



# ALPHA PSI LAMBDA

NATIONAL, INC.  EST. 1985

## National Committee Position Information

### 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 National Executive Board

### 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

### Director of Training and Development

Hours per week: 2 to 5

- Manages the Fraternity's Member Training and Development program
- Oversees training for Affiliate Chapters
- Supports Fraternity conferences and chapter retreats.
- Engages and oversees a committee to assist in these efforts

### National Parliamentarian

Hours per week: 1 to 2

- Provides training and guidance on Robert's Rules to chapters, affiliate chapters and the National Office
- Serves as NHOD moderator, or if necessary, provides training to the NHOD moderator

### National Historian

Hours per week: 1 to 3

- Receives, collects and preserves materials pertaining to the Fraternity history, including founding information, important events, marketing materials and chapter milestones
- Works with each Historian to ensure chapter history is maintained and the necessary information is added to the overall Fraternity history when appropriate



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## **Director of Civic Engagement**

Hours per week: 3 to 5

- Provides strategic insight and guidance to the operations of Alpha Psi Lambda National, Inc. and its entities to fulfill our mission and purposes as related to outreach, advocacy, community service and civic engagement
- Identifies incidents and events that may warrant a response, either written or action, from the National Executive Board, and assist in drafting statements on behalf of the NEB
- Facilitates workshops, in person and/or digital, and provide resources on topics related to outreach, advocacy and civic engagement
- Engages and oversees a committee to assist these efforts

## **Director of Inclusion**

Hours per week: 3 to 5

- Creates and implements programming and education to increase awareness and support for underrepresented groups
- Works with chapters to develop initiatives that promote inclusion in our groups and on their respective campuses