

Λ K Ω Vice President of Operations Position Summary

The Vice President of Operations of Lambda Kappa Omega Sorority, Inc. serves as the national leader responsible for overseeing organizational operations, administrative procedures, documentation management, website maintenance, policy implementation, and chapter operational support throughout the sorority. This role ensures that chapters, committees, and officers operate efficiently, consistently, and in compliance with sorority bylaws, policies, and procedures.

The Vice President of Operations acts as a key liaison between Chapter Presidents, Regional Directors, Regional Presidents, Committee Chairs, and the National Board. This position requires strong leadership, organization, communication, strategic planning, and attention to detail, along with the ability to create systems, forms, and operational procedures that support the growth and structure of the sorority.

Responsibilities

- Oversee national operational procedures, organizational systems, and chapter support functions
- Ensure chapters follow sorority bylaws, policies, procedures, and operational guidelines
- Create, review, revise, and maintain sorority forms, procedures, and documentation
- Audit forms, handbooks, marketing materials, and publications to ensure accuracy and compliance
- Assist with website maintenance, updates, content management, and error corrections
- Coordinate with the IT Department and National President regarding website updates and member requests
- Maintain operational organization of records, USB drives, documentation folders, and digital files
- Support Chapter Presidents and leadership with operational guidance, paperwork, and procedural assistance
- Ensure chapters understand required forms, event procedures, compliance standards, and reporting expectations
- Proofread and approve National Trailblazer publications and National Board documentation

- Assist with strategic planning, organizational structure, and chapter administration
- Monitor committee operations and ensure Committee Chairs are planning, meeting, and reporting regularly
- Conduct audits of chapter forms, operational documents, and organizational publications quarterly
- Host tutorials and trainings related to operations, website access, forms, procedures, and chapter management
- Maintain communication with regional and national leadership regarding operational concerns and updates
- Assist with intake preparation, dues procedures, and organizational readiness
- Ensure all forms submitted to National Headquarters are approved and organized properly
- Attend meetings, participate in organizational voting, and provide operational reports and updates
- Promote structure, organization, professionalism, accountability, and operational consistency throughout the sorority

Experience & Qualifications Needed

- Previous leadership experience within the sorority, operations office, committee, nonprofit, or organization preferred
- Strong organizational, communication, and managerial skills
- Experience with administration, operational management, forms processing, or organizational procedures preferred
- Ability to manage multiple projects, deadlines, reports, and operational systems effectively
- Strong attention to detail and ability to review documents for accuracy and compliance
- Experience with website maintenance, document management, or digital filing systems preferred
- Ability to create procedures, forms, trackers, and organizational systems
- Strong leadership, problem-solving, and decision-making abilities

- Ability to work collaboratively with chapters, committees, and national leadership
- Ability to maintain professionalism, confidentiality, and organizational integrity
- Understanding of bylaws, policies, procedures, and organizational structure
- Commitment to accountability, structure, leadership development, and operational excellence

Preferred Leadership Traits

- Strong organizational and administrative abilities
- Professionalism and integrity
- Attention to detail
- Strategic thinking and problem-solving
- Leadership and communication skills
- Adaptability and resourcefulness
- Accountability and dependability
- Commitment to operational excellence and sisterhood

