
- Represents the National President upon request
- In National President's absence, chairs National Council meetings

## Communication

- Identifies integration points between DEI commitment statement and other strategic plan objectives and collaborates appropriately
- Collaborates with staff Director of Communications to ensure clear reflection of the collegiate member experience objectives and alignment with DEI commitment statement

## Time Commitment

- Approx. 45-60 hours monthly
- Initiates and responds to approx. 10-20 emails daily

## Travel (Job Specific)

- As requested by the National President
- Plans and leads an annual in-person meeting of DEI advisory committee at KDHQ, that spans approximately 48 hours in the fall or winter following NLT appointments



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## National Vice President-Membership

### Summary

The National Vice President- Membership (NVP-M) has two primary components. First, she leads the collegiate chapter recruitment and retention efforts, including marketing and sales initiatives to create interest in the sorority experience and Kappa Delta's distinctive brand; training of volunteer-led and staff-led recruitment and Continuous Open Bidding (COB) efforts; and collaborating with NVPC regarding member retention. This component includes monitoring membership data as it relates to extension, industry trends, membership intake (total/quota), retention, and chapter success. Second, 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.

### Skills and Abilities

- Data-informed, metric-focused, technology-informed approach to analyzing, delivering, and supporting Sorority's past and current membership performance, focusing on year-over-year improvement per chapter and industry-wide
- Ability to lead, scale, and mentor a high-performing volunteer membership team, including previous experience building and mentoring a volunteer team. Previous Kappa Delta manager experience a plus.
- Previous experience with project management, including collaborative skills needed to oversee staff and volunteer projects in a highly matrixed organization. Previous Kappa Delta project management and extension experience a plus.
- Deep understanding of NPC's release figure methodology (RFM) and prior experience with Campus Director, ICS and MyVote platforms
- Working knowledge of National Panhellenic Conference's Manual of Information and other policies applicable to membership and extension
- Genuine, charismatic, and respectful communicator who demonstrates exceptional presentation skills
- Relationship-focused connector who can identify and cultivate key relationships with volunteers and university stakeholders
- Highly effective collaborator who demonstrates a willingness to be agile in a changing environment for colleges, volunteers and sororities related to member recruitment/retention/extension and technology

### Strategic Plan Focus Areas

- Lead or co-lead on projects in these pillars:



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- Foundational Strength: maintain strong collegiate chapter revenue
- Collegiate Chapter Success: define and develop a holistic model of chapter success and growth during a period of contraction; propose budget, resources, structure and investment to achieve chapter growth and retention objectives; develop a chapter marketing and communication plan supporting recruitment and the value of membership

## Management

- Leads the strategic plan for growth of the organization
- Oversees extension efforts of the organization
- Oversees recruitment efforts of the organization
- Supervises work of Division CMSs, with dotted line supervision of those serving Division 19
- Supervises work of membership team managers
- Either the project manager or collaborates with volunteers and staff to develop and approve applications and other materials for extension opportunities to university Panhellenic Councils
- Either the project manager or collaborates with volunteers and staff to prepare extension presentation script, videos and handouts; selects presentation team including assigning speaking roles, and ensures alumnae and collegiate chapter members' attendance
- Either the project manager or collaborates with staff and volunteers on marketing for new chapter establishment public relations period and new chapter recruitment, including leading recruitment weekends through Bid Day
- Either the project manager or collaborates with volunteers and staff to organize logistics for new chapter recruitment, including providing specific direction to in-residence LDCs and recruitment team to ensure success
- 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
- Works with headquarters staff & consultants to collect data related to extension and membership
- Decision authority and partner with CMSs on resolution of recruitment issues
- Partners with NVPC regarding collegiate chapter sisterhood activities and retention efforts



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- Partners with collegiate experience staff and NVPC to ensure volunteer and staff visits support Sorority objectives, including recruitment planning and recruitment support while balancing fiscal and human resource limits
- Reviews and analyzes growth, contraction, and extension information by updating Kappa Delta competitive analysis chart annually to inform National Council on a quarterly basis of relevant data regarding market forces
- Reviews and analyzes membership information, focusing on market trends
- Provides data and analysis related to the Sorority's growth in relation to other National Panhellenic Conference groups
- Monitors and reports retention data pertaining to resignations and national probations
- Develop strategies for developing and high potential 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

