

POSITION: Fraternity President (V)

RESPONSIBILITIES: The Fraternity President guides the Fraternity Council and acts for the Fraternity in the interim between General Conventions. The Fraternity Council manages the business, finances and property of the Fraternity. The Fraternity President, along with members of the Fraternity Council, interprets the Fraternity *Bylaws* and *Standing Rules* between General Conventions.

The main responsibilities of the Fraternity President are to:

- Preside at all meetings of the Fraternity and of the Fraternity Council.
- Supervise the general affairs of the Fraternity.
- Interpret policies of the Fraternity.
- Act as liaison officer between the Fraternity and colleges and universities.

DUTIES:

Fraternity Council

25 percent

Address the needs of the Fraternity and its members.
Serve as a visionary guidepost of Kappa Kappa Gamma, provide the broadest view of a situation from multiple perspectives, maintain a strategic perspective and continuously anticipate future trends and consequences accurately.
Assume fiduciary responsibility for the Fraternity.
Collaborate with the members of the Fraternity Council and the Fraternity Headquarters staff to successfully execute Fraternity initiatives.
Oversee the appointments of qualified volunteers for Official Family positions, including the election of the trustees to the Kappa Kappa Gamma Foundation's Board of Trustees.
Serve as a member <i>ex officio</i> of all committees, with the exception of the Nominating Committee.
Call all general and special meetings of the Fraternity Council.
Sign official documents authorized by the Fraternity Council.
Preside at the installation of new chapters.

Management (as President)

35 percent

Assume full responsibility and accountability for the Fraternity.
Oversee the research, development and execution of a strategic plan, taking into consideration future trends, needs and possibilities for our membership and fiscal stability.
Communicate regularly with the Executive Director.

Serve on the Kappa Kappa Gamma Foundation Board of Trustees.
Speak to chapter and alumnae associations, as requested.
Issue the written chapter notice regarding Council Action per the Fraternity <i>Standing Rules</i> .
Oversee Panhellenic issues that are of international or national scope on campuses where Kappa holds the Panhellenic presidency.
Partner with the Bylaws Chairman on suggested revisions to the Fraternity <i>Bylaws</i> and <i>Standing Rules</i> .
Oversee the annual review of the Fraternity <i>Policies</i> .
Collaborate with the Convention Chairman on the planning of General Convention.
Prepare the Biennial Report for presentation at the General Convention.
Prepare and provide the President's message for publication in <i>The Key</i> , as requested.
Progress the organization toward completion of the goals and objectives outlined within the Fraternity and Foundation Strategic Plan.
Consult with professionals hired by the Fraternity, such as attorneys, insurers, accountants, etc.
Plan and lead a minimum of three Council meetings per year.
Plan and lead monthly Council conference calls or as needed.
Oversee the extension application process to include: participation in Kappa's campus presentations when available and call for the vote to accept an invitation to colonize, if invited, per the Fraternity <i>Bylaws</i> .

Foundation Trustee

10 percent

Collaborate with the Foundation Board of Trustees and the Foundation staff to successfully execute Foundation initiatives.
Assume fiduciary responsibility for the Foundation.

Fiscal

10 percent

Review Fraternity budget monthly.
Oversee committee budgets of the Bylaws Chairman, Extension Chairman, General Convention Chairman, History and Ritual Budget, National Panhellenic Conference Delegate and Sesquicentennial Chairman.

Reports

10 percent

Issue all reports including the Fraternity and Foundation mid-year, annual and biennial reports.
Review report results and recommendations.
Complete chapter and alumnae association visiting reports, if necessary.

Travel

10 percent

<p>Required to attend:</p> <ul style="list-style-type: none"> • Council meetings in January, June and August or as agreed upon. • Council conference calls held monthly and as necessary. • Finance Committee annual meeting and quarterly investment calls. • National Panhellenic Conference meetings, a minimum of two per year. • Convention in the even years. • Associate Council Seminar in the odd years. • Regional Leadership Conferences in the odd years. • Chapter Installations. • Convention site visit in the odd years. • Foundation Board of Trustees meetings. • Foundation Board of Trustees conference calls held monthly and as necessary.
<p>Optional, as needed to attend:</p> <ul style="list-style-type: none"> • Extension meetings and presentations. • Leadership Academy in mid-September. • Association of Fraternal Advisors, AFA, meeting in early December. • The Foundation Seminar, third week in August, as assigned. • Development, donor cultivation and meetings and events, as assigned.
Chapter and alumnae association visits as requested.

POSITION: Fraternity Vice President (V)

RESPONSIBILITIES: The Fraternity Vice Presidents help manage the business, finances and property of the Fraternity. The Vice Presidents, as members of the Fraternity Council, interpret the Fraternity *Bylaws* and *Standing Rules* between General Conventions.

The Fraternity Vice Presidents may be appointed to serve as Trustees to the Kappa Kappa Gamma Foundation and to be liaisons between the two entities.

The main responsibility of the Fraternity Vice Presidents is:

- To provide vision and direction to Fraternity volunteers and Headquarters staff.

DUTIES

Fraternity Council

25 percent

Address the needs of the Fraternity and its members.
To 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.
Collaborate with members of the Fraternity Council and the Fraternity Headquarters staff to successfully execute Fraternity initiatives.
Approve qualified volunteers for appointments to the positions of Standing and Special Committee chairmen and other Official Family appointed positions, including Assistant positions.
Conduct a biennial review of the Fraternity Position Statements.

