

POSITION:	Fraternity President (V)
TERMS:	Two-year term with a two-term limit
QUALIFICATIONS:	The President should be an alumna in good standing who has served the Fraternity within 10 years prior to election as a member of Fraternity Council, Regional or Province Director, District Director, Content Director, Content Specialist, chairman or member of a Fraternity standing or special committee, Fraternity Council Assistant, Field Representative, or a member of the Foundation Board of Trustees
STAFF PARTNER:	Fraternity Executive Director (S)
KEY COLLABORATORS:	Members of the Board of Trustees (V), Chief Panhellenic Officer (V), Content Directors (V), Director of Alumnae Experience (S), Director of Business and Operations (S), Director of Chapter Services (S), Director of Education and Training (S), Director of Finance (S), Director of Housing (S), Director of Human Resources (S), Director of Information Technology (S), District Directors (V), Foundation Executive Director (S), Fraternity Housing Corporation President (V), Fraternity Treasurer (V), Fraternity Vice Presidents (V), Director of Marketing and Communications (S), special committee chairmen (V), and standing committee chairmen (V)
OVERVIEW:	The Fraternity President guides Fraternity Council and acts for the Fraternity in the interim between General Conventions. Fraternity Council manages the business, finances and property of the Fraternity. The Fraternity President and the members of Fraternity Council interpret the Kappa Kappa Gamma Fraternity <i>Bylaws</i> and <i>Standing Rules</i> between General Conventions.
TIME COMMITMENT:	25–30 hours per week
RESPONSIBILITIES:	Preside at all meetings of the Fraternity and Fraternity Council. Supervise the general affairs of the Fraternity. Interpret the policies of the Fraternity. Act as a liaison between the Fraternity and colleges and universities. 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.

Provide supervision and support to the Fraternity Vice Presidents, Fraternity Treasurer, District Directors, Content Directors, and standing and special committee chairmen, including feedback on their performance in the roles, recommendations for improvement, conflict resolution between members of Fraternity Council, and, in collaboration with Fraternity Executive Director, removal of Official Family members behaving inappropriately or failing to fulfill the duties of their role.

Collaborate with the members of Fraternity Council and Kappa Headquarters staff to successfully execute Fraternity initiatives.

Oversee the appointments of qualified volunteers for Official Family positions, including the election of trustees to the Kappa Kappa Gamma Foundation Board of Trustees.

Serve as a member *ex officio* of all committees except the Nominating Committee.

Call all general and special meetings of Fraternity Council.

Sign official documents authorized by Fraternity Council.

Preside at the installation of new chapters.

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 Fraternity 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 Fraternity Council Action per the Fraternity *Standing Rules*.

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 *Bylaws* and *Standing Rules*.

Oversee the annual review of the Fraternity *Policies*.

Collaborate with the General Convention Chairman on the planning of General Convention.

Prepare the biennial report for presentation at General Convention.

Prepare and provide the President's message for publication in *The Key* (as requested).

Progress the organization toward completion of the goals and objectives outlined within the Fraternity and Foundation strategic plans.

Consult with professionals hired by the Fraternity, such as attorneys, insurers, accountants, etc.

Plan and lead a minimum of three Fraternity Council meetings per year.

Plan and lead Fraternity Council conference calls each month and as needed.

Oversee the extension application process, including participation in Kappa's campus presentations when available and call for the vote to accept an invitation to extend, if invited, per the Fraternity *Bylaws*.

Review the Fraternity budget monthly.

Oversee committee budgets of the Bylaws Chairman, Extension Chairman, General Convention Chairman, history and ritual team, and the National Panhellenic Conference Delegate.

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

Assume fiduciary responsibility for the Foundation.

Issue all reports, including the Fraternity and Foundation midyear, annual, and biennial reports.

Review report results and recommendations.

Complete chapter and alumnae association visit reports (if necessary).

TRAVEL:

Required to attend:

- Fraternity Council meetings in January, June and August or as agreed upon.
- Fraternity Council conference calls each month and as necessary.
- The Finance Committee's annual meeting and quarterly investment calls.
- National Panhellenic Conference meetings (minimum of two per year).
- Convention during even years.
- Fraternity Leadership Institute during odd years.
- Kappa Leadership Conferences during odd years.
- Chapter installations.
- Convention site visit in the odd years.
- Foundation Board of Trustees meetings.
- Foundation Board of Trustees conference calls each month and as necessary.

Optional (as needed to attend):

- Extension meetings and presentations.
- Leadership Academy in September.
- Association of Fraternity/Sorority Advisors (AFA) meeting in early December.
- The Foundation seminar in August.
- Development, donor cultivation, and meetings and events.
- Chapter and alumnae association visits.

