



# ALPHA PSI LAMBDA

NATIONAL, INC.  EST. 1985

## National Executive Board (NEB) - Position Descriptions

### Eligibility Requirements

- Hold at least a Bachelor's degree
- Be an Alumni member in good standing with all Fraternity entities
- Be an Alumni for at least one year prior to taking office
- The National President and Executive Vice President candidates must have at least two years of NEB experience within the last 10 years prior to taking office

### Term of Office

- Two year terms (July 1 Year One – June 30 Year Two)
- Officers appointed to fill a vacancy will serve out the remainder of the term

### Elections/Appointments

- All officers are elected at the National House of Delegates (NHOD)
- Elections are rotated each year
  - Odd calendar years: Executive Vice President, Vice President of Finance, Vice President of Undergraduate Affairs and Vice President of Marketing
  - Even calendar years: National President, Vice President of Administration, Vice President of Standards and Policy, Vice President of Expansion and Vice President of Alumni Affairs
- Vacancies will be appointed by the National Executive Board

### Officer Expectations

- Pay annual dues (\$60) - Lifetime members will be waived from paying Volunteer Dues
- Attend at least one 90 minute meetings per month via conference call
- Attend 1 - 2 in person retreats annually
- Must access email 3-5 times per week
- Respond to all emails within 2 business days
- Provide written reports 48 hours prior to each NEB meeting
- Review meeting agenda prior to the meeting and come prepared with questions, comments or feedback
- Uphold and enforce the Fraternity's policies and procedures
- Adhere to the Member Code of Conduct
- Work professionally with other members of the NEB
- Support the decisions made by the NEB
- Attend National House of Delegates annually in June (funding provided)

### National President

Hours per week: 10 to 20

- Spokesperson for the Fraternity
- Manage 8 National Officers
- Provide assistance, coaching and direction to ensure tasks are completed
- Coordinate at least one National Officer retreat annually



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- Chair all National Board meetings
- Serve as the NALFO representative and attend two NALFO business meetings per year
- Meet with University Officials, local authorities, or the Insurance Company when an incident has occurred
- Serve as an ex-officio member of the National Foundation of Alpha Psi Lambda
- Serve as overall expert resource to the Fraternity, familiar with all policies and Constitution

## **Executive Vice President**

Hours per week: 5 to 10

- Manage recruitment and staffing of National Office volunteer positions
- Oversee National Membership Development programs and initiatives
- Oversee the National Committee consisting of 5 to 7 directors
- Coordinate and plan the National House of Delegates and Fraternity Conferences
- Shall assist the National President with his/her duties and take over in the National President's absence

## **Vice President of Finance**

Hours per week: 2 to 5

- Prepare and maintain all financial documents including financial statements
- Create annual budget
- File State and Federal taxes and correspond with the IRS
- Manage all National Office funds (depositing checks, maintaining the books, etc.)
- Distribute quarterly reports to the NEB, Chapters and National Alumni Association
- Review and make recommendations to the National Executive Board regarding changes in dues amounts and structure
- Serve as a resource to Chapters for financial matters
- Maintain documentation necessary for 501c7 status

## **Vice President of Administration**

Hours per week: 4 to 8

- Prepare agendas 72 hours prior to each NEB meeting, compiling officer reports and business items
- Schedule NEB conference calls
- Compile NEB meeting minutes and distribute
- Create NEB meeting note summary and distribute to the Fraternity membership
- Maintain Fraternity E-Lists and website registrations
- Prepare and distribute NHOD delegate materials and NHOD minutes
- Update the Governing Documents annually based on changes from the National House of Delegates
- Update the Fraternity roster two times per year
- Maintain a list of the lines that have crossed
- Review and track all paperwork submitted by Chapters; follow up on missing items; send reminders for deadlines

## **Vice President of Standards & Policy**

Hours per week: 5 to 10

- Interact with the Insurance Company, including requesting certificates of insurance as needed for Chapter events and providing statistical information for insurance quotes
- Promote the education of Risk Management through training, memos, distribution of articles and newsletters (Risk Management includes topics such as Alcohol/Drugs, Hazing, Sexual Harassment/Assault)
- Coordinate investigations conducted by the National Office or Standards Board
- Provide oversight of the Standards Board including coordinating activities, review of proposed updates to the IC manual, and training for the IC members
- Maintain all Risk Management related documentation including the Risk Management Policy, forms, reference



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materials, etc.

- Approve corrective action issued by Regional Boards for Chapter operational issues and minor policy violations

## **Vice President of Expansion**

Hours per week: 5 to 10

- Research and pursue expansion opportunities
- Identify and select Expansion Committee candidates with the approval of the NEB
- Appoint the AME for each Expansion Committee with approval of the NEB; ensure the AME attends the necessary training prior to the start of the charter
- Conduct Expansion Committee kickoff and training meetings to prepare committee for charters
- Coordinate collection of all paperwork and requirements for the interest group prior to chartering
- Meet with University administration to confirm expansion process and seek approval
- Conduct presentations to the University administration as needed to gain expansion approval
- Oversee all expansion/recolonizations to ensure they adhere to policy and follow the Fraternity Membership Intake Process
- Coordinate recruitment efforts at Universities/Colleges targeted for expansion
- Prepare the expansion packet for the NEB to vote on
- Maintain overall expansion tracker of potential expansion opportunities

## **Vice President of Alumni Affairs**

Hours per week: 2 to 5

- Responsible for promoting programs and activities to engage and inform alumni
- Oversee the Active Alumni Membership including activities related to the establishment of new Alumni Clubs
- Coordinate Alumni programs, networking events and social activities
- Provide the NEB with insight and feedback from the alumni perspective

## **Vice President of Collegiate Affairs**

Hours per week: 5 to 10

- Oversee and advise Regional Directors, Chapter Directors
- Provide training and resources to Regional Directors, Chapter Directors
- Conduct monthly meetings with the Regional Directors, Chapter Directors
- Support Regional Directors, Chapter Directors by answering questions, providing coaching and addressing concerns
- Conduct Chapter visits

## **Vice President of Marketing**

Hours per week: 2 to 5

- Prepare and distribute Fraternity press releases and social media posts
- Provide oversight of Fraternity social media and marketing materials
- Maintain and enforce Fraternity branding and marketing standards