## Representation

- Charismatic leader of Kappa Delta's membership recruitment efforts and extension opportunities to collegians, volunteers, universities, and industry stakeholders
- Influential communicator of Kappa Delta's brand to campuses interested in extension, and those campuses Kappa Delta desires to extend its footprint
- Inspiring leader of the recruitment, initiation, and installation of new chapters
- Represents Kappa Delta at New Chapter Recruitment Weekends and Installations
- Works with NVP-C, CPO and headquarters collegiate experience team 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

## Communication

- Identifies integration points between NVP-M projects and other National Council projects and collaborates appropriately
- 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



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- 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

## 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 (Job Specific)

- Collegiate chapter visits, specific chapter crisis visits, extension presentations, New Chapter Recruitment Weekends/Installations
- Lead and coordinate training, usually at KDHQ, for NLT recruitment team, usually 1 trip per year of 1-2 days
- Approx. 15-20 trips annually; must be able to travel frequently, often during weekdays and often with little prior notice



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## National Vice President-Collegians

### Summary

The National Vice President – Collegians (NVP-C) is responsible for developing strategy and vision regarding operations, accountability, expectation-setting, success, and recognition of collegiate chapters. The NVP-C meets regularly with the collegiate experience staff to ensure implementation of the strategic vision as it relates to new and established collegiate chapters following Bid Day; chapter advisory boards (CAB) training, development, and oversight; reviewing all operational policies and processes; philanthropy and community service initiatives; campus involvement expectations; chapter leadership progression; and harm reduction. NVP-C collaborates with NVP, who is the lead, on member education.

### Skills and Abilities

- Data-informed, metric-focused, technology-informed approach to analyzing, delivering and supporting collegiate chapter's operational success, including year-over-year improvement on a chapter basis
- Ability to lead, scale, and mentor a high-performing multi-generational volunteer team, including previous experience building and mentoring a multi-generational volunteer team. Previous Kappa Delta manager experience a plus.
- Previous experience with project management, including collaborative skills needed to oversee staff and volunteer projects in a highly matrixed organization. Previous Kappa Delta project management a plus.
- Deep understanding of Kappa Delta organization, structure, policy and trends in higher education student life
- Working knowledge of National Panhellenic Conference's Manual of Information and other policies applicable to collegiate operations
- Relationship-focused connector who can identify and cultivate key relationships with volunteers, staff and university stakeholders
- Positively manages personal interactions, including ability to influence, negotiate conflict resolution and promote collaboration, mentor team, provide feedback, motivate
- Highly effective collaborator who demonstrates a willingness to be agile in a changing environment for colleges, volunteers and sororities related to the collegiate member experience and technology

### Strategic Plan Focus Areas

- Lead or co-lead on projects in these pillars:
  - Foundational Strength: maintain strong collegiate chapter revenue



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- Inclusive Experiences: Develop program to strengthen and support local volunteer recruitment, development, and empowerment
- Collegiate Chapter Success: define and develop a holistic model of chapter success during a period of contraction; implement planned collegiate experience restructure

## Management

- Sets strategy for and refines Nautilus Chapter Development Program (NCDP) to guide chapter expectations and metrics
- Collaborates with staff training and development team to ensure comprehensive chapter advisor training and development for new and established chapters
- Collaborates with staff training and development team to ensure relevant and impactful new member program
- Partners with collegiate experience staff and NVPM to ensure volunteer and staff visits support Sorority objectives, including leadership development while balancing fiscal and human resource limits and collegiate chapter retention efforts
- Leads in partnership with NVPM collegiate chapter sisterhood activities and retention efforts
- Oversees development of evaluation methodology for awarding collegiate Convention recognition, including leading National Council's expectations on timeline, method and granting of Convention awards
- 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
- 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
- Decision authority and partner with DDs to resolve chapter, CAB, and chapter housing collective concerns and conflicts within scope of collegiate division
- Decision authority and partner with CAB-Specialists on resolution of CAB concerns and 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 and 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