Management (as Vice President)

35 percent

Contribute to the research, development and execution of a strategic plan; maintain focus on the trends, needs and possibilities for our undergraduate and alumna membership.
Participate in the interview of final candidates for Leadership Consultants and recommend those who are selected for employment to the Fraternity Council for their approval.
Place votes for chapters on Council Action; initiate the writing and schedule the delivery of Council Action Letters, alongside District Directors.
Collaborate with Content Directors, District Directors and the Department of Education and Training to plan workshops for Associate Council Seminar; review, revise and approve all Associate Council Seminar documents.
Oversee the selection of the Alumnae Achievement Award recipients.
Speak to chapter and alumnae associations, as requested.

Other duties as requested.

Foundation Trustee

10 percent

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

Assume fiduciary responsibility for the Foundation.

Fiscal

10 percent

Review Fraternity budget monthly.

Champion chapter and alumna membership growth opportunities to address Fraternity budgetary goals.

Reports

10 percent

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

Complete chapter and alumnae association visiting reports, if necessary.

Travel

10 percent

Required to attend:

- Council meetings in January, June and August, or as agreed upon.
- Council conference calls held monthly and as necessary.
- Convention in the even years.
- Associate Council Seminar in the odd years.
- Regional Leadership Conferences in the odd years.

Optional, as needed to attend:

- Training school for Field Representatives in August.
- Mid-year chapter evaluations meeting in January.
- End-of-year chapter evaluations meeting in May.
- Association of Fraternal Advisors meeting in early December.
- Convention site visit in the odd years.
- *The Key* Editorial Board meeting in fall.

Chapter and alumnae association visits as requested.

POSITION: Fraternity Treasurer (V)

RESPONSIBILITIES: The Fraternity Treasurer is responsible for the financial affairs of the Fraternity, reporting to the Fraternity Council and General Convention on the financial affairs and presenting the biennial budget for consideration and approval by the delegates. The Treasurer also serves as a Trustee to the Kappa Kappa Gamma Foundation and is the liaison from the Fraternity to the Foundation on financial matters.

The main responsibilities of the Fraternity Treasurer are to ensure funding for programs and administrative activities. The Fraternity Treasurer has financial oversight of the following:

- Fraternity accounting
- Financial reporting
- Investment and cash management
- Budgeting
- Fraternity Finance Committee

DUTIES

Fraternity Council

25 percent

Address the needs of the Fraternity and its members.
To 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, including monthly reports.
Collaborate with the Fraternity Council and the Fraternity Headquarters staff to successfully execute Fraternity initiatives.
Recommend qualified volunteers for appointments to the positions of Standing and Special Committee chairmen and other Official Family appointed positions including Assistant(s) to Treasurer.

Management (as Treasurer)

35 percent

Contribute to the research, development and execution of a strategic plan; maintain focus on the fiscal stability of the organization in lieu of trends, needs and future possibilities.
Advise the Fraternity Finance Committee Chairman and collaborate with the Finance Department staff; share Fraternity Council direction.
Review monthly investment reports and provide updates periodically to the Fraternity Council and Fraternity Finance Committee.
Review monthly financial reports and provide updates to the Fraternity Council, Fraternity Finance Committee and Foundation Board of Trustees.

Review educational grants.
Plan with the Executive Director and the Director of Finance for maintaining the efficient financial operation of the Fraternity at Fraternity Headquarters.
Review the plan for the maintenance of the owned and leased facilities and equipment with appropriate staff, including the Director of Business and Operations and the Director of Finance; review the capital expenditure budget each year and present to Fraternity Finance Committee for approval.
Review all lease agreements and expenditures not exceeding \$5,000.
Advise on financial issues associated with House Boards, housing matters and chapter matters.
Assist in identification of volunteers to assist House Boards and chapters with financial difficulties; provide names to Director of Talent Management for follow-up communication and assignment.
Conduct an assessment of fraud risk and test controls related thereto at least annually.
Develop Biennial Convention budget in consultation with Convention Chairman and staff; recommend related fees, arrival departure list and oversee sponsorship program.
Recommend to the Fraternity Council badge and related jewelry pricing.
Conduct finance-related webinars and training sessions at Regional Leadership Conferences, Associate Council Seminar and General Convention, in collaboration with Headquarters staff.
Recommend ancillary fees to the Fraternity Council, including insurance and accounting fees.
Review with Fraternity Finance Committee Chairman and recommend approval of fundraising campaigns, housing renovation and construction projects, housing-related loans by the Fraternity and or outside financial institutions and loan guarantees.
Review and recommend updates to financial policies and procedures, including those related to volunteer expense reimbursements and financial policies for Fraternity Headquarters staff.
Complete other duties as requested.

Foundation Trustee

10 percent

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

10 percent

Oversee committee budgets of the Finance Committee Chairman.
Monitor quarterly grant financial reports for educational grants and programs.

Reports

10 percent

Complete all reports as assigned including the Fraternity and Foundation mid-year and end-of-year reports.

Complete chapter and alumnae association visiting reports, if necessary.

Travel

10 percent

Required to attend:

- Council meetings in January, June and August, or as agreed upon.
- Council conference calls held monthly and as necessary.
- Finance Committee annual meeting and quarterly investment calls.
- Annual budget planning meeting in spring.
- Convention in the even years.
- Associate Council Seminar in the odd years.
- Regional Leadership Conferences in the odd years.
- Annual Foundation Board of Trustees meeting.
- Foundation Board of Trustees conference calls held monthly and as necessary.

Chapter and alumnae association visits as requested.