

## Position Description—National President

**Title:** National President

**General Purpose:**

The president shall provide strategic oversight for the sorority in tandem with other officers of the National Board of Directors.

**Classification:** National Board of Directors

**Selected By:** Election

**Level:** National

**Relationships to Other Positions:**

Appointed by: Convention Delegation

Accountable to: Convention Delegation

Support from: National Board of Directors, Legal Advisors, Foundation Board, Executive Director

Works with: National Board of Directors, Executive Director, Virtual Assistant, Foundation Board, Nominating Committee

**Term of Service:** Two Years

**Time Commitment:** 5-10/hrs a week on average, time required may intensify prior to and immediately following national meetings

**Required Qualifications:**

- Lifetime member of Omega Phi Alpha in good standing with alum status
- A minimum of 8-10 years work or volunteer leadership experience, including managerial oversight
- Previous national leadership role in Omega Phi Alpha

**Knowledge/Abilities/Experience:**

- 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 Board of Directors 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 Board of Directors
  - 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 legal advisor, financial review committee chair, nominating committee chair and other committees as required
- Ensure that national constitution and bylaws are observed
- Ensure the national convention business agenda is developed, and a slate of officers is presented
- Serve as the sorority's official spokesperson in tandem with VP Communications
- Serve as the sorority's representative on the OPA Foundation Board of Directors
- Serve as immediate supervisor of the Managing Director

**Convention/BOD meetings/District Summits attendance required?** Yes/Yes/Preferred