

Lambda Kappa Omega Sorority, Inc.

Regional Director

Job Description & Duties

Position Title

Regional Director

Reports To

Regional President

Leadership Structure

National Vice President → Regional President → Regional Director → Chapters

Position Summary

The Regional Director serves as the primary liaison between chapters and the Regional President. This position is responsible for providing leadership, support, guidance, oversight, and accountability to all chapters within their assigned region.

The Regional Director acts as the face of national leadership within the region by ensuring chapters remain compliant with organizational policies, procedures, goals, and expectations. Through mentorship, communication, training, audits, and strategic planning, the Regional Director promotes chapter success and organizational growth.

Core Responsibilities

Chapter Oversight & Support

- Serve as the primary point of contact for all chapters within the assigned region.
- Provide guidance, mentorship, and support to chapter leadership.
- Assist chapters in planning successful programs, events, and initiatives.
- Monitor chapter progress and organizational compliance.
- Encourage collaboration and positive relationships among chapters.

- Ensure chapters understand national and regional expectations.
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Quarterly Agenda Review & Approval

- Review and approve chapter quarterly agendas.
 - Ensure all submitted activities are fully planned before approval.
 - Verify the inclusion of:
 - Event lead(s)
 - Budget
 - Venue
 - Event plan
 - Confirmed date and time
 - Ensure events align with the sorority's mission, values, and goals.
 - Prevent scheduling conflicts between chapters.
 - Approve, reject, or request additional information within established timelines.
 - Submit regional quarterly agendas to the Regional President.
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Chapter Development & Monitoring

- Monitor chapter operations and overall effectiveness.
 - Review chapter programming, event planning, promotion, and member engagement.
 - Provide recommendations and constructive feedback.
 - Assist chapters in identifying opportunities for growth and improvement.
 - Support struggling chapters through coaching and mentorship.
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New Chapter Development

- Attend the first meeting of newly established chapters.
 - Present regional expectations and policies.
 - Review forms, reporting procedures, and submission deadlines.
 - Explain leadership expectations and organizational structure.
 - Promote Leadership Academy participation.
 - Provide ongoing support during chapter development.
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Meetings & Regional Leadership

Regional Meetings

- Host a minimum of two regional meetings annually.
- Facilitate discussions regarding regional initiatives and organizational updates.
- Communicate regional concerns and recommendations to the Regional President.
- Prepare and distribute meeting minutes.
- Share approved national updates with chapters.

Chapter Meetings

- Attend chapter meetings as needed.
 - Provide support and guidance while respecting chapter autonomy.
 - Monitor chapter health and participation.
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Reporting Responsibilities

- Submit reports as requested by the Regional President.
 - Provide updates regarding chapter performance, membership growth, and operational concerns.
 - Assist leadership in evaluating chapter status and effectiveness.
 - Maintain accurate records of chapter activities and communications.
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Elections Oversight

- Monitor chapter elections and leadership transitions.
 - Ensure election policies and procedures are followed.
 - Support interim chapter leadership during transitions.
 - Review election results and submit information to the Regional President.
 - Assist chapters conducting emergency elections.
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Membership Administration

Chapter Transfers, Reinstatements & Suspensions

- Review all transfer, reinstatement, and suspension requests.
- Verify accuracy and completeness of submitted documentation.
- Forward approved requests to the Regional President for processing.

Intake & Calendar Approvals

- Review and approve chapter intake requests.
 - Review chapter calendars for compliance and scheduling.
 - Submit approved documents to the Regional President.
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Regional Conference & Retreat Planning

- Plan and host regional conferences or retreats.
 - Ensure programs include educational, leadership, and networking opportunities.
 - Coordinate regional business sessions.
 - Promote member engagement and regional collaboration.
 - Select locations within the assigned region.
 - Manage conference planning logistics and operations.
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Audits & Compliance Reviews

- Conduct a minimum of four audits annually.
- Review chapter compliance with policies and procedures.

Audit Areas May Include:

- Treasury reports
- Proof of funds
- Meeting minutes
- Event logs
- Meeting observations
- Documentation compliance

Audit Responsibilities

- Document findings and recommendations.
 - Submit audit summaries to the Regional President.
 - Provide corrective guidance when necessary.
 - Recognize areas of excellence and improvement.
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Social Media Oversight

- Monitor chapter social media accounts and public communications.
 - Ensure organizational branding standards are maintained.
 - Review flyers and promotional materials for accuracy.
 - Address inappropriate or non-compliant content.
 - Ensure flyers include proper contact information.
 - Promote positive representation of the sorority.
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Regional Financial Management

- Manage regional funds distributed by National Headquarters.
 - Maintain an accurate treasury log.
 - Utilize funds responsibly for:
 - Regional conferences
 - Retreats
 - Fundraising activities
 - Sponsorship opportunities
 - Maintain financial accountability and transparency.
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National Conference Committee

- Serve as a representative on the National Conference Planning Committee.
 - Provide regional input regarding conference planning and programming.
 - Promote conference participation within the region.
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Goal Management

- Assign three annual chapter goals.
 - Monitor chapter progress toward goal completion.
 - Encourage achievement and accountability.
 - Provide assistance when challenges arise.
 - Coordinate with National Offices regarding membership and youth goals.
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Single-Member Chapter Support

- Conduct meetings for single-member chapters.
- Teach Robert's Rules of Order.

- Provide leadership guidance and organizational support.
 - Help establish chapter structure and stability.
 - Promote growth and future chapter expansion.
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Records Management

Electronic Files

- Maintain electronic records for all chapters within the region.
- Store forms, reports, rosters, and correspondence.
- Update electronic files regularly.
- Back up records every six months.

Forms Management

Maintain familiarity with:

- Calendar Event Forms
 - Chapter Rosters
 - Chapter Sign-In Sheets
 - Community Service Reports
 - Chapter Letterhead Requests
 - Phi Chi Psi Nominations
 - Updated Member Information Forms
 - Event Planners
 - Election Forms
 - Meeting Notes
 - Meeting Minutes
 - Permission for Intake Forms
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Leadership Expectations

Regional Directors are expected to demonstrate:

Proactive Leadership

- Anticipate challenges before they occur.
- Develop solutions and preventative strategies.

Adaptability

- Adjust effectively to changing circumstances and organizational needs.

Communication

- Listen actively and communicate clearly.
- Serve as an effective advocate for chapters.

Organization

- Maintain accurate records and meet deadlines consistently.

Resourcefulness

- Utilize available tools and resources to support chapters.

Recognition

- Celebrate chapter accomplishments and member contributions.

Delegation

- Empower chapter leaders while maintaining accountability.
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