

# SIGMA KAPPA

## NATIONAL COUNCIL ORGANIZATIONAL CHART



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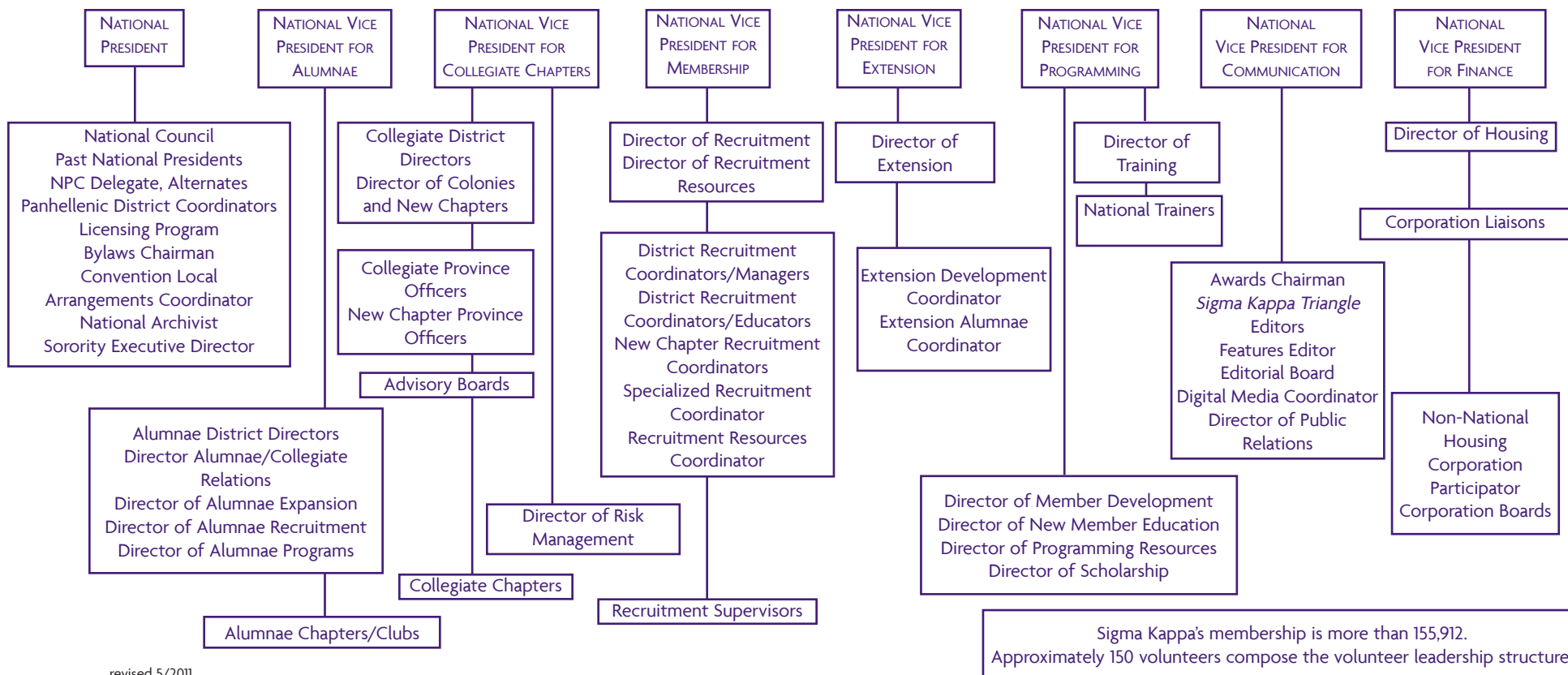
JENNIFER RAINEY



ANDI SLIGH



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# SIGMA KAPPA

## NATIONAL COUNCIL AREAS OF RESPONSIBILITY

### National President

- Chief executive officer/official representative
- Presides over convention and council meetings
- Appoints standing or special committees
- Serves as an ex-officio member of all committees except nominating committee
- Attends NPC and other conferences
- Serves as a Sigma Kappa Foundation Trustee
- Ensures the preservation of the ritual and archival materials
- Chairman of archives committee

### National Vice President for Alumnae

- In charge of all matters pertaining to the promotion, organization, and general welfare of alumnae membership
- Supervises all alumnae national officers
- Directs the Recruitment Introduction program
- Coordinates alumnae/collegiate relations
- Oversees alumnae recruitment and extension programs
- Supervises **Virtual Violet**
- Ensures quality alumnae programming
- Serves as a Sigma Kappa Foundation Trustee
- Performs the duties of the President in her absence or at her request

### National Vice President for Collegiate Chapters

- In charge of all matters concerning the conduct and functioning of the collegiate chapters
- Supervises national officers working with collegiate chapters
- Directs the Standards of Excellence program
- Administers national policy pertaining to collegiate chapters
- Communicates with the collegiate services manager regarding field consultant requests

### National Vice President for Membership

- Responsible for all matters pertaining to recruitment and functioning of the collegiate chapters
- Coordinates recruitment workshops
- Develops recruitment plans for collegiate chapters
- Communicates with the collegiate services manager regarding field consultant requests

### National Vice President for Extension

- Oversees the planning, promotion and organization of all matters pertaining to collegiate chapter extension
- Responsible for the extension process of colonies including the cultivation, presentation, colonization and installations
- Supervises the work of the field officers responsible for collegiate extension

### National Vice President for Programming

- Develops and implements educational and social programming for collegiate and alumnae chapters
- Coordinates revisions for handbooks and other resources
- Revises the Promise program resources for collegians and alumnae
- Plans programming for COTS and convention
- Responsible for all educational training and national training program
- Coordinates Collegiate Officer's Academy<sup>®</sup> and Advisor's Academy<sup>®</sup>

### National Vice President for Communication

- Responsible for accurate records of the proceedings of convention
- Provides detailed minutes of national council meetings
- Responsible for all correspondence and volunteer appointments
- Sends and tabulates motions
- Works with the editors to produce the **Sigma Kappa Triangle**
- Supervises the awards process
- Coordinates annual supplies, **National Policy Handbook** revisions

### National Vice President for Finance

- Responsible for financial management of the national organization
- Prepares annual budget for national council approval
- Serves as a Sigma Kappa Foundation Trustee
- Serves as a National Housing Corporation Director
- Supervises corporation liaisons for non-National Housing Corporation participator corporation boards
- Chairman of the investment committee