

Lambda Kappa Omega Sorority, Inc.

Intake Coordinator

Job Description & Duties

The Intake Coordinator serves as the chapter's primary administrator and facilitator of the membership intake process. This position is responsible for ensuring compliance with all national intake policies and procedures, coordinating application reviews, managing intake communications, organizing interviews, overseeing candidate documentation, and supporting prospective members throughout the intake process. The Intake Coordinator serves as the liaison between the chapter, Regional Leadership, and the National Vice President of Membership to ensure a professional, organized, and hazing-free intake experience.

Position Title

Intake Coordinator

Reports To

Chapter President

Secondary Reporting Structure

Regional Director and National Vice President of Membership

Position Summary

The Intake Coordinator oversees all chapter intake activities and ensures that the membership process is conducted according to Lambda Kappa Omega Sorority, Inc. policies, procedures, and risk management standards. This role requires exceptional organizational, communication, leadership, and administrative skills to manage applicants, coordinate chapter participation, maintain documentation, and ensure a positive and professional experience for prospective members.

Core Responsibilities

Membership Intake Administration

The Intake Coordinator is responsible for planning and coordinating the chapter's intake process.

Responsibilities Include:

- Coordinate all chapter intake activities.
 - Ensure compliance with National Membership policies.
 - Serve as the chapter liaison during intake.
 - Monitor timelines, deadlines, and required documentation.
 - Ensure all intake activities remain professional and free from hazing.
 - Support chapter leadership throughout the intake process.
 - Maintain confidentiality regarding applicant information.
 - Ensure prospective members receive accurate information regarding membership requirements.
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Intake Approval Process

Responsibilities Include:

- Submit chapter requests for intake approval.
 - Verify that the chapter meets membership requirements before requesting intake.
 - Ensure the chapter maintains the minimum required active membership.
 - Coordinate intake approval with the National Vice President of Membership.
 - Submit required intake calendars and supporting documentation.
 - Verify participation in required regional meetings and activities.
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Application Management

The Intake Coordinator oversees collection and review of membership applications.

Responsibilities Include:

- Coordinate application distribution and collection.
- Review applications for completeness before submission.
- Utilize the official application checklist.
- Ensure all required forms are included.

- Verify notarized documents are completed correctly.
- Compile application packets for submission.
- Submit completed application packets to the National Vice President of Membership.
- Maintain applicant confidentiality.
- Track application status and approvals.

Required Application Packet Documents

- Membership Application
 - Hazing Policy
 - Confidentiality Agreement
 - Letter of Intent
 - Application Letter
 - Introductory Form
 - Media Release Form
 - Calendar
 - Calendar Discrepancy Form
 - Stop Form
 - Recommendation Letters
 - Child Abuse Waiver
 - Chapter Contact Information
 - Volunteer Information (where applicable)
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Applicant Communication

Responsibilities Include:

- Provide applicants with intake information.
 - Respond to applicant questions professionally.
 - Communicate deadlines and requirements.
 - Notify applicants regarding interview scheduling.
 - Coordinate applicant correspondence.
 - Ensure all communications remain consistent with organizational standards.
 - Maintain confidentiality throughout the process.
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Interview Coordination

The Intake Coordinator manages the interview process for prospective members.

Responsibilities Include:

- Schedule applicant interviews.
- Coordinate interview panels.
- Ensure interview guidelines are followed.
- Prepare interview materials and documentation.
- Verify interview forms are completed accurately.
- Submit interview evaluations according to required timelines.
- Coordinate communication regarding interview outcomes.

Interview Oversight

- Ensure panels consist of the appropriate number of members.
- Verify interviewers are prepared and informed.
- Monitor interview professionalism.
- Maintain applicant confidentiality.
- Ensure interviews support fair and unbiased evaluations.

Membership Compliance & Risk Management

The Intake Coordinator serves as a compliance officer during intake.

Responsibilities Include:

- Ensure adherence to all anti-hazing policies.
- Monitor chapter activities during intake.
- Report concerns immediately through appropriate channels.
- Educate chapter members regarding intake regulations.
- Ensure all activities comply with National policies.
- Protect applicants from inappropriate conduct.
- Promote accountability and professionalism.

Hazing Prevention

- Educate chapter members regarding hazing policies.
- Monitor all intake activities.
- Report violations immediately.
- Suspend activities when directed by National Leadership.
- Ensure all lessons and activities are educational and appropriate.

Binder & Materials Management

Responsibilities Include:

- Coordinate receipt and distribution of intake binders.
- Maintain records of distributed materials.
- Track binder returns and accountability forms.
- Monitor completion of required documentation.
- Ensure sorority materials are properly safeguarded.
- Coordinate return of National materials as required.

