

- POSITION:** Fraternity Vice President (V)
- TERMS:** Two-year term with no more than three terms
- QUALIFICATIONS:** The Fraternity Vice Presidents shall be alumna members in good standing of the Fraternity who have served the Fraternity within 10 years prior to election as a member of Fraternity Council, Regional or Province Director, District Director, Content Director, Content Specialist, chairman or member of a Fraternity standing or special committee, Fraternity Council Assistant, Field Representative, or member of the Foundation Board of Trustees.
- REPORTS TO:** Fraternity President (V)
- STAFF PARTNER:** Fraternity Executive Director (S)
- KEY COLLABORATORS:** Members of the Board of Trustees (V), Chief Panhellenic Officer (V), Content Directors (V), Director of Alumnae Experience (S), Director of Business and Operations (S), Director of Chapter Services (S), Director of Education and Training (S), Director of Finance (S), Director of Housing (S), Director of Human Resources (S), Director of Information Technology (S), District Directors (V), Foundation Executive Director (S), Fraternity Housing Corporation President (V), Fraternity Treasurer (V), Fraternity Vice Presidents (V), Senior Director of Marketing and Communications (S), special committee chairmen (V), and standing committee chairmen (V)
- OVERVIEW:** The Fraternity Vice Presidents help manage the business, finances and property of the Fraternity. The Vice Presidents, as members of Fraternity Council, interpret the Fraternity *Bylaws* and *Standing Rules* between General Conventions.
- TIME COMMITMENT:** 25–30 hours per week
- RESPONSIBILITIES:** Provide vision and direction to Fraternity volunteers and Kappa Headquarters staff.
- Address the needs of the Fraternity and its members. Serve as a visionary guidepost of the organization, maintain a strategic perspective, and continuously anticipate future trends and needs.
- Assume fiduciary responsibility for the Fraternity and the Kappa Kappa Gamma Foundation.

Collaborate with members of Fraternity Council and Kappa Headquarters staff to successfully execute Fraternity initiatives.

Approve qualified volunteers for appointments to the positions of standing and special committee chairmen and other appointed positions, including assistant positions.

Conduct a biennial review of the Fraternity Position Statements.

Contribute to the research, development and execution of a strategic plan.

Maintain focus on the trends, needs and possibilities for our collegiate and alumna membership.

Oversee the selection of the Alumnae Achievement Award recipients.

Speak to chapter and alumnae associations (as requested).

Provide supervision and support to assigned District Directors, Content Directors, and standing and special committee chairmen, including feedback on their performance in their roles, recommendations for improvement, conflict resolution between members of Fraternity Council, and, in collaboration with the Fraternity Executive Director, removal of Official Family members behaving inappropriately or failing to fulfill the duties of their role.

Other duties as requested.

Collaborate with the Foundation Board of Trustees and the Foundation staff to successfully execute Foundation initiatives.

Review the Fraternity budget monthly.

Champion chapter and association membership growth opportunities to address the Fraternity's budgetary goals.

Complete all reports as assigned, including the Fraternity and Foundation midyear and year-end reports.

Complete chapter and alumnae association visit reports (if necessary).

## TRAVEL:

## Required to attend:

- Fraternity Council meetings in January, June and August or as agreed upon.
- Fraternity Council conference calls each month and as necessary.
- Convention during even years.
- Fraternity Leadership Institute during odd years.
- Kappa Leadership Conferences during odd years.

## As needed:

- Training school for Leadership Consultants.
- Midyear chapter evaluations meeting in January.
- Year-end chapter evaluations meeting in May.
- Association of Fraternity/Sorority Advisors (AFA) meeting in early December.
- Convention site visit during odd years.
- *The Key* Editorial Board meeting in the fall.
- Chapter and alumnae association visits.

## PERSONAL BENEFITS:

Personal and professional growth in organizational and crisis management, interpersonal relationships, team building, and strategic planning.

Opportunities to build relationships and work with Kappa Headquarters staff, officers, volunteers, collegians and alumnae in varied settings and situations. Opportunities for building close friendships, participating in mentor/mentee relationships, and representing the Fraternity.

Expenses associated with Fraternity-required travel is paid by the Fraternity.

## COMPETENCIES:

Business Acumen  
Change Management  
Courage  
Decision-Making  
Inspiration  
Trust  
Vision

For a detailed list of competencies, please refer to the Position-Level Competency Model.