



**National Vice President-Extension
Position Information**

August 2023

NVP-E Job Description

Elected Officer

According to the National Constitution & Bylaws, the National Vice President-Extension shall execute the duties of her office in accordance with national policy. She shall:

1. Coordinate all extension activities on the part of the fraternity.
2. Be in charge of the Emerging Chapters and direct their supervision.
3. Visit each Emerging Chapter during its Emerging Chapter Program or provide for such visit by a qualified national officer.



Other Duties of the NVP-E per Job Description

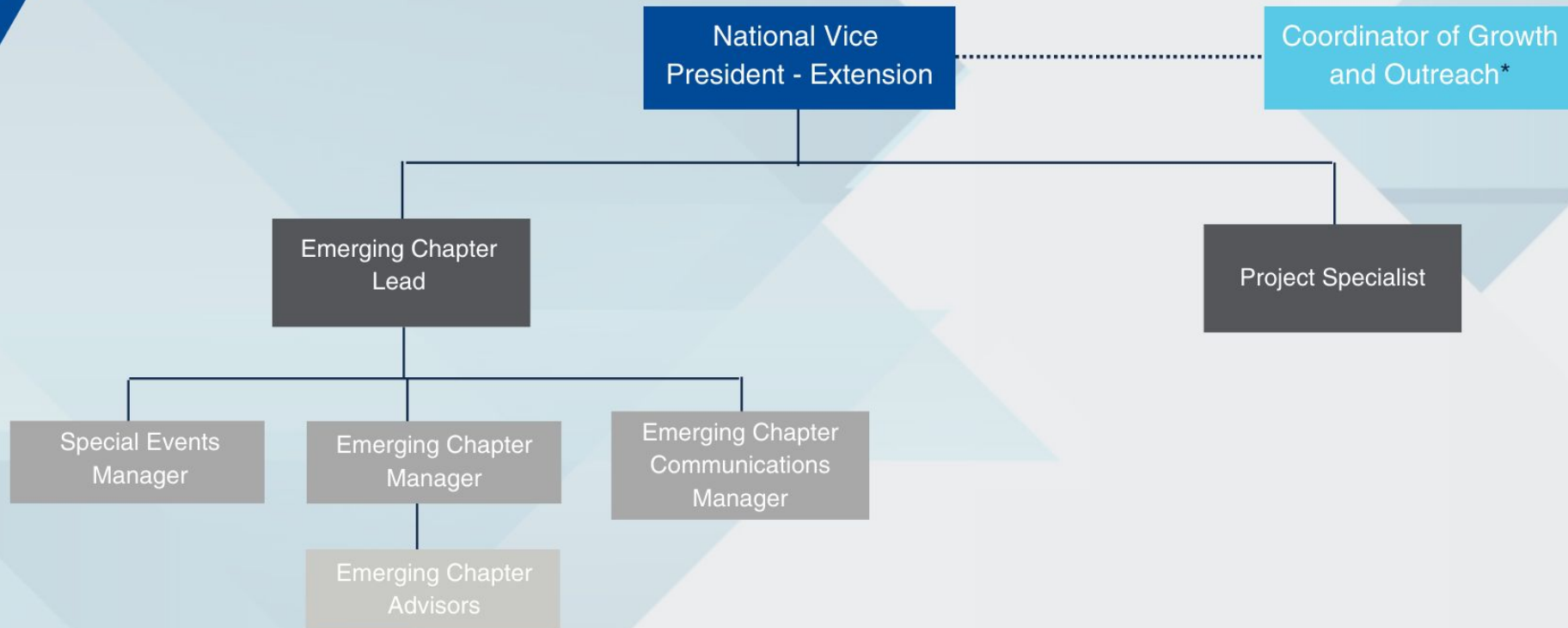
(These tasks are completed with the support of the National Office staff and National Officers in the Extension Area)

1. Review National Panhellenic Conference Extension Bulletins and research provided by Coordinator of Growth & Outreach
2. Review extension applications provided by the Coordinator of Growth and Outreach.
3. Identify volunteers for Extension Presentation team and participate in training and rehearsals.
4. Work with Coordinator of Growth & Outreach to coordinate facilitation of Opening Weekend for Emerging Chapters. Attend and participate in extension presentations, Opening weekends, and Installation weekends, as available.
5. Maintain communication with Emerging Chapter Lead who oversees Emerging Chapter Managers and Advisors.
6. *Duties similar to NVP-C with regards to working with chapters





National Officer Reporting Structure NVP-E



The National Vice President-Extension oversees our extension and new chapter support structure.



**Web Pages for
Extension Area -
www.thetaphialpha.org**

Extension Team Page -

<https://thetaphialpha.org/Intranet/Resources/National-Officers-and-Volunteers/National-Vice-President-Extension>

NPC- Extension Info

<https://npcwomen.org/login/college-panhellenics/extension/>



Other Things to Know About the NVP-E Position

- Emerging Chapter team does not always mean uninitiated chapters. Our team educates and nurtures our emerging chapters to successfully transition over to the Chapter Administration team within their first 2-5 years. This means working closely with NVP-C team and being aware of programming or policy changes as they will impact the EC's as well.
- You serve as a mentor and director to the volunteers on your team. We strive to create a natural pipeline of succession for the volunteers on our team to move up the ladder to Grand Council.
- Work with National Office Staff to accomplish strategic goals of the Grand Council in the area of extension
- Understand the trends of college enrollment and help determine geographic locations and campuses of interest
- Update the volunteers on your team on any Theta Phi Alpha related items news, information, policy or programming changes, etc.



Sample Week

- Can vary depending on what's happening
- Typically weekly or bi-weekly communication with Emerging Chapter Lead and/or Coordinator of Growth and Outreach
- Biweekly Collegiate Advisory Committee meeting
- Biweekly Grand Council meeting or chat
- Regular checking of emails, responding to items, reports, questions, as needed
- Weekly calls for rehearsals/plannings *when close to an extension presentation, Opening Weekend, or Installation



Favorite Part of Being National Vice President- Extension

- Working with the rest of the board to plan for Theta Phi Alpha's future.
- Giving a voice to the emerging chapters who at times have unique needs to the chapters on the NVP-C team.
- Working with the Collegiate Advisory Committee has been a really fun opportunity to engage with our members.



Sample Challenge

- There are staff and volunteers to assist you. It can be hard to switch from “do-er” mode to “planner” mode and to delegate.
- Extension ebbs and flows. Post Covid it has been very limited in our opportunities.
- Being strategic about what opportunities we decide to take for extension. Not everything is the right fit nor may it always be successful.
- Assessing when our programming may not be achieving what we hoped for and being flexible to change it to meet our chapters needs.
- Finding new volunteers. Our chapters need more time and involvement than older chapters.

