

Λ K Ω Vice President of Membership Position Summary

The Vice President of Membership of Lambda Kappa Omega Sorority, Inc. serves as the national leader responsible for membership growth, intake operations, recruitment planning, retention, and membership development throughout the sorority. This role plays a critical part in ensuring all chapters follow the sorority's intake procedures, maintain organizational standards, and provide a consistent membership experience for all new and existing members.

The Vice President of Membership oversees the national intake process, membership applications, interview procedures, recruitment events, intake coordinators, and new member education while acting as a liaison between the National Board and general membership. This position requires strong leadership, organization, communication, and managerial skills, along with the ability to guide chapters, mentor members, and support the continued growth and retention of the sorority.

Responsibilities

- Oversee all national and local membership intake processes throughout the sorority
- Plan and coordinate annual intake calendars, recruitment timelines, and membership goals
- Review, organize, and process all membership applications and intake documentation
- Communicate directly with Chapter Presidents and Intake Coordinators regarding intake procedures and requirements
- Coordinate interviews, notifications, second-level interview panels, and membership decisions
- Ensure all chapters follow intake rules, timelines, and national standards
- Host National Rush and Learn sessions and national meet-and-greet events
- Serve as Chair of the Membership Committee and oversee interview operations
- Assist chapters with recruitment, retention, intake planning, and probate preparation
- Monitor membership growth and help chapters develop realistic annual membership goals

- Host quarterly New Members Classes and assist with orientation and conference sessions
- Serve as Assistant National Educator and assist with national ceremonies, trainings, and educational programs
- Maintain digital records, membership files, applications, interview forms, and organizational trackers
- Create membership certificates and maintain membership numbering records
- Ensure communication between chapters, regional leadership, and the National Board remains organized and effective
- Develop strategies to improve membership growth, retention, and chapter stability
- Support continuing education initiatives such as “Did You Know” training worksheets
- Assist with annual reporting, surveys, and organizational membership tracking
- Serve as the liaison between general membership and the National Board

Experience & Qualifications Needed

- Previous leadership experience within the sorority, membership organization, committee, or community organization preferred
- Strong organizational, communication, and managerial skills
- Experience with recruitment, membership intake, interviewing, or event coordination preferred
- Ability to manage multiple projects, deadlines, and chapter communications effectively
- Strong leadership, mentorship, and problem-solving abilities
- Ability to maintain professionalism, confidentiality, and organizational structure
- Experience leading meetings, trainings, webinars, or educational programs preferred
- Ability to work collaboratively with chapters, committees, and national leadership
- Strong attention to detail and recordkeeping skills
- Ability to motivate, mentor, and support both new and existing members

- Understanding of chain of command, organizational procedures, and membership operations
- Commitment to sisterhood, leadership development, membership growth, and retention

Preferred Leadership Traits

- Proactive and adaptable leadership
- Strong communication and listening skills
- Organization and time management
- Professionalism and integrity
- Ability to mentor and motivate members
- Flexibility and sound judgment
- Resourcefulness and accountability
- Commitment to membership growth and organizational success