

Position Title

Staff Director

Reports To

National President

Secondary Reporting Structure

Managing Director and National Advisor

Direct Oversight Of

- National Historian
- National Secretary
- National Sergeant-at-Arms
- National Educator

Position Summary

The Staff Director provides structure, supervision, and support to assigned National Officers while ensuring alignment with the sorority's mission, policies, goals, and strategic initiatives. This position serves as a mentor, coach, advisor, and resource for officers and assists in maintaining consistency, accountability, and effectiveness across the National Board. The Staff Director also serves as Chairperson of the Advisory Committee and is responsible for reviewing officer performance, monitoring goal completion, conducting leadership development activities, and supporting the growth of newly formed chapters.

Core Responsibilities

Leadership & Supervision

The Staff Director serves as the direct lead for assigned National Officers.

Responsibilities Include:

- Provide leadership, guidance, and direction to supervised officers.

- Conduct regular leadership meetings and check-ins.
 - Mentor officers in completing annual duties and goals.
 - Assist officers with complex projects and organizational initiatives.
 - Support professional development and leadership growth.
 - Promote accountability and excellence throughout assigned offices.
 - Foster collaboration among officers and departments.
 - Ensure officers understand and fulfill handbook responsibilities.
 - Provide constructive feedback and performance support.
 - Address concerns, challenges, and operational barriers proactively.
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Officer Oversight

National Historian

The Staff Director shall:

- Ensure accurate preservation of organizational history.
- Monitor historical documentation and recordkeeping.
- Support anniversary projects and historical initiatives.
- Review archives, publications, and historical reports.
- Encourage accurate preservation of sorority milestones.

National Secretary

The Staff Director shall:

- Ensure accurate recording of National Board meeting minutes.
- Monitor maintenance of organizational records.
- Verify timely submission of reports.
- Support communication and document management efforts.
- Assist with organizational recordkeeping standards.

National Sergeant-at-Arms

The Staff Director shall:

- Monitor adherence to sorority policies and procedures.
- Support parliamentary procedure training.
- Ensure proper meeting decorum and organizational protocol.
- Assist with judicial and accountability initiatives.
- Support leadership development related to governance and compliance.

National Educator

The Staff Director shall:

- Oversee educational programming and curriculum development.
 - Support new member education initiatives.
 - Promote continuing education opportunities.
 - Monitor educational goals and program effectiveness.
 - Ensure training supports organizational growth and member development.
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Goal Crusher Management

The Staff Director is responsible for reviewing and approving quarterly Goal Crushers submitted by assigned offices.

Responsibilities Include:

- Review quarterly goal submissions.
 - Verify completion of assigned objectives.
 - Review supporting documentation.
 - Request additional documentation when necessary.
 - Track officer progress throughout the year.
 - Maintain records of completed goals.
 - Submit verified Goal Crushers to the National President.
 - Complete annual goals assigned to the Staff Director position.
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Monthly Written Check-Ins

The Staff Director shall maintain regular communication with assigned officers.

Responsibilities Include:

- Conduct monthly written check-ins through email.
- Offer support and guidance to officers.
- Identify barriers affecting performance.
- Document assistance provided.
- Monitor completion of assigned duties.
- Maintain records of officer communications.
- Follow up on unresolved concerns and projects.

Documentation of all communications should be maintained to ensure accountability and continuity.

Advisory Committee Leadership

The Staff Director serves as Chairperson of the Advisory Committee.

Responsibilities Include:

- Appoint second and third committee chairs.
- Recruit experienced members to serve as advisors.
- Oversee advisory support for newly chartered chapters.
- Ensure new chapters receive guidance regarding:
 - Sorority policies
 - Procedures
 - Rules and regulations
 - Deadlines and reporting requirements
 - Chapter operations
- Monitor advisor effectiveness.
- Promote successful chapter development and sustainability.

