

Regional President

Job Description & Duties

The Regional President serves as the chief executive officer of their assigned region and acts as the primary liaison between National Leadership and Regional Directors. This position is responsible for providing leadership, oversight, guidance, accountability, and support to Regional Directors while ensuring that all chapters within the region operate in accordance with the sorority's mission, policies, procedures, and strategic goals. The Regional President serves as the eyes and ears of the National Board and plays a critical role in chapter development, regional growth, compliance, communication, and organizational success.

Position Title

Regional President

Reports To

National Vice President

Secondary Reporting Structure

National President

Direct Oversight Of

- Regional Directors
 - Chapters within the assigned region (through Regional Directors)
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Position Summary

The Regional President provides leadership and direction to Regional Directors, monitors chapter performance, facilitates communication between regional and national leadership, oversees compliance initiatives, assists with chapter development, and ensures the successful execution of national programs and initiatives throughout the region. The Regional President serves as a mentor, advisor, coach, and advocate for chapters while maintaining consistency with national standards and expectations.

Core Responsibilities

Regional Leadership & Oversight

The Regional President serves as the leader of all assigned Regional Directors.

Responsibilities Include:

- Provide leadership, guidance, and support to Regional Directors.
- Maintain harmony and collaboration throughout the region.
- Serve as the connection between National Leadership and Regional Leadership.
- Ensure Regional Directors understand and implement national directives.
- Assist Regional Directors with challenges, concerns, and chapter issues.
- Promote consistency and accountability throughout the region.
- Encourage chapter growth, development, and sustainability.
- Serve as a resource for chapter and regional leadership.

Leadership Expectations

- Lead by example.
- Demonstrate professionalism and integrity.
- Foster positive relationships among chapters.
- Promote organizational excellence.
- Encourage collaboration and communication.

Communication Management

The Regional President is responsible for ensuring information is distributed accurately and efficiently.

Responsibilities Include:

- Communicate National Board updates to Regional Directors.
- Distribute approved national communications.
- Maintain communication with National Leadership.
- Ensure Regional Directors relay information to chapters.
- Provide clarification regarding policies and procedures.
- Respond to chapter and leadership inquiries appropriately.
- Maintain professional and organized communication systems.

Communication Standards

- Share only approved information.
 - Maintain confidentiality regarding National Board discussions.
 - Promote transparency while protecting organizational interests.
 - Ensure communication remains professional and accurate.
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Quarterly Agenda & Calendar Oversight

The Regional President is responsible for coordinating regional planning and scheduling.

Responsibilities Include:

- Collect quarterly agendas from Regional Directors.
- Review regional events and activities.
- Compile regional calendars.
- Submit calendars to the National Secretary and Information Technology Team.
- Ensure calendars are distributed appropriately.
- Verify scheduling accuracy and completeness.
- Monitor chapter participation in planned activities.

Calendar Management

- Review quarterly activities for compliance.
 - Monitor regional event scheduling.
 - Ensure national initiatives are incorporated into chapter planning.
 - Assist Regional Directors with planning efforts.
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Meeting Management

The Regional President is responsible for conducting and monitoring regional meetings.

Responsibilities Include:

- Host a minimum of two regional meetings annually.
- Develop agendas for regional leadership meetings.
- Address regional concerns and challenges.
- Discuss national initiatives and organizational updates.
- Facilitate leadership development discussions.
- Support Regional Directors in improving chapter operations.

Meeting Oversight

- Attend regional meetings when appropriate.
 - Conduct meeting sit-ins as needed.
 - Review Regional Director meeting minutes.
 - Request clarification or additional information when necessary.
 - Monitor meeting effectiveness and professionalism.
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Regional Director Support & Accountability

The Regional President is responsible for supervising and evaluating Regional Directors.

Responsibilities Include:

- Establish reporting expectations.
- Create Regional Director reporting templates.
- Monitor chapter activity through Regional Director reports.
- Track resignations, compliance issues, and missed events.
- Identify training and development needs.
- Provide corrective guidance when necessary.
- Assist with problem-solving and conflict resolution.

Performance Monitoring

Reports may include:

- Chapter activity updates
 - Membership concerns
 - Compliance issues
 - Missed or canceled events
 - Leadership vacancies
 - Training needs
 - Chapter growth initiatives
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Chapter Development & New Chapter Support

The Regional President assists with chapter growth and expansion.

Responsibilities Include:

- Support newly established chapters.

