



**National Vice President-Alumnae
Position Information**

August 2023

Basic NVP-A Job Description



Serve as an Elected Officer to the Grand Council by the Convention Body with the main purpose to work towards ensuring that the alumnae members of Theta Phi Alpha have a strong experience and remain engaged with the overall organization.



General Duties of the NVP-A *

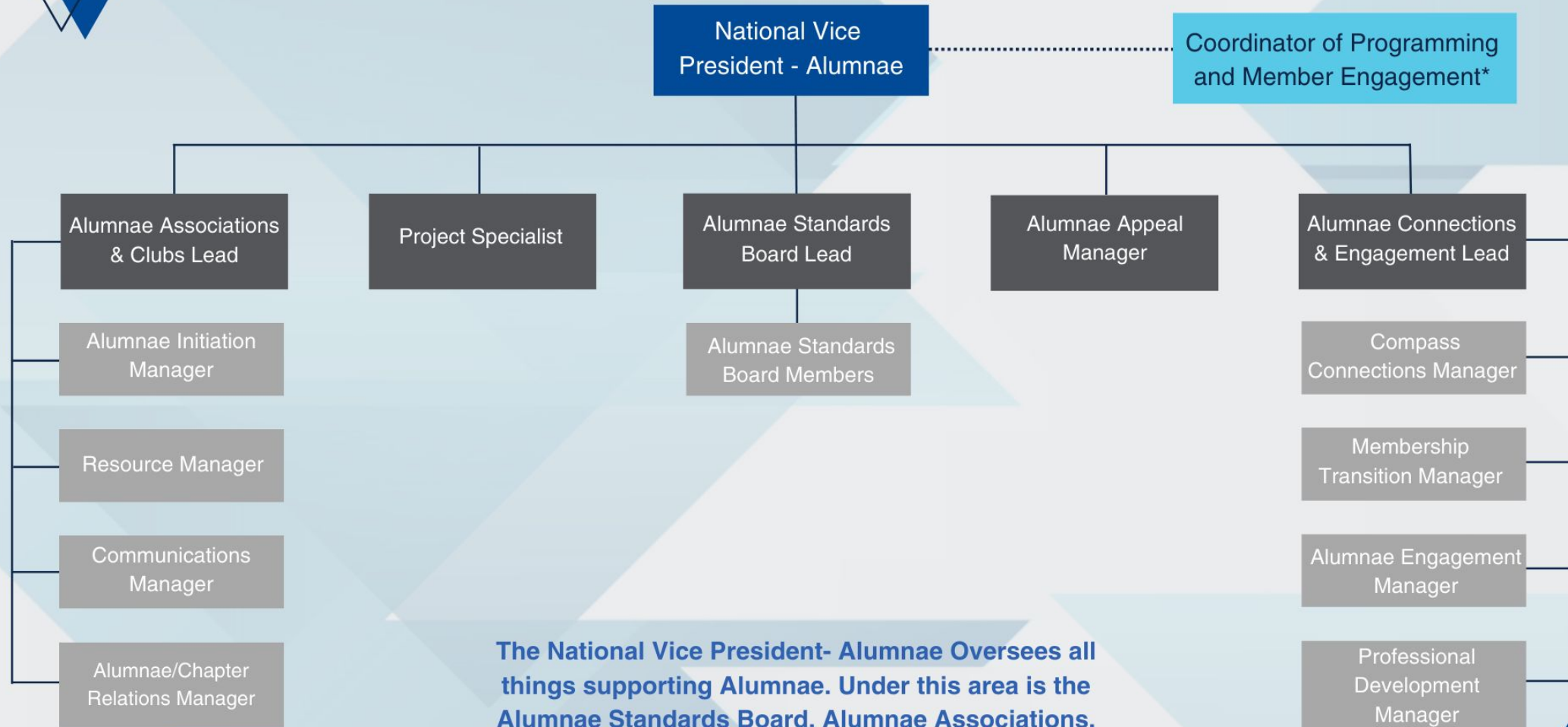
- Act as the liaison for Alumnae, Alumnae Associations and Clubs to the Grand Council;
- Issue letters to all members as they transition to the Alumnae Phase of membership;
- Respond to requests from Alumnae Panhellenic Associations;
- Issue Initiation Certificates (25th, 50th, & 75th);
- Issues thank you letters and gifts to National Volunteers during National Volunteer Week;
- Enlist sisters to assist in the formation/revitalization of new Alumnae Association/Club;
- Coordinate Alumnae Dues appeal process;
- Work with the Foundation to encourage donations to support organizational initiatives.

