

Λ K Ω Second Vice President Position Summary

The Second Vice President of Lambda Kappa Omega Sorority, Inc. serves as a senior executive leader on the National Board and is responsible for assisting with the leadership, structure, communication, and daily operations of the sorority. As a key member of the executive leadership team, the Second Vice President helps guide the organization, support national initiatives, and ensure offices operate effectively and in alignment with the sorority's mission, strategic goals, policies, and standards.

The Second Vice President directly oversees the offices of Membership, Compliance, Youth, Finance, and Operations. This role requires strong leadership, organization, communication, and problem-solving skills, along with the ability to mentor officers, monitor progress, and maintain accountability throughout the organization. The Second Vice President must be able to make fair and consistent decisions while supporting both the National Board and general membership.

Responsibilities

- Assist the National President and executive leadership team with national operations and organizational growth
- Oversee and support the offices of Membership, Compliance, Youth, Finance, and Operations
- Ensure assigned offices complete duties, quarterly reports, and annual goals
- Review and verify Goal Crushers before submitting them to the National President
- Conduct monthly written check-ins with officers to provide guidance and support
- Host one-on-one meetings with officers at least twice per year
- Monitor trackers, reports, office activities, and compliance requirements
- Assist with conflict resolution and mediate concerns within assigned offices
- Maintain professionalism, organization, communication, and accountability within the organization
- Serve as Chair or Co-Chair of the Mentorship Committee and support member development
- Host or assist with Open Calls, In-Services, trainings, and educational initiatives
- Ensure proper documentation, organization of office files, and maintenance of Google Drive records

- Assist with leadership development, membership growth, retention, and strategic planning
- Step in to assist leadership when necessary and help maintain organizational stability
- Promote sisterhood, service, leadership, and professionalism throughout the sorority

Experience & Qualifications Needed

- Previous leadership experience within the sorority, executive board, committee, or another organization
- Strong organizational, communication, and managerial skills
- Ability to lead multiple offices, projects, and responsibilities effectively
- Experience with conflict resolution, mentorship, accountability, and team leadership
- Ability to make professional, fair, and solution-oriented decisions
- Strong understanding of chain of command, leadership structure, and organizational operations
- Ability to manage reports, documentation, trackers, and deadlines efficiently
- Experience planning meetings, trainings, events, or leadership initiatives preferred
- Ability to remain proactive, adaptable, organized, and dependable under pressure
- Commitment to sisterhood, professionalism, leadership development, and the mission of the sorority

Preferred Leadership Traits

- Strong leadership presence
- Professionalism and integrity
- Resourcefulness and accountability
- Excellent communication and listening skills
- Ability to motivate and mentor others
- Patience, flexibility, and sound judgment