



**National Executive Secretary
Position Information**

August 2023

NES Job Description

Elected Officer

According to the National Constitution & Bylaws, the National Executive Secretary shall execute the duties of her office in accordance with national policy. NC&B Bylaw III, Section III.

- Strategize & oversee the areas of Membership, History & Record Retention, Communications, & Technology.
- Support the Fraternity's fundraising efforts, including the Foundation & National Housing Corporation.
- Coach & mentor NES volunteer team.
- Support & thank the staff and volunteers!





National Officer Reporting Structure

NES



The National Executive Secretary supervises the areas that include the production of the Compass, our National Historian, and our marketing and communications.



Web Pages for NES Area -

www.thetaphialpha.org

General Resources [Theta Phi Alpha > Intranet > Resources > General](#)

Volunteer Opportunities

<https://thetaphialpha.org/Alumnae/Alumnae-Connections>

Calendar of Due Dates:

Chapters [Theta Phi Alpha > Intranet > Resources > Chapter Officers and Chairmen](#)

Associations [Theta Phi Alpha > Intranet > Resources > Alumnae Association and Club Resources](#)

Officer Portal (Recommendations to Suspend) [Theta Phi Alpha: Officer Portal Login](#)



Other Things to Know About the NES Position

- NES@thetaphialpha.com email address through GSuite
- Google Drive for documents, organization, & officer transition
- Work with National Office Staff to accomplish strategic goals of the Grand Council, membership, and staff areas



Sample Week

- Check and reply to emails sent to the NES throughout the week.
- Check on suspensions with office staff.
- Communicate with team on anything that needs to be answered or addressed.
- Attend meetings that are scheduled throughout the week with different members of GC, team, and staff.
- Send out minutes to be reviewed if there was a meeting that week.



Favorite Part of Being National Executive Secretary

- Working with the other board members daily.
- Working with the board on strategic goals for our organizations future.
- Interacting with members and volunteers of our organization.
- Helping our organization for its future needs.



Sample Challenge

- Being strategic about what we can update and streamline to make things easier for chapters and staff.
- Finding new volunteers for my team.
- Understanding there are staff and volunteers to assist you when needed. Not always needing to do everything on my own.

