



# 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 Executive Vice President
- Active chapters must approve chapter director appointments

#### 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 Academics

Hours per week: 2 to 5

- Manage the national academic plan and work with chapters to implement the plan
- Oversee grades and academic progress of Members and Associate Members
- Work with chapters as needed to set academic goals and actions
- Coordinate the national scholarship application process and selects the scholarship winner
- Disseminate information related to academic progress, scholarships, post-graduate studies, etc.

#### Director of Philanthropy

Hours per week: 2 to 5

- Promote and oversee all efforts related to the National Philanthropy.
- Serve as the point person for all community service initiatives for the fraternity
- Review documentation submitted by chapters and ensures activities are being tracked
- Disseminate information about opportunities and ideas related to community service
- Maintain the philanthropy manual, community service forms, and other related documentation
- Enforce community service and national philanthropy requirements for all chapters

#### Director of Training and Development

Hours per week: 2 to 5

- Support fraternity conferences and chapter/colony retreats through collaboration with Executive Vice President.
- Manage the fraternity's Member Training and Development program.
- Coordinates with resources to create presentations and reference documents.

#### Director of Membership Intake

Hours per week: 4 to 8

- Assists chapters/colonies in the proper execution of the membership intake process.
- Maintains fraternity documentation related to membership intake.
- Host training sessions and roundtables with Associate Member Educators
- Answers questions and provides direction to Associate Member Educators to ensure the process is conducted correctly.



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## **Director of Recruitment**

Hours per week: 2 to 5

- Directs and assists chapters in the development and execution of recruitment plans for membership growth.
- Provides guidance and support to chapters/colonies and interest groups through training, educational resources and coaching.
- Hosts Recruitment Roundtable and Training sessions.

## **Director of Re-colonization**

Hours per week: 4 to 8

- Coordinates re-colonization efforts with University administration and Greek Councils.
- Develops and implement recruitment plans for dormant chapters.
- Maintains social media and list of interested students for each University.
- Works with interested students to prepare the group for re-colonization.

## **National Parliamentarian**

Hours per week: 1 to 2

- Understands Robert's Rules.
- Provides training and guidance on Robert's Rules to chapters, colonies 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

- Receive, collect and preserve materials pertaining to the fraternity history, including founding information, important events, marketing materials and chapter milestones.
- Work with each historian to ensure chapter history is maintained and the necessary information is added to the overall fraternity history when appropriate.

## **Director of Civic Engagement**

Hours per week: 3 to 5

- Provide 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, and civic engagement.
- Identify 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.
- Facilitate workshops, in person and/or digital, and provide resources on topics related to outreach, advocacy and civic engagement.

## **Director of Colony Development**

Hours per week: 3 to 5

- Complete new colony training.
- Establish bylaws, bank account, university recognition and other procedures necessary for Fraternity operations.
- Provide oversight to the colony committees.