



## **REGIONAL VICE PRESIDENT VOLUNTEER JOB DESCRIPTION**

The Regional Vice President is an appointed national officer serving as the chief volunteer liaison of a region. He is appointed by and responsible to the Chief Executive Officer or Headquarters Staff Designate. The chapters of Sigma Tau Gamma are organized into five separate regions. Each region is comprised of two to three districts. Each region is led by an appointed Regional Vice President, who serves as the chief volunteer liaison for their specific region. The Regional Vice President will be responsible for communicating with their District Directors to understand the needs of their chapters. They will then in turn be responsible for reporting such information to the Chief Executive officer of The Headquarters Staff Delegate.

### **Qualifications**

- Alumni Member of the Fraternity in Good Standing
- Graduate of an accredited college or university with a bachelor's degree
- Access to regular communication by E-mail and telephone
- Competency in written, verbal, organizational and interpersonal skills
- Knowledge of Fraternity Governance, Policies, Rituals and Programs
- Signed agreement to uphold the Constitution, Laws and Policies of Sigma Tau Gamma Fraternity

### **Expectations**

- Establish, build, and maintain relationships with fellow regional officers and region chapters to enhance and sustain the fraternal objectives of Sigma Tau Gamma as set by the Chief Executive Officer and further defined by the Organization's Strategic Plan, Constitution, Laws, and Policies
- Maintain knowledge of current Fraternity policies and programs
- Commit one to two hours monthly to interact with all region chapter presidents through phone or email conversations
- Lead semimonthly hour-long conference calls with the district directors to discuss chapter developments and needs
- Visit each region chapter as needed to reinforce the Goals and Values of Sigma Tau Gamma
- Identify, recruit, and train District Directors with the assistance of the Headquarters Staff
- Complete an annual plan of service to Region chapters with the District Directors
- Assist with the management of District Director, including:
  - o Identification, recruitment and training of chapter advisors
  - o Monthly telephone / E-mail contact with chapter presidents
  - o Support for the chapter's responsible financial management, Dynamic Recruitment and Summer Recruitment, compliance with Risk Management Policy, and implementation of campus involvement and programming
- Attend the annual Earl A. Webb Academy of Principled Leaders and annual summer conference (i.e. Grand Chapter or Strategic Leadership Conference)
- Participate in meetings, committees, and projects with fellow Regional Vice Presidents
- Communicate ideas, issues and state of affairs to Chief Executive Officer and Board of Directors
- Encourage regional alumni to volunteer for the fraternity as chapter advisors, alumni association officers and district directors