PERSONAL BENEFITS: Personal and professional growth in organizational and crisis management, interpersonal relationships, and strategic planning.

Opportunities to build relationships and work with Kappa Headquarters staff, officers, volunteers, collegians, and alumnae in varied settings and situations.

Opportunities for building close friendships, participating in mentor/mentee relationships, and representing the Fraternity.

The expense of Fraternity-required travel is paid by the Fraternity.

COMPETENCIES: Business Acumen
Change Management
Courage
Decision-Making
Inspiration
Trust
Vision

For a detailed list of competencies, please refer to the Position-Level Competency Model.

POSITION:	Fraternity Treasurer (V)
TERMS:	Two-year term with a two-term limit
QUALIFICATIONS:	The Treasurer shall be an alumna member in good standing who has served the Fraternity within 10 years prior to election as a member of Fraternity Council, Regional or Province Director, District Director, Content Director, Content Specialist, chairman or member of a Fraternity standing or special committee, Fraternity Council Assistant, Field Representative, or member of the Foundation Board of Trustees.
REPORTS TO:	Fraternity President (V)
STAFF PARTNER:	Fraternity Executive Director (S)
KEY COLLABORATORS:	Members of the Board of Trustees (V), Chief Panhellenic Officer (V), Content Directors (V), Director of Alumnae Experience (S), Director of Business and Operations (S), Director of Chapter Services (S), Director of Education and Training (S), Director of Finance (S), Director of Housing (S), Director of Human Resources (S), Director of Information Technology (S), District Directors (V), Foundation Executive Director (S), Fraternity Housing Corporation President (V), Fraternity Treasurer (V), Fraternity Vice Presidents (V), Director of Marketing and Communications (S), special committee chairmen (V), and standing committee chairmen (V)
OVERVIEW:	The Fraternity Treasurer is responsible for the financial affairs of the Fraternity, reporting to 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.
TIME COMMITMENT:	25–30 hours per week
RESPONSIBILITIES:	Ensure funding for programs and administrative activities. Provide financial oversight of Fraternity accounting, financial reporting, investment and cash management, budgeting, and the Fraternity Finance Committee. Address the needs of the Fraternity and its members.

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 Fraternity Council and Kappa Headquarters staff to successfully execute Fraternity initiatives.

Provide supervision and support to assigned District Directors, Content Directors, and standing and special committee chairmen, including feedback on their performance in the roles, recommendations for improvement, conflict resolution between members of Fraternity Council, and, in collaboration with the Fraternity Executive Director, removal of Official Family members behaving inappropriately or failing to fulfill the duties of their role.

Recommend qualified volunteers for appointments to the positions of standing and special committee chairmen and other appointed positions.

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 at Kappa Headquarters. Share Fraternity Council's direction.

Review monthly investment reports and provide updates periodically to Fraternity Council and the Fraternity Finance Committee.

Review monthly financial reports and provide updates to Fraternity Council, the Fraternity Finance Committee, and the 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 Kappa 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 it to the Fraternity Finance Committee for approval.

Review all lease agreements and expenditures not exceeding \$5,000.

Advise financial issues associated with House Boards, housing matters, and chapter matters in collaboration with the Director of Housing and the Fraternity Housing Corporation.

Conduct an assessment of fraud risk and test controls related thereto at least annually.

Develop the budget for General Convention in consultation with the General Convention Chairman and staff. Recommend related fees and the arrival/departure list. Oversee the sponsorship program.

Recommend badge and related jewelry pricing to Fraternity Council.

In collaboration with Kappa Headquarters staff, conduct finance-related webinars and training sessions at Kappa Leadership Conference, Fraternity Leadership Institute, and General Convention (as requested).

Recommend ancillary fees to Fraternity Council, including insurance and accounting fees.

Review with the 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 Kappa Headquarters staff.

Oversee committee budgets of the Finance Committee Chairman.

Monitor quarterly grant financial reports for educational grants and programs.

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

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

Complete chapter and alumnae association visit reports (if necessary).

Complete other duties as requested.

TRAVEL:

Required to attend:

- Fraternity Council meetings in January, June and August or as agreed upon.
- Fraternity Council conference calls each month and as necessary.
- The Finance Committee's annual meeting and quarterly investment calls.
- The annual budget planning meeting in the spring.
- Convention during even years.
- Fraternity Leadership Institute during odd years.
- Kappa Leadership Conference during odd years.
- The annual Foundation Board of Trustees meeting.
- The Foundation Board of Trustees conference calls each month and as necessary.