Tracker & Data Management

The Staff Director is responsible for monitoring organizational tracking systems.

Responsibilities Include:

- Review organizational trackers quarterly.
- Monitor:
 - Women's Roster
 - Main Tracker
 - Historian Tracker
 - Community Service Tracker
- Verify assigned offices are utilizing trackers appropriately.
- Assist officers when discrepancies or concerns arise.
- Utilize data to support decision-making and performance evaluations.
- Maintain access to tracking systems within the office Google Drive.

National Board Support

Responsibilities Include:

- Participate in National Board meetings.
 - Submit quarterly office reports.
 - Complete annual reporting requirements.
 - Provide recommendations to improve organizational operations.
 - Support implementation of national initiatives.
 - Assist National Leadership with special projects.
 - Promote consistency among National Board offices.
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Communication Management

The Staff Director shall follow and support the organization's communication structure.

Responsibilities Include:

- Communicate directly with individual members, chapters, and offices when appropriate.
 - Coordinate mass communications through the Vice President of Communications.
 - Copy Regional Directors on urgent communications affecting membership.
 - Ensure communications are clear, accurate, and professional.
 - Maintain communication records.
 - Support organizational transparency and information sharing.
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Open Calls

The Staff Director shall host Open Calls for National Board members.

Responsibilities Include:

- Schedule and facilitate Open Calls.
 - Remain available for the full duration of the session.
 - Answer questions related to supervised offices.
 - Encourage board engagement and collaboration.
 - Provide support and clarification regarding organizational processes.
 - Maintain attendance and participation records.
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Continuing Education & In-Service Training

The Staff Director is responsible for educational opportunities for National Board members.

Responsibilities Include:

- Host a minimum of two in-service trainings annually.
- Develop educational content that benefits National Board operations.
- Submit training materials for website publication.
- Create educational resources that support leadership development.
- Encourage board participation in continuing education programs.

Did You Know? Educational Program

The Staff Director shall:

- Develop educational worksheets and printable resources.
 - Create leadership, organizational, and sorority-related educational content.
 - Track worksheet participation.
 - Maintain records of completed submissions.
 - Report service hours earned through educational activities.
 - Store all educational materials in an organized electronic filing system.
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One-on-One Leadership Meetings

The Staff Director shall conduct individual leadership meetings with supervised officers.

Requirements:

- Conduct a minimum of two one-on-one meetings annually with each assigned officer.
 - Meetings should last at least thirty minutes.
 - Provide coaching, support, and developmental feedback.
 - Discuss officer goals, challenges, and opportunities.
 - Document meeting summaries.
 - Email summaries to participating officers.
 - Utilize meeting outcomes in quarterly reporting.
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Administrative Responsibilities

Email Management

- Monitor office email regularly.
- Respond to communications promptly.
- Utilize organizational email accounts exclusively.
- Maintain organized email labels and filing systems.

- Preserve organizational correspondence.
- Ensure continuity for future leadership transitions.

Google Drive Management

- Maintain an organized office drive.
- Preserve historical office records.
- Store reports, communications, trackers, and educational materials.
- Create systems that support future officers.
- Maintain accurate electronic records.

Organizational Planning

- Maintain office binders and resource materials.
 - Review officer handbooks regularly.
 - Track annual duties and goals.
 - Plan quarterly activities and initiatives.
 - Support succession planning efforts.
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Leadership Expectations

The Staff Director should demonstrate:

Proactive Leadership

- Anticipate challenges and create solutions before issues arise.

Adaptability

- Adjust effectively to changing circumstances and organizational needs.

Communication Excellence

- Listen actively and communicate clearly.

Resourcefulness

- Utilize available resources to support officers and organizational success.

Recognition

- Celebrate accomplishments and reinforce positive performance.

Organization

- Maintain accurate records, plans, and timelines.

Delegation

- Empower others through effective assignment of responsibilities.

Professionalism

- Model integrity, accountability, and excellence.