

Position Description—Vice President of Programs

Title: Vice President of Programs

General Purpose: The Vice President of Programs provides strategic oversight of the sorority with a focus on the service, leadership, and sisterhood programs.

Classification: Elected

Level: National

Relationships to Other Positions:

Elected by: Convention Delegation

Accountable to: National Delegation, National Board of Directors

Support from: National Board of Directors, appointees, and staff

Works with: National Board of Directors, appointees, and staff

Term of Service: 2 years

Time Commitment: 3 to 5 hours per week

Required Qualifications:

- An alumna member in good standing
- 5 years of professional, OPA, or nonprofit experience in managing people/projects/programs
- Excellent communication skills via electronic communication

Preferred Knowledge/Abilities/Experience:

- Organizational training, leadership development or educational programming and curriculum
- Leading or governing membership-based organizations
- Strategic oversight of conventions or other types of membership-based events

Duties and Responsibilities

- Critically review programming information and projections to enable the development and successful implementation of strategic planning for the sorority
- Research and stay up to date on trends and best practices related to training and development, leadership and service learning.
- Research trends, partnerships and best practices related to non-profit event content and delivery, making recommendations to enhance district and national events accordingly
- Offer recommendations to enhance service and cardinal principles programs in consultation with operational team

Convention/Mid-year/District Summit attendance required? Yes/Yes/No