

POSITION: District Director (V)

RESPONSIBILITIES: To build partnerships, serve as a central point of contact in assigned district by facilitating a team of Content Specialists, aimed at fostering growth of chapters and alumnae associations through the implementation of their content initiatives. Utilize Fraternity documents and resources as a basis for decision-making and guiding District Team. District Directors shall be elected at Convention and serve a two-year term, with a two-term limit.

REPORTS TO: Fraternity Council (V)

DUTIES:

Management

35 percent

Build partnerships and communicate regularly with chapters, alumnae associations and chapter advisers; serve as key point of contact for association Presidents, chapter Advisory Board Chairmen and chapter Presidents.
Provide leadership and coaching to specialists in the district.
Conduct annual goal setting and evaluation of chapters and alumnae associations in collaboration with the specialists in your district; develop a plan to provide support and assistance for each alumnae association and chapter in your district; partner with the specialists in your district to execute the development plan.
Partner with the Chairman of Field Representatives in determining chapter visits; conduct preparatory conversation(s) with the Leadership Consultant prior to her visit.
Identify at-risk alumnae associations and chapters; make a request to Fraternity Council for additional assistance.
Ensure each chapter and alumnae association is visited by a District Team member or Fraternity visitor at least once each biennium.
Approve requests for chapter visitation in conjunction with Risk Management Specialist in the district.
Convene meeting of all District Directors on a rotational basis; develop and execute meeting agenda.
Serve on screening team to assess and make recommendation of final candidates for interview for Leadership Consultant position.
Monitor and allocate the budget of the district; provide reports on state of budget to Fraternity Council.

Communication

50 percent

Assist with the writing of Fraternity Council Action letters and schedule delivery; present vote for chapters on Council Action.
--

Compile annual statistics, reports and other information as requested by Fraternity Council
Monitor and respond to daily communication; delegate to a specialist as needed.
Communicate in a timely fashion with Fraternity constituents.
Upon request, provide information on alumnae association extension.
Upon request, provide information on campus extension and participate in the colonization and installation of new chapters within the district.
Serve as communicator and liaison to outside parties such as Fraternity and Sorority Advisers, chapter member parents or university officials as situations dictate.

Training and Development

5 percent

Assist in the planning, development and presentation of programming for Associate Council Seminar, Regional Leadership Conferences and General Convention within the guidelines set by Fraternity Council.
--

Travel

10 percent

Conduct chapter and alumnae association visits, as needed.
Attend General Convention held in June of even-numbered years.
Attend Regional Leadership Conference.
Attend Associate Council Seminar in June of odd-numbered years.
Attend additional meetings, events and activities as requested.