

## Position Description—Vice President of Lifetime Membership

**Title:** Vice President of Lifetime Membership

**General Purpose:** The Vice President of Lifetime Membership provides strategic oversight of the sorority by focusing on all aspects of sorority membership, from recruitment of new collegiate members and colonies through alumnae membership.

**Classification:** Elected

**Level:** National

### Relationships to Other Positions:

Elected by:	Convention Delegation
Accountable to:	National Delegation, National Executive Board
Support from:	National Executive Board, appointees, and staff
Works with:	National Executive Board, appointees, and staff

**Term of Service:** 2 years

**Time Commitment:** 3-5 hrs. per week

### Required Qualifications:

- Lifetime member with alumna status in good standing
- 5 years professional, OPA, or nonprofit experience with managing people
- Excellent communication skills via electronic communication

### Preferred Knowledge/Abilities/Experience:

- Experience working with universities, service member organizations, or other national organizations in more than one membership management category (member recruitment, alumnae retention, or organizational expansion)
- Demonstrated experience developing recruitment strategies or organizational growth

### Duties and Responsibilities

- Research and stay up to date on trends and best practices with Greek Letter, service membership organizations, and higher education
- Critically review membership information to inform the strategic plan of the sorority
- Advise the National Executive Board on long-term membership issues and opportunities
- Evaluate the membership program's success against established criteria and make recommendations based on that information
- Stay up to date on trends in member engagement and retention strategies

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