Inventory Oversight

- Maintain accountability for sorority-issued materials.
 - Track intake supplies and resources.
 - Verify materials are returned upon completion of the process.
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Financial Oversight During Intake

Responsibilities Include:

- Coordinate collection of approved intake fees.
 - Maintain records of payments received.
 - Submit required funds to National Headquarters.
 - Coordinate fee distributions according to policy.
 - Track binder deposits and refunds.
 - Maintain accurate financial documentation related to intake activities.
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Gift & Probate Coordination

Responsibilities Include:

- Coordinate approved gift ordering.
 - Verify gift packages are ordered within required timelines.
 - Ensure line names receive proper approvals.
 - Monitor compliance regarding sorority paraphernalia.
 - Assist with probate planning and logistics.
 - Coordinate communication regarding probate activities.
 - Support preparation of crossing ceremonies and conference participation.
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Lambda Day Coordination

The Intake Coordinator oversees planning and implementation of Lambda Day activities.

Responsibilities Include:

- Assist incoming members with planning Lambda Day.
 - Coordinate community service activities.
 - Assist with luncheon planning and logistics.
 - Coordinate recreational activities and outings.
 - Ensure compliance with organizational guidelines.
 - Encourage participation from members, families, and community partners.
 - Support leadership development among incoming members.
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Flyer Approval & Marketing Compliance

Responsibilities Include:

- Ensure intake-related flyers are submitted for approval.
 - Coordinate approvals through Regional Directors.
 - Verify information accuracy before distribution.
 - Promote attendance at approved events.
 - Ensure compliance with organizational branding standards.
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Records Management

The Intake Coordinator maintains all intake-related records.

Responsibilities Include:

- Maintain applicant files.
 - Preserve interview documentation.
 - Track approvals and notifications.
 - Maintain intake calendars and schedules.
 - Store correspondence and reports.
 - Preserve records for future reference and audits.
 - Ensure records remain confidential and secure.
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Leadership Expectations

The Intake Coordinator should demonstrate:

Accountability

- Maintain integrity throughout the intake process.

Communication

- Communicate clearly and professionally with applicants and members.

Organization

- Maintain accurate records and timelines.

Adaptability

- Respond effectively to changing situations and deadlines.

Resourcefulness

- Utilize available resources to support applicants and chapters.

Professionalism

- Represent the sorority positively throughout the process.

Leadership

- Guide members through intake while maintaining compliance and accountability.

Confidentiality

- Protect applicant information and organizational materials.

Annual Duties

Quarter 1 (January – March)

- Review National Intake Policies.
- Attend Membership Training.
- Organize chapter intake materials.
- Review application packet requirements.

- Update chapter intake records.

Quarter 2 (April – June)

- Assist with National-led intake initiatives.
- Review applicant materials and updates.
- Prepare chapter resources for fall intake.
- Participate in membership planning meetings.

Quarter 3 (July – September)

- Submit intake approval requests.
- Coordinate Meet and Greet events.
- Collect and review applications.
- Schedule and conduct interviews.
- Submit required intake documentation.
- Coordinate applicant notifications.

Quarter 4 (October – December)

- Coordinate intake activities.
- Monitor compliance and applicant progress.
- Assist with Lambda Day planning.
- Coordinate probate preparation.
- Ensure conference readiness for crossing ceremonies.
- Submit end-of-year reports and documentation.

Recommended Qualifications

- Active member in good standing.
- Successful completion of Intake Coordinator Certification.
- Strong organizational and administrative skills.
- Excellent communication and interpersonal abilities.
- Knowledge of sorority membership policies and procedures.
- Ability to maintain confidentiality.
- Event planning and project management experience preferred.
- Strong attention to detail and compliance standards.

Term Expectations

The Intake Coordinator is expected to maintain the integrity of the sorority's membership process, ensure compliance with all intake regulations, preserve accurate records, and facilitate a smooth transition by transferring intake calendars, application materials, reports, templates, and records to the incoming Intake Coordinator.

Final Statement

The Intake Coordinator serves as the guardian of the membership intake process for Lambda Kappa Omega Sorority, Inc. Through leadership, organization, professionalism, compliance, and mentorship, the Intake Coordinator ensures that every prospective member experiences a structured, educational, and positive introduction to the sorority while protecting the integrity, traditions, and values of the organization.

President handbook.pdf

PDF

Utilize the attached item with duties and job descriptions based on information provided

Lambda Kappa Omega Sorority, Inc.

Chapter President

Job Description & Duties

The Chapter President serves as the chief executive officer of the chapter and is responsible for providing leadership, vision, direction, and oversight to all chapter operations. The President is accountable for ensuring that the chapter functions in accordance with the sorority's bylaws, policies, procedures, and mission while promoting sisterhood, leadership development, community service, and organizational growth. The President serves as the primary liaison between the chapter and National Leadership and is responsible for fostering a positive, productive, and accountable chapter environment.

