



**National Vice President - Collegians**

August 2023

# NVP-C Job Description

## Elected Officer

According to the National Constitution & Bylaws, the National Vice President - Collegians shall execute the duties of her office in accordance with national policy. NC&B Bylaw III, Section II.

- Be in charge of the Chapters and direct their supervision.
- Visit each Chapter during her term in office or shall provide for such visit by a qualified national officer.
- Supervise the Conference Directors and Chapter Advisors.
- Act as National President when a vacancy occurs in that office and, as acting President, conduct the election of a new President by calling an interim meeting of the Grand Council or by mail vote.



# What does the job entail?

- Follow the National Constitution & Bylaws
- Support the chapters individually (with DOCS)
- Chapter Administration newsletter monthly (with DOC)
- Support the long term vision and strategy (with GC)
- Take an active role in fundraising (with GC)
- Appoint Chapter Advisors, Conference Administrators and Conference Directors and other needed volunteers on the team (with GC)
- Train and mentor volunteers\*
- Close chapters



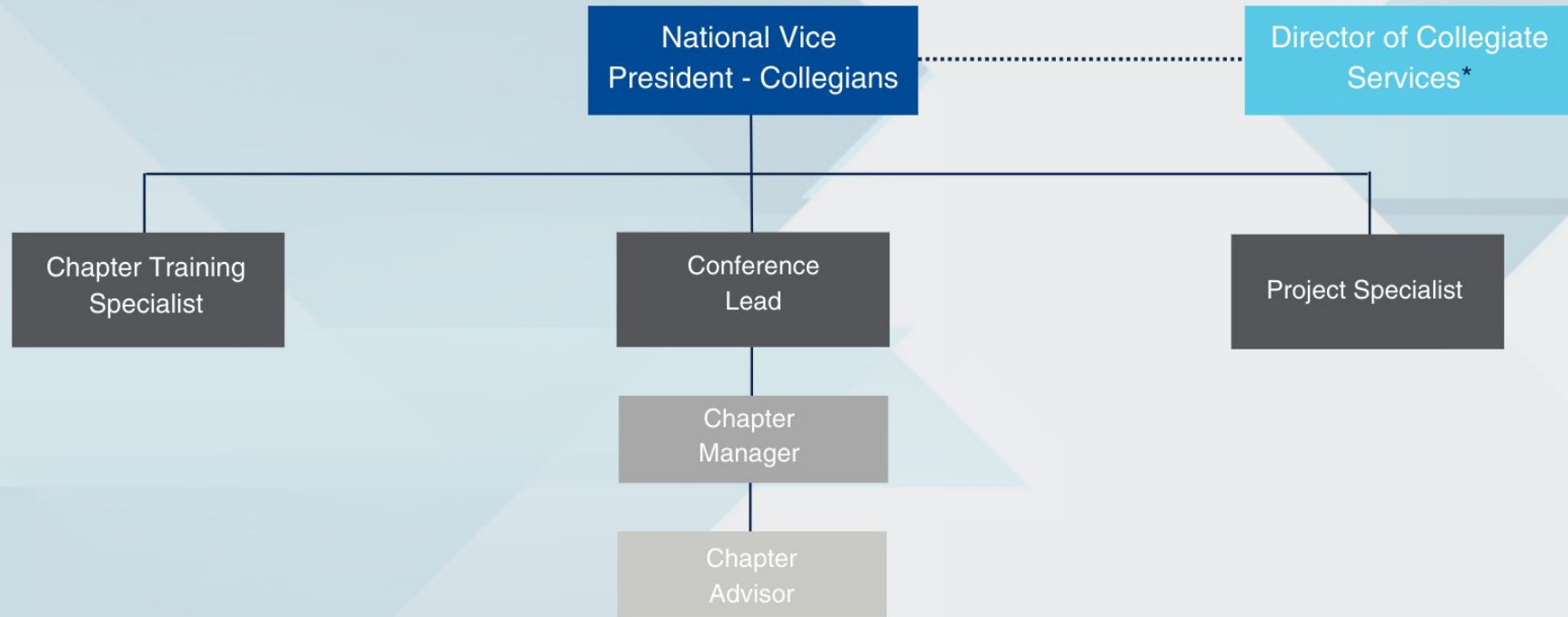
# Time commitment

- About 1 hour a night of emails
- About 3-5 calls per week
- 3 weekend GC meetings per year (complete a report at this time)
- Grand Council emails/texts/calls
- Conference Administration team texts/emails
- Chapter Advisor FB group
- Chapter President FB group
- Appoint Chapter Advisors
- Appoint Conference Directors/Administrators





# National Officer Reporting Structure NVP-C



The National Vice President-Collegians Oversees the chapter administration structure that supports our collegiate chapters..



# What else should I know?

- Show the NVP-C section on the intranet
- Show the roster on the intranet
- Show the CAB manual on the intranet (including charts in it)
- Leadership Consultants
- Accreditation Program
- Chapter Health Management



# Sample Week

- Emails daily (1-2 hours per day)
- Phone calls occasionally (1-2 per week)
- Review documents/agendas for GC and staff
- Keep team of 20 + Chapter Administration full
- Keep team of 50 + Chapter Advisors full
- Newsletters once a month (work with staff)
- Trainings twice a year (work with staff)



# **Favorite Part of Being National Vice President- Collegians**

- Talking to new Chapter Advisors, Chapter Managers, Region Leads to see if they would like to be appointed and explain the volunteer role to them.
- Collegiate Advisory Committee has been a lot of fun too.
- GC meetings and catch up calls are fun and not too time consuming.





# Sample Challenge

- Chapter Advisor who needs coaching because they do not respond. Honestly, these things usually work themselves out and the Chapter Advisor will step down.
- Finding replacement volunteers can be challenging and time consuming. Use other volunteers and staff to help here.
- Learning about the budget has been a big growth area for myself and the other members of the GC.

