

## **Description of Sorority Staff Responsibilities** *Effective August 2009*

### **Executive Director (*Rachelle Merkel*)**

- ❖ Oversees NHQ operations
- ❖ Ensures staff responsibilities and activities are in line with strategic direction of Sorority
- ❖ Provides support to national council
- ❖ Tracks trends, best practices and ideas for programming to fulfill the purpose and reinforce the values of the Sorority and communicates this information to national council
- ❖ Negotiates contracts with vendors

### **Legal Counsel/Executive Assistant (*Julia Kozicki*)**

- ❖ Reviews all contracts and agreements
- ❖ Provides legal guidance as requested
- ❖ Responds to risk incidents and monitors follow up
- ❖ Oversees responsibilities for licensing program
- ❖ Serves as liaison to the Sorority's insurance agency

### **Director of Events (*Angie Ahrens*)**

- ❖ Coordinates all logistics for COTS/convention
- ❖ Serves as on-site manager for events with hotels, staff, volunteers, and members
- ❖ Assists with logistics (ground transportation, hotel space, food reservations, etc.) for additional meetings as necessary

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## **ADMINISTRATION TEAM**

### **Director of Administration (*Tammy Wiggins*)**

- ❖ Coordinates work of member services specialists
- ❖ Updates officer information and member addresses in database
- ❖ Researches technology vendors, submits RFP's, go to person for technology vendors
- ❖ Maintains e-mail by updating accounts and contacts; maintains white/black -listings
- ❖ Works with publications team to produce *Virtual Violet* and other printed pieces
- ❖ Receives and tracks all alumnae reports and office changes
- ❖ Tracks alumnae initiates and sends monthly report to appropriate council members
- ❖ Assists chapters and alumnae groups with labels and listing
- ❖ Runs alumnae directories and updates once a year; maintains alumnae chapters' zip code listings
- ❖ Oversees recognition of 25, 50, and 75 year members

### **Member Services Specialist (*Christi Cain*)**

- ❖ Provides support to members requesting address changes, member directory information, and alumnae directories
- ❖ Prepares weekly national officer mail
- ❖ Prepares and disseminates all collegiate and alumnae chapter statistical reports and mailings
- ❖ Works with director of collegiate services and director of administration on all collegiate and alumnae chapter letter mailings

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## **COLLEGIATE SERVICES TEAM**

### **Director of Collegiate Services (*Jordan Bentlage*)**

- ❖ Addresses collegiate management issues as they arise
- ❖ Works with collegiate management, recruitment and extension teams to deploy appropriate support and services to collegiate chapters
- ❖ Tracks needs and interests of collegiate chapters for programming and communicates this information to the executive director and national council
- ❖ Prepares collegiate letters of challenge; SOE judging information and timeline
- ❖ Coordinates NHQ responsibilities for university relationship statements
- ❖ Reviews all membership petitions and member status changes
- ❖ Supervises all members of the collegiate services team
- ❖ Supports collegiate chapters in all aspects of recruitment and chapter operations

### **Collegiate Services Manager (*Jenna Martin*)**

- ❖ Supervises field consultants and collegiate services specialists (traveling staff)
- ❖ Prepares traveling staff schedule and communicates with national volunteers regarding visits
- ❖ Disseminates field consultant visit reports
- ❖ Facilitates field consultant interest meeting at COTS/ convention
- ❖ Orchestrates the productions of the field consultant /graduate consultant application packet and interview process
- ❖ Organizes and facilitates all traveling staff trainings
- ❖ Disseminates all notifications and evaluations of the traveling staff
- ❖ Supports collegiate chapters in all aspects of recruitment and chapter operations

### **Collegiate Extension Specialist (*Melinda Starbuck*)**

- ❖ Coordinates NHQ extension responsibilities
- ❖ Responds to extension inquiries
- ❖ Participates in extension activities
- ❖ Collaborates with other NPC staff members and generates new ideas for the extension process
- ❖ Supports collegiate chapters in all aspects of recruitment and chapter operations