Position Title

Chapter President

Reports To

Regional Director

Secondary Reporting Structure

Regional President and National Vice President

Position Summary

The Chapter President is responsible for overseeing all chapter operations, managing officers, ensuring compliance with organizational policies, facilitating communication, setting chapter goals, and leading the implementation of chapter programs, events, and initiatives. The President must serve as a role model who leads by example while inspiring members to actively participate in the mission and vision of Lambda Kappa Omega Sorority, Inc.

Core Responsibilities

Executive Leadership

The President serves as the primary leader of the chapter.

Responsibilities Include:

- Provide leadership and direction to all chapter officers and members.
 - Preside over chapter and executive board meetings.
 - Ensure chapter activities align with sorority goals and objectives.
 - Promote a positive chapter culture focused on service, sisterhood, and leadership.
 - Represent the chapter at regional and national functions.
 - Lead by example in conduct, professionalism, and accountability.
 - Encourage active participation and engagement among members.
 - Maintain organizational stability and chapter effectiveness.
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Strategic Planning & Goal Setting

The President is responsible for establishing and monitoring chapter goals.

Responsibilities Include:

- Develop annual chapter goals using National Goals as a foundation.

- Collaborate with members to create meaningful and achievable objectives.
- Assign responsibilities for goal implementation.
- Establish timelines and action plans.
- Monitor progress toward goal completion.
- Evaluate outcomes and adjust strategies when necessary.
- Submit required Goal Crusher documentation.

Goal Management

For every goal established, the President should ensure:

- A clear action plan exists.
- Responsibilities are assigned.
- Resources are identified.
- Completion timelines are established.
- Progress updates are monitored regularly.

Chapter Operations Management

Responsibilities Include:

- Oversee all chapter functions and activities.
- Ensure officers are fulfilling their responsibilities.
- Monitor committee operations.
- Ensure deadlines are met.
- Coordinate chapter planning and implementation.
- Review chapter reports and submissions before they are submitted.
- Ensure compliance with National and Regional directives.

Oversight Areas Include:

- Membership
- Finance
- Community Service
- Youth Programming
- Communications
- Compliance
- Chapter Events
- Intake Activities

Membership Engagement & Retention

The President is responsible for creating a positive and engaging member experience.

Responsibilities Include:

- Foster strong relationships among members.
- Encourage participation and involvement.
- Recognize member accomplishments.
- Promote sisterhood and unity.
- Address member concerns appropriately.
- Create opportunities for member engagement and growth.
- Support leadership development within the chapter.

Member Development

- Personally connect with members throughout the year.
- Divide member outreach responsibilities into manageable groups.
- Maintain regular communication with members.
- Encourage member ownership of chapter initiatives.

Communication & Organizational Standards

The President is responsible for establishing expectations and enforcing organizational standards.

Responsibilities Include:

- Communicate policies, procedures, and expectations clearly.
- Address inappropriate conduct promptly.
- Promote accountability among members.
- Consult Regional or National Leadership when necessary.
- Follow established protocols and bylaws.
- Ensure members understand organizational expectations.
- Reinforce professionalism and ethical conduct.

Decision-Making Guidelines

When uncertain:

- Consult organizational protocols.
- Review bylaws and governing documents.
- Seek guidance from Regional Leadership.
- Utilize sound judgment.
- Consult experienced chapter leaders when appropriate.

Meeting Management

The President serves as Chairperson of chapter meetings.

Before Meetings

- Prepare meeting agendas.
- Coordinate officer reports.
- Review old and new business.
- Ensure supporting documents are available.

During Meetings

- Preside over meetings professionally.
- Maintain order and focus.
- Encourage participation.
- Ensure all voices are heard.
- Follow parliamentary procedures.
- Keep discussions productive and efficient.

After Meetings

- Review action items.
- Follow up on assignments.
- Ensure meeting decisions are implemented.
- Monitor completion of delegated responsibilities.

Meeting Expectations

- Hold a minimum of two meetings per quarter.
- Start meetings on time.
- Encourage respectful discussion.
- End meetings positively.
- Allow time for fellowship and sisterhood.

Community Service & Philanthropy Oversight

Community Service Responsibilities

- Coordinate meaningful community service projects.
- Encourage member participation.

- Allow members to vote on service initiatives.
- Ensure projects address community needs.
- Promote hands-on volunteerism.