As requested:

- Chapter and alumnae association visits.

PERSONAL BENEFITS:

Personal and professional growth in organizational budget management, interpersonal relationships, team building, and strategic planning.

Opportunities to build relationships and work with Kappa Headquarters staff, officers, volunteers, collegians, and alumnae in varied settings and situations.

Opportunities for building close friendships, participating in mentor/mentee relationships, and representing the Fraternity.

Expenses associated with Fraternity-required travel are paid by the Fraternity.

COMPETENCIES:

Business Acumen
Change Management
Courage
Decision-Making
Inspiration
Trust
Vision

For a detailed list of competencies, please refer to the Position-Level Competency Model.

- POSITION:** Fraternity Vice President (V)
- TERMS:** Two-year term with no more than three terms
- QUALIFICATIONS:** The Fraternity Vice Presidents shall be alumna members in good standing of the Fraternity who have served the Fraternity within 10 years prior to election as a member of Fraternity Council, Regional or Province Director, District Director, Content Director, Content Specialist, chairman or member of a Fraternity standing or special committee, Fraternity Council Assistant, Field Representative, or member of the Foundation Board of Trustees.
- REPORTS TO:** Fraternity President (V)
- STAFF PARTNER:** Fraternity Executive Director (S)
- KEY COLLABORATORS:** Members of the Board of Trustees (V), Chief Panhellenic Officer (V), Content Directors (V), Director of Alumnae Experience (S), Director of Business and Operations (S), Director of Chapter Services (S), Director of Education and Training (S), Director of Finance (S), Director of Housing (S), Director of Human Resources (S), Director of Information Technology (S), District Directors (V), Foundation Executive Director (S), Fraternity Housing Corporation President (V), Fraternity Treasurer (V), Fraternity Vice Presidents (V), Director of Marketing and Communications (S), special committee chairmen (V), and standing committee chairmen (V)
- OVERVIEW:** The Fraternity Vice Presidents help manage the business, finances and property of the Fraternity. The Vice Presidents, as members of Fraternity Council, interpret the Fraternity *Bylaws* and *Standing Rules* between General Conventions.
- TIME COMMITMENT:** 25–30 hours per week
- RESPONSIBILITIES:** Provide vision and direction to Fraternity volunteers and Kappa Headquarters staff.
- Address the needs of the Fraternity and its members. 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 and the Kappa Kappa Gamma Foundation.

Collaborate with members of Fraternity Council and Kappa Headquarters staff to successfully execute Fraternity initiatives.

Approve qualified volunteers for appointments to the positions of standing and special committee chairmen and other appointed positions, including assistant positions.

Conduct a biennial review of the Fraternity position statements.

Contribute to the research, development and execution of a strategic plan.

Maintain focus on the trends, needs and possibilities for our collegiate and alumna membership.

Oversee the selection of the Alumnae Achievement Award recipients.

Speak to chapters and alumnae associations (as requested).

Provide supervision and support to assigned District Directors, Content Directors, and standing and special committee chairmen, including feedback on their performance in their roles, recommendations for improvement, conflict resolution between members of Fraternity Council, and, in collaboration with the Fraternity Executive Director, removal of Official Family members behaving inappropriately or failing to fulfill the duties of their role.

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

Review the Fraternity budget monthly.

Champion chapter and association membership growth opportunities to address the Fraternity's budgetary goals.

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

Complete chapter and alumnae association visit reports (if necessary).

Other duties as requested.

TRAVEL:

Required to attend:

- Fraternity Council meetings in January, June and August or as agreed upon.
- Fraternity Council conference calls each month and as necessary.
- Convention during even years.
- Fraternity Leadership Institute during odd years.
- Kappa Leadership Conferences during odd years.

As needed:

- Training school for Leadership Consultants.
- Midyear chapter evaluations meeting in January.
- Year-end chapter evaluations meeting in May.
- Association of Fraternity/Sorority Advisors (AFA) meeting in early December.
- Convention site visit during odd years.
- *The Key* Editorial Board meeting in the fall.
- Chapter and alumnae association visits.

PERSONAL BENEFITS:

Personal and professional growth in organizational and crisis management, interpersonal relationships, team building, and strategic planning.

Opportunities to build relationships and work with Kappa Headquarters staff, officers, volunteers, collegians and alumnae in varied settings and situations. Opportunities for building close friendships, participating in mentor/mentee relationships, and representing the Fraternity.

Expenses associated with Fraternity-required travel are paid by the Fraternity.

COMPETENCIES:

Business Acumen
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For a detailed list of competencies, please refer to the Position-Level Competency Model.