



# ALPHA PSI LAMBDA

NATIONAL, INC.  EST. 1985

## Regional Boards - Position Descriptions

### Eligibility Requirements

- Hold at least a Bachelor's degree
- Be an alumni member in good standing with all Fraternity entities

### Term of Office

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

### Appointments

- All positions are appointed by the Executive Vice President
- Active chapters must approve Chapter Director appointments

### Officer Expectations

- Pay annual dues (\$60) - Note Lifetime members will be waived from paying National Office Volunteer Dues
- Attend one meeting per month via conference call
- Must access email 3-5 times per week
- Respond to all emails within 2 business days
- Uphold and enforce the Fraternity's policies and procedures
- Adhere to the Member Code of Conduct

### Regional Director

Hours per week: 5 to 10

- Oversee the Chapter Directors and chapters in the region and provide coaching and assistance when needed
- Assist in following up with incidents and concerns in the region
- Visit each chapter in the region at least once per year to assess the status of the chapter and provide recommendations (virtually or in person)
- Provide status on the region to the Vice President of Collegiate Affairs

### Chapter Director

Hours per week: 4 to 6

- Assist and advise the Chapter/Affiliate Chapter
- Attend monthly virtual chapter director meetings
- Provide monthly reports
- Act as a liaison between the National Office and the chapter
- Communicate with the chapter two to three times per month
- Provide coaching and mentoring to the chapter leadership
- Review weekly chapter minutes, direct questions and comments to the Chapter Executive Board
- Attend 1 chapter meeting per term in person or virtually within the first 6 weeks of the term
- Attend 1 Chapter Executive Board Meeting in person or virtually once per term