Philanthropy Responsibilities

- Support fundraising and charitable initiatives.
 - Ensure philanthropy projects align with organizational values.
 - Educate members regarding the difference between philanthropy and community service.
 - Promote charitable giving and community impact.
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Social & Sisterhood Programming

Responsibilities Include:

- Promote social events that strengthen relationships.
 - Encourage member appreciation and engagement.
 - Support youth involvement when appropriate.
 - Plan activities that benefit both members and the community.
 - Foster an atmosphere of fun, unity, and belonging.
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Officer Supervision & Delegation

The President is responsible for effectively utilizing chapter leadership.

Responsibilities Include:

- Delegate tasks appropriately.
- Match assignments with member strengths and interests.
- Monitor delegated projects.
- Provide resources and support.
- Follow up on assignments.
- Hold officers accountable for responsibilities.
- Encourage leadership growth among members.

Effective Delegation Includes:

- Clearly defining responsibilities.
- Establishing deadlines.
- Providing support and resources.
- Monitoring progress.

- Recognizing successful completion.
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Forms & Administrative Management

The President should maintain familiarity with all chapter forms and reporting requirements.

Forms Include:

- Calendar Event Forms
 - Account Ledger
 - Chapter Roster
 - Chapter Sign-In Sheets
 - Community Service Reports
 - Letterhead Requests
 - Permission for Intake Forms
 - Phi Chi Psi Nominations
 - Updated Member Information Forms
 - Annual Budget
 - Chapter Compliance Reports
 - Event Logs
 - Event Sign-Up Forms
 - Old Business Reports
 - Meeting Minutes
 - Quarterly Reports
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Email & Communication Oversight

Responsibilities Include:

- Monitor chapter email regularly.
- Ensure important communications are distributed.
- Maintain communication with Regional and National Leadership.
- Ensure chapter officers receive relevant information.
- Coordinate communication with the Chapter Secretary.
- Maintain organized records of correspondence.

Communication Standards

- Respond promptly to official communications.
- Maintain professionalism in all correspondence.
- Ensure transparency and information sharing within the chapter.

Leadership Expectations

The Chapter President should demonstrate:

Proactive Leadership

- Anticipate challenges and create solutions before problems arise.

Adaptability

- Adjust effectively to changing circumstances and chapter needs.

Communication

- Listen actively and communicate clearly and effectively.

Resourcefulness

- Utilize available resources to support chapter success.

Recognition

- Celebrate accomplishments and reinforce positive behaviors.

Organization

- Maintain structured operations and planning systems.

Delegation

- Empower members through leadership opportunities.

Integrity

- Lead by example and uphold organizational values.
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Annual Duties

Quarter 1 (January – March)

- Verify dues and chapter roster submissions.
- Ensure Youth Director completes parent meetings.
- Review annual chapter goals.
- Conduct chapter meetings and activities.
- Perform member outreach.
- Review quarterly submissions.
- Verify newsletter participation.
- Submit Goal Crusher documentation.

Quarter 2 (April – June)

- Identify potential award recipients.
- Prepare members and parents for future events and travel.
- Review chapter goal progress.
- Continue member outreach.
- Monitor chapter compliance.
- Verify quarterly submissions.
- Submit Goal Crusher documentation.

Quarter 3 (July – September)

- Meet with Youth Leaders.
- Submit Permission for Intake.
- Assist with intake preparation.
- Conduct chapter meetings and activities.
- Continue relationship-building efforts.
- Host Board Member engagement activities.
- Submit Goal Crusher documentation.

Quarter 4 (October – December)

- Ensure conference documentation is submitted.
- Assist with new member activities and probate preparation.
- Review annual goal completion.
- Host member appreciation events.
- Submit Goal Crusher documentation.
- Send year-end communications to members and parents.
- Prepare transition documentation.

Recommended Qualifications

- Active member in good standing.

- Demonstrated leadership experience.
 - Strong communication and interpersonal skills.
 - Excellent organizational and time-management abilities.
 - Ability to lead teams and manage projects.
 - Knowledge of organizational policies and procedures.
 - Conflict resolution and decision-making skills.
 - Commitment to the mission and values of Lambda Kappa Omega Sorority, Inc.
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Term Expectations

The Chapter President is expected to maintain chapter stability, support member development, ensure compliance with organizational standards, and facilitate a smooth transition by allowing the incoming President to shadow responsibilities, reviewing chapter operations together, and transferring all records, reports, passwords, files, and resources before the conclusion of the term.

Final Statement

The Chapter President serves as the chief leader, motivator, and visionary of the chapter. Through servant leadership, strategic planning, communication, accountability, and mentorship, the President ensures the chapter remains strong, engaged, compliant, and focused on advancing the mission of Lambda Kappa Omega Sorority, Inc. while fostering a culture of excellence, sisterhood, service, and leadership.