

GAMMA PHI OMEGA[®]

INTERNATIONAL SORORITY, INC. ~ EST. 1991
National Board of Directors

Unity and Sisterhood, Now and Forever, One and Inseparable



Position Title: Vice President of Membership Services

Team: Executive Committee, Director of Undergraduate Affairs, Director of Alumnae Affairs, Sexual Assault Prevention and Response Coordinator, Academic Coordinator

Reports to: National President

General Summary: The Vice President of Membership Services (VPMS) is a member of the National Executive Committee. VPMS will oversee the Membership Services team, comprised of two directors and two coordinators to lead the vision and strategy for the sorority related to this strand of member onboarding, training, compliance, and leadership development at the undergraduate and alumna levels with an inclusive framework.

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 inform the direction of the Membership Services team
- Oversee the Membership Services team and support each director's work and strategic planning
- Lead regular Membership Services team meetings and monitor monthly reporting
- Authorize and approve directors' annual budgets in collaboration with the Vice President of Finance
- Oversee any investigations being conducted by the Director of Intake
- Document and report to the Vice President of Standards and Compliance 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.
- Ensure the Membership Services team executes all sorority ceremonies following national guidelines including but not limited to: crossing ceremony, public ceremony, Order of Phi, stole ceremony, renewal ceremony, and Omega chapter induction.



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, intake manuals, and national sorority strategic plan
- Understanding of college/university life current events, student affairs, and fraternity/sorority life trends related to expansion, recruitment, intake, and hazing prevention.

Position Benefits:

- Enhanced work experience for use in professional career advancement
- Development and refinement of skillset in the areas of management, training, auditing, coaching, curriculum development, recruitment, data analysis, and reporting
- Development and refinement of key transferable skills such as management, critical thinking, time management, and cross-collaborations

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
 - NBOD Code of Ethics Contract
 - Non-Disclosure Agreement