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- 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 harm reduction policies to fit the needs of developing new chapters
- Partners with headquarters staff and CPO regarding university judicial proceedings
- With the support of Division Directors, monitors and manages collegiate volunteer work output and intervenes if output falls below effective levels
- With National President approval, appoints and oversees committees tasked to review and make recommendations for areas of chapter services
- Coordinates training and education of CABs, collegiate leaders, and members
- Assists headquarters staff in the planning and implementation of collegiate programming at national gatherings
- Works with Director of Collegiate Experience 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

## Representation

- Assists Director of Collegiate Experience with harm reduction 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)

## Communication

- Identifies integration points between NVP-C projects and other National Council projects and collaborates appropriately
- Participates in the maintenance of all guidebooks and companion guides used by collegiate chapters and CAB, which is about 20 books/guides
- Reviews and approves all behavioral national probation requests and the process surrounding such requests
- Communicates, in real time, often during business hours and at night, via email, phone calls, and conference calls regarding chapter situations
- Coordinates, reviews, and approves, with the DCE, during business hours, communications to chapters receiving sanctions by their respective universities



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- Ensures collegiate division teams collaborate and resolve multi-functional issues with periodic notice to National Council and respective division teams as appropriate to ensure cross-functional accountability
- Communicates with DCH at least monthly to define housing expectations and discuss progress for new chapters
- Communicates with CPO 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 month
- Responds to or delegates responses to approximately 50-100 emails daily

## Travel (Job Specific)

- Must be available to travel as requested, during the week and on weekends
- Collegiate chapter visits, specific chapter crisis visits, and, when appropriate, New Chapter Recruitment Weekends
- Lead and coordinate trainings, usually at KDHQ, for NLT travel, CAB-Specialist and Division Director teams and LDC training, usually 4 trips per year of 1-2 days
- Approx. 10-12 trips annually and occasionally with little prior notice



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## National Vice President-Alumnae

### Summary

The National Vice President – Alumnae (NVP-A) is the visionary and strategist regarding the alumnae governance, programming, affinity, and engagement. The NVP-A role has two primary components. First, the NVPA supervises all alumnae chapters, which have the essential role of electing a delegate to Convention to represent their geographic region to the Convention body; support local collegiate chapters; and provide in-person and virtual relationship-focused and service-focused experiences for their dues-paying membership. Second, the NVPA is the visionary and strategist for the Sorority’s affinity-building programming and experiences that support the Sorority’s multi-generational alumnae members nationwide, without regard for alumnae chapter membership.

### Skills and Abilities

- Highly effective collaborator who demonstrates a willingness to be agile in a changing environment for the emerging alumnae experience, including use of technology to engage all generations, with focus on sensitive periods to re-engage alumnae
- Data-informed, metric-focused, technology-informed approach to analyzing, delivering, and supporting alumnae engagement not only through tradition alumnae chapters but also through innovative and engaging experiences that build organization affinity
- Ability to lead, scale, and mentor a high-performing, multi-generational volunteer membership team, including previous experience building and mentoring a multi-generational volunteer team. Previous Kappa Delta manager experience a plus.
- Previous experience with project management, including collaborative skills needed to oversee staff and volunteer projects in a highly matrixed organization. Previous Kappa Delta project management a plus.
- Deep understanding of trends in multigenerational, volunteer-led organizations
- Fiscally minded creative thinker who demonstrates business acumen necessary to create an alumnae experience that produces a quantifiable return to the Sorority, including through increase in dues-paying alumnae and other alumnae revenue generating opportunities
- Genuine, authentic, and respectful communicator who demonstrates persuasive and relatable presentation skills
- Relationship-focused connector who can identify and cultivate key relationships with volunteers, Kappa Delta Foundation board and staff, and key alumnae stakeholders
- Working knowledge of National Panhellenic Conference’s alumnae panhellenic operations



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## Strategic Plan Focus Areas

- Lead or co-lead on projects in these pillars:
  - Foundational Strength: maintain strong alumnae chapter revenue
  - Inclusive Experiences: Develop program to strengthen and support local (alumnae) volunteer recruitment, development, and empowerment; strengthen and evolve sorority experience to provide differentiated and inclusive programming (alumnae); develop a learning-oriented culture
  - Organization Affinity: Re-envision the value proposition of leadership and personal development to extend and scale to all members across generations and audiences