### **Collegiate Services Specialists (*Melissa Beaupre & Mattye LaSuer*)**

- ❖ Supports assigned collegiate chapters (based chapters) in all aspects of recruitment and chapter operations
- ❖ Work cooperatively with collegiate chapter officers, local and national volunteers, and collegiate services manager to schedule visits to assigned chapters on a monthly basis
- ❖ Develops plans of action for assigned chapters as needed and works with staff and volunteers on plan implementation

### **Field Consultants (*7 staff members*)**

- ❖ Works cooperatively with collegiate chapter officers, local and national volunteers, and collegiate services manager to schedule visits to assigned chapters per procedure based on chapter need and calendar of activities
- ❖ Visits chapters to assist with recruitment planning and implementation, continuous open bidding, structured informal recruitment, officer training, chapter management, ritual assistance, etc.
- ❖ Develops plans of action for assigned based chapters as needed and works with staff and volunteers on plan implementation

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## FINANCE TEAM

### **Director of Finance (*Penny Pickett*)**

- ❖ Prepares all national organization financial reports
- ❖ Prepares payroll and administers employee benefit programs
- ❖ Assists with budget preparation for national organization
- ❖ Manages the financial items for COTS/convention
- ❖ Provides support to NHC non-participator corporation boards
- ❖ Receives expense reimbursements from national officers
- ❖ Handles IRS/tax questions for collegiate and alumnae chapters

### **Associate Director of Finance (*Pamela Levy*)**

- ❖ Prepares badge orders and catalogs returned badges; handles all missing/ incorrect badge orders
- ❖ Assists assigned chapters with chapter accounting assistant; tracks receipt of chapter ledgers and assists CPA in preparation of chapter tax returns
- ❖ Prepares and disseminates outstanding business report for SOE and COTS/convention
- ❖ Assists chapters with clearing outstanding business
- ❖ Processes all supply orders and ritual orders; handles all outstanding orders and incomplete orders
- ❖ Works with licensed vendors and tracks compliance of contracts; Responsible for tracking royalty revenue received every quarter.
- ❖ Tracks payment of new member fees

### **Accounts Receivable Specialist (*Luanne Hogg*)**

- ❖ Records cash receipts; Prepares and distributes all invoices
- ❖ Tracks new member to member process ensuring fees are paid and items received
- ❖ Assists assigned chapters with chapter accounting assistant; tracks receipt of chapter ledgers and assists CPA in preparation of chapter tax returns
- ❖ Processes membership certificates, deceased notices, and alumnae per capita
- ❖ Prepares collegiate and alumnae business reports and new initiates parent packs

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## PUBLICATIONS TEAM

### **Director of Publications (*Mallory Curtis*)**

- ❖ Prepares and edits the *Sigma Kappa Triangle*
- ❖ Manages the editing process for all handbooks, manuals, etc.
- ❖ Monitors compliance with graphic standards
- ❖ Produces or works with vendors to produce national publications
- ❖ Creates printed pieces for COTS/convention, expansions, etc.
- ❖ Assists with production of *Virtual Violet*, *Sigma Kappa Savvy*, and monthly mail
- ❖ Works with national archivist to maintain archives
- ❖ Logs deceased badges (archival side)
- ❖ Distributes publications to staff and volunteers

### **Associate Director of Publications (*Rachel Nelson*)**

- ❖ Produces monthly mail, *Virtual Violet*, and *Sigma Kappa Savvy*
- ❖ Updates and monitors Web site; monitors chapter Web sites
- ❖ Serves as assistant editor of the *Sigma Kappa Triangle*
- ❖ Monitors and maintains Sigma Kappa Sorority social network sites
- ❖ Coordinates NHQ responsibilities for annual supply edits; produces annual supplies
- ❖ Completes stationery orders for chapters, NHQ, and national officers