*These tasks are completed with the support of the National Office staff and National Officers in the Alumnae Area





National Officer Reporting Structure NVP-A



The National Vice President- Alumnae Oversees all things supporting Alumnae. Under this area is the Alumnae Standards Board, Alumnae Associations, and Alumnae Engagement.

Important Things to Keep in Mind About the NVP-A Position

- You are voice of our alumnae! Work to understand the needs of all alumnae and work to support them through programming opportunities.
- Work with National Office Staff to accomplish strategic goals of the Grand Council and alumnae area
- You serves as a mentor and director to the volunteers in your area
- You keep the volunteers in your area updated on Theta Phi Alpha
- Maintain the systems that Theta Phi Alpha has established for Alumnae Programming (including files on Google Suite, Officer Portal, etc.)
- Attend NPC Alumnae Summit (odd years)



Sample Biennium



- ★ Quarterly Newsletter to Alumnae
 - September, January, April, June
- ★ Town Halls 3 times a year
 - October, February, May
- ★ Hold Alumnae Compass Connections Events
- ★ Full NVP-A Team Meetings 4-6 times a year
 - Smaller team meetings with Leads as needed.
- ★ Annual Dues Appeal
 - Initial letter in September; monthly media product for National Newsletters and social media posts; dues reminder in beginning of May
- ★ Set the Calendar of Due Dates for Biennium
- ★ Attend Grand Council Meetings and chats
- ★ Work with other NVP's on the Membership Experience



Favorite Part of Being National Vice President- Alumnae

- Getting to talk with so many different alumnae members across the Theta Phi Alpha and learning from them.
- Being able to work on items that move the organization as a whole towards the future.
- Getting to continue to growing skill sets.



Sample Challenge

- Not all alumnae want the same thing so trying to find solutions that meet the needs of most is important.
- Balance personal workload and what is going on in Theta Phi Alpha area of responsibility.



Important Manuals & Standard Operating Procedures

- Main Manuals/Guides to Review:
 - Chapter Alumnae Relations Manual
 - Alumnae Association Operations Manual
 - Start up Guides for Associations and Clubs
- Main Standard Operating Procedures Areas for NVP Volunteers and Staff to be Aware of:
 - Alumnae Association Standings
 - Alumnae Dues
 - Alumnae Initiate Process
 - Anniversary Programs for Individuals & Associations
 - National Officer Program
 - Alumnae Event Planning



Web Pages for Alumnae Area

Theta Phi Alpha Webpage: Alumnae Section

- ❑ [Welcome New Alumnae](#) - Webpage that welcomes new Alumnae to Theta Phi Alpha
- ❑ [Alumnae Connections](#) - General Alumnae Communication Channels and Between Sister News Submissions
- ❑ [Volunteer Opportunities](#) - Information about how alumnae can get involved on a national level.
- ❑ [Associations and Clubs](#) - Listing of all Associations and Clubs Established.
- ❑ [Dues and Donations](#) - Information page for National Alumnae Dues and Donations to the Foundation

Theta Phi Alpha Intranet: Alumnae Organization Resources

- ❑ [National Vice President - Alumnae Team](#) - Listing of job descriptions for each position under the NVP-A
- ❑ [Alumnae Association and Club Resources](#) - Tools and resources for Associations and Clubs