- Provide guidance during chapter development.
- Assist Regional Directors with chapter concerns.
- Encourage chapter growth and sustainability.
- Promote strong chapter leadership.
- Ensure chapters have access to organizational resources.

Chapter Support Philosophy

- Remain accessible to chapter leaders.
 - Support without overstepping Regional Director authority.
 - Maintain open communication channels.
 - Encourage positive leadership practices.
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Membership Administration

Transfers, Reinstatements & Suspensions

The Regional President oversees membership processing procedures.

Responsibilities Include:

- Review transfer, reinstatement, and suspension requests submitted through Regional Directors.
 - Verify forms are processed through proper channels.
 - Ensure compliance with membership procedures.
 - Reject improperly submitted requests.
 - Support Regional Directors with membership-related concerns.
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Intake & Calendar Approval

The Regional President serves as the final regional reviewer for intake requests.

Responsibilities Include:

- Review Permission for Intake forms.
- Verify accuracy and completeness.
- Review chapter intake calendars.
- Ensure calendars are free of errors.
- Submit approved intake documentation to the Vice President of Membership.
- Monitor intake readiness throughout the region.

Intake Oversight

- Support Regional Directors throughout intake.
 - Ensure compliance with national intake policies.
 - Assist with intake concerns and questions.
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Elections & Board Management

Responsibilities Include:

- Maintain updated records of chapter boards.
 - Monitor leadership transitions.
 - Review election information submitted by Regional Directors.
 - Ensure leadership records remain current.
 - Support chapters during election cycles.
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Youth Program Oversight

The Regional President collaborates with the Vice President of Youth Services to ensure successful implementation of national youth initiatives.

Responsibilities Include:

- Meet with the Vice President of Youth Services regularly.
 - Communicate national youth activities to Regional Directors.
 - Monitor implementation of required youth programs.
 - Ensure chapters include national youth initiatives in quarterly planning.
 - Review quarterly reports for youth compliance.
 - Support Regional Directors with youth-related concerns.
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Ceremonial & Probate Oversight

Crossing Ceremonies

The Regional President shall:

- Ensure Regional Directors understand national crossing procedures.
- Support ceremonial consistency throughout the region.

- Address concerns regarding ceremonial execution.

Probate Oversight

The Regional President shall:

- Review probate protocols.
 - Assist Regional Directors with probate concerns.
 - Ensure chapters comply with probate requirements.
 - Provide guidance regarding approved procedures.
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Audits & Compliance Reviews

The Regional President is responsible for conducting compliance reviews and audits.

Responsibilities Include:

- Conduct four audits annually.
- Review documentation submitted by Regional Directors.
- Monitor chapter compliance with policies and procedures.
- Identify areas requiring improvement.
- Provide recommendations and guidance.

Audit Areas Include:

- Treasury Reports
- Proof of Funds
- Meeting Minutes
- Event Logs
- Regional Meeting Minutes
- Chapter Compliance Documentation

Audit Objectives

- Ensure organizational compliance.
 - Improve chapter operations.
 - Strengthen accountability.
 - Identify training opportunities.
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Goal Management

The Regional President oversees regional and chapter goal development.

Responsibilities Include:

- Select five annual goals for each chapter.
- Collaborate with Regional Directors regarding chapter goals.
- Establish regional goals.
- Develop:
 - Membership Goals
 - Youth Goals
 - Statistical Goals
- Distribute Goal Crusher forms.
- Monitor progress throughout the year.
- Submit final goals to the National President by required deadlines.

Goal Oversight

- Evaluate chapter performance.
- Promote accountability.
- Support goal achievement strategies.
- Monitor completion percentages.

Records & Forms Management

The Regional President should 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 Planner Forms
- Election Forms
- Meeting Notes
- Meeting Minutes
- Permission for Intake Forms

Records Management

- Maintain electronic files for each region.
- Preserve reports and documentation.

- Update flash drives and backups every six months.
 - Ensure records are accessible and organized.
 - Protect organizational information.
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Leadership Expectations

The Regional President should demonstrate:

Proactive Leadership

- Anticipate challenges and address issues before they arise.

Adaptability

- Respond effectively to changing circumstances.

Communication

- Listen actively and communicate clearly.

Resourcefulness

- Utilize available resources to support chapters and directors.

Recognition

- Celebrate accomplishments and reinforce positive performance.

Organization

- Maintain detailed records and structured planning.

Delegation

- Empower Regional Directors while maintaining accountability.

Professionalism

- Model ethical leadership and organizational values.