**Title**: President

**General Purpose of Position**:The president shall provide strategic oversight for the sorority in tandem with other officers of the National Executive Board.

**Classification**: National Executive Board

**Selected By:** Election

**Level**: National

**Relationships to Other Jobs**:

Elected by: Convention Delegation

Accountable to: Convention Delegation

Support from: National Executive Board, Legal Advisor, Scholarship Trustees

Works with: National Administrator, Virtual Assistant, National Standards   
 Board, Nominating Committee

**Term of Service**: 2 years

## Time Commitment: 5 hrs/week on average, time required may intensify prior to and immediately following national meetings

**Required Qualifications**:

* Alumna of Omega Phi Alpha in good standing.
* A minimum of 10 years work or volunteer leadership experience, including managerial oversight.

**Preferred Knowledge/Abilities/Experiences**:

* Prior accountability for a budget of at least $50,000 is highly desired
* Ideal candidate will have experience creating partnerships, leading teams and developing strategies and action plans.

**Duties and Responsibilities**:

* Strategic Duties
  + Oversee strategic planning process and its implementation.
  + Stay current with trends related to service learning and collegiate involvement, identifying potential partnerships and opportunities to strengthen OPA’s purpose and mission.
  + Ensure that officers of the National Executive Board are fulfilling the expectations of their roles. Provide support, training and coaching as required for success.
  + Identify resources needed to achieve the strategic goals of the sorority and develop a plan for attainment.
* Administrative Duties
  + Preside at the national convention and meetings of the National Executive Board.
  + Ensure that the national budget is aligned with the strategic direction of the sorority.
  + Sign contracts in the name of Omega Phi Alpha after legal review.
  + Appoint chief of staff, legal advisor, scholarship trustees, financial review committee chair, nominating committee chair and other committees as required.
  + Ensure that national constitution and bylaws are observed.
  + Develop business agenda for national convention and ensure that nominating committee presents a slate of officers at national convention.
  + Serve as sorority’s official spokesperson in tandem with VP Communications.

**Convention / NEB meetings / District Summits attendance required?** Yes/Yes/No