**Vacancy Announcement**

**TITLE:** Director of Membership **OPENING DATE:** March 1, 2019

**DEPARTMENT:** National Board of Directors **CLOSING DATE:** May 26, 2019

**Reports to:** Executive Director

**Tour of Duty:** Less than part-time, required 5 hours per week (1 of those hours. dedicated to office hours for Chapter Dir. Vice President, National: Dir. expansion, Dir. Operations, Dir. Philanthropy, and Dir. Risk Management and 1hr utilized for monthly NBD meetings).

**POSITION PURPOSE AND SUMMARY**

The Director of Membership services as the Chief Justice of the Lambda Phi Xi. In the absence of the Executive Director, assume all of her duties and preside over official National Board of Director meetings. The incumbent for this position performs a wide variety of duties that support the work of the National Board of Directors. Duties are performed under moderate supervision following established procedures and deadlines. The incumbent may perform other duties as assigned by the Executive Director who is the immediate supervisor. The Director of Membership must also preserve the confidentiality of the sorority and member information. The incumbent may perform other duties as assigned by the Executive Director who is the immediate supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Work in conjunction with the Executive Director;
2. Oversee meetings when the Executive Director is absent;
3. Be responsible for organizing national meetings;
4. Help chapter Vice President and Affiliate Directors deal with chapter related issues;
5. Host a video conference with all chapter Vice Presidents, Directors of Academic Excellence, and Directors of Activities once a month;
6. Replace the Executive Director in the event of a vacancy;
7. Not hold office for more than 4 consecutive terms unless determined otherwise by the NBD;
8. Be present at all NBD meetings;
9. Be an official representative of Lambda Phi Xi Collegiate members;
10. Coordinate the national election process for the NBD;
11. Assist the Executive Director in officer transitions and training;
12. Assist in disaffiliation and aid in the administration of Alumnae and Collegiate Recruitment;
13. Oversee and train National Directors of Expansion, Operations, Philanthropy, and Risk Management
14. Check and respond to emails at least weekly;
15. Establish and oversee the Chapter Affairs Committee
16. Travel, if required, to assist at conferences and conventions;
17. Proficiency in Microsoft Office Suite, Google Products, Godaddy products.
18. Perform other duties as assigned by Executive Director.

**REQUIRED QUALIFICATIONS:**

1. Must be a member of Lambda Phi Xi for at least one (1) year before running for office
2. Bachelor’s Degree (Per Executive Director discretion – Sorors in their last semester can apply but must provide proof of expected graduation date)
3. Time and commitment available to dedicate to the sisterhood
4. Must not hold office for more than four (4) terms, this includes terms that are not consecutive
5. Ability to initiate and implement projects that reflect Lambda Phi Xi’s values
6. Ability to quickly acquire and use knowledge of departmental program structure (mission, goals and objectives) and department policies and procedures and the internal operations of the organization
7. Ability to communicate and work effectively with board members and members of the organization at all levels
8. Ability to research and organize data
9. Experience handling multiple interruptions and adjustments to priorities
10. Experience handling multiple tasks and meet required deadlines
11. Ability to handle routine situations and refer calmly and quickly to things of a complex or emergency nature
12. Ability to maintain strict confidentiality
13. Ability to follow instructions, pay close attention to detail and work under moderate supervision
14. Ability to work effectively with a high degree of flexibility, initiative and self-motivation
15. Responsible, reliable and able to work with minimal supervision

**Before applying, please visit our website at** [**https://www.lambdaphixi.org/**](https://www.lambdaphixi.org/) **to familiarize yourself with our purpose and vision.**

**Submissions that do not include all of the requested information will not be considered.**

**Email to: Nationalexecutive.lambdaphixi@gmail.com**