**Title**: Vice President of Programs

**General Purpose of Position**:The Vice President of Programs shall oversee the service, leadership and sisterhood programs of the sorority.

**Classification**: National Executive Board

**Selected By:** Election

**Level**: National

**Relationships to Other Jobs**:

Elected by: Convention Delegation

Accountable to: National Executive Board

Support from: National Executive Board

Works with: Cardinal Principles Director, Events Coordinator, Awards Chair, and VP of Communications team

**Term of Service**: 2 years

## Time Commitment: 3 to 5 hrs/more at deadline times

**Required Qualifications**:

* An alumna sister in good standing.
* 3 years of professional, OPA or nonprofit experience in managing people.

**Preferred Knowledge/Abilities/Experiences**:

* Education or curriculum experience
* Educational leadership experience

**Duties and Responsibilities**:

* Oversee the Cardinal Principles Director
	+ Ensure team is implementing programs that serve the needs of the sisterhood.
* Manage the Awards Chair
	+ Ensure the Awards Chair fairly distributes OPA awards.
	+ Ensure the awards program is spotlighting the best efforts of OPA members and chapters.
* Supervise the National Events Coordinator and ensure National Convention and District Summits are on budget, informative and accessible to members.

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