## Management

- Supervises the work of the volunteer alumnae team, including alumnae chapter governance and operations
- Oversees the emerging development of virtual engagement opportunities for alumnae. Existing programs include LinkedIn KD Network and inclusion-focused Sisterhood Community Conversations
- Refines and ensures compliance with alumnae-chapter related policies and processes, including but not limited to sisterhood, community visibility, philanthropy, and collegiate chapter assistance.
- Responsible for the oversight of:
  - State Days
  - Division Days
  - Alumna Initiate process
  - Order of the Emerald and Order of the Pearl
  - Voluntary alumnae dues promotion
  - 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
  - Sisterhood Community Conversations program
  - KD Network via LinkedIn
- Sets strategy for and refines alumnae chapter expectations and metrics
- Oversees development of evaluation methodology for awarding alumnae Convention recognition, including leading National Council's expectations on timeline, method and granting of alumnae chapter and individual Convention awards



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- Supports and collaborates on programming for chapter anniversary celebrations and reunions
- Works with NVP-M to ensure alumnae support of collegiate membership recruitment efforts, including collaboration on membership recommendation form, development of processes and effective communication and expectation setting
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## Representation

- State Days, Divisions Days, Marjorie Rowles Stakes Award presentation

## Communication

- Works with headquarters staff to ensure that all content on Kappa Delta website pertaining to alumnae and alumnae life is accurate, relevant and engaging
- Identifies integration points between NVP-A projects and other National Council projects

## 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

- State Days, Divisions Days, Marjorie Rowles Stakes Award presentation
- Must be available to travel approximately 5-10 trips annually



# Kappa Delta

## National Vice President-Finance

### Summary

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 National President, Executive Director and Director of Finance in the areas of financial administration, business planning, budgeting, investment management and chapter housing.

### Skills and Abilities

- Broad experience in finance, accounting, budgeting, effective internal controls, and financial/management reporting
- Strong analytical skills and an ability to translate a strategic vision into a practical operational model that leads to a sustainable future for the Sorority
- Financial acumen to partner with ED, NP, staff, and outside consultants to ensure sound, ethical and legal financial management policies necessary and appropriate for an organization with net assets of about \$45M and insured real estate of \$190M (including properties owned by local housing entities).
- Deep understanding of operational implications of the Sorority's 501(c)(7) status, including operating parameters and interface with KDF, a 501(c)(3) entity
- Knowledge of real estate management and nonprofit corporate and membership association governance is a plus

### Strategic Plan Focus Areas

- Lead or co-lead on projects in these pillars:
  - Foundational Strength: Manage investment portfolio for period of projected contraction
  - Operational Excellence: Build a strong model of financial transparency

### Management

- Collaborates with the headquarters professional finance and outside consultants' team to deliver the Sorority budget, including planning, development and implementation of the budget
- Aligns with the strategic plan objectives and industry best practices with the Sorority budget
- Collaborates with the headquarters professional staff and outside consultants to ensure the Sorority adopts and maintains appropriate expenditure authority approvals



# Kappa Delta

- Manages finance related volunteers, including Chapter Accountant Specialists and related managers; and such other NLT members and volunteers as assigned by the National President
- In collaboration with the Director of Chapter Housing, delivers Nautilus Management budget, including planning, development and implementation of the NM budget that supports the overall housing objectives established by the Bylaws-designated standing committee, the Chapter Housing Committee
- Collaborates with Executive Director and NVPA on member income generating opportunities

## 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 President 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 Housing
- Interfaces with the Sorority's certified public accountant as appropriate

## Communication

- Advocates consideration of budget implication for all projects
- Conducts regularly scheduled CAS conference calls
- Leads collaboration with the Kappa Delta Foundation Treasurer, KDF IAC chair, and headquarters staff to maximize enterprise-wide 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 Sorority and KDF.

## Time Commitment

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

## Travel (Job Specific)

- In-person training for finance and housing team, as needed