

Position Title: Vice President of Standards and Compliance

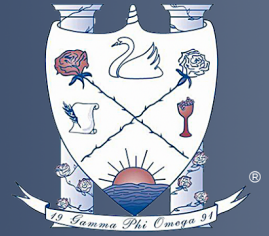
Team: Executive Committee, Director of Intake, and Director of Expansion

Reports to: National President

General Summary: The Vice President of Standards and Compliance (VPSC) is a member of the National Executive Committee. VPSC will oversee the sorority's governing documents and regulations including the national bylaws, national judicial board and risk management policy. VPSC will ensure that all members are in compliance with national policies and state/federal legislation to ensure the safety and well-being of all members and consider the liability risks for the sorority for all sorority activities, events and programming.

Principle Duties, Responsibilities, and Other Job Related Information:

- Serve on, and meet with, the National Executive Committee in advance of National Board meetings.
- Represent the sorority in place of the National President, as needed
- Interpret the National Strategic Plan to develop a workplan
- Lead national investigations pertaining to formal grievances filed by members
- Support Vice President of Membership Services and Director of Intake in any hazing or associate member related investigations
- Support members with mediation for informal grievances
- Provide opportunities for arbitration for grievances that are deemed less severe in magnitude
- Oversee all national hearings and judicial processes, lead trainer for Swan Justices
- Lead national committees that review and update national governing documents
- Document and archive any incidents pertaining to associate members or members that violate any national sorority, state or federal regulations or compromise mental and/or physical health and safety.
- Oversee national risk management training and assessment
- Direct liaison for legal consultation contracted by the sorority
- Approve all chapter social event applications in compliance with the national risk management policy
- Provide supervision and support for the Director of Intake and Director of Expansion



Position Requirements (Minimum Knowledge, Skills, and Abilities Required):

- Must have served on NBOD for a minimum of 2 years OR have at least 5 years of leadership experience (sorority or professional, can be combined)
- Experience in training or leading teams
- Outstanding writing, editing and verbal skills
- Knowledge of national governing policies and national sorority strategic plan
- Understanding of college/university life current events, student affairs and fraternity/sorority life trends pertaining to risk management, hazing and Title IX federal legislation.

Position Benefits:

- Enhanced work experience for use in professional career advancement
- Development and refinement of skillset in the areas of management, training, auditing, data analysis and reporting, archiving, documentation and compliance
- Development and refinement of key transferable skills such as management, critical thinking, time management, and professional judgment

Sorority Incentives:

- All NBOD will be required to pay alumnae dues by June 15th and will be entitled to a 100% reimbursement at the close of the fiscal year (May 31st) upon meeting the following expectations:
 - Attendance at 75% of NBOD meetings in person or virtual
 - 100% monthly reporting
 - Maintain and return any sorority issued equipment
 - Agree to the following:
 - NBOD Expectations,
 - Responsibilities and Duties
 - Code of Ethics Contract
 - Non Disclosure Agreement