



DISTRICT GOVERNOR JOB DESCRIPTION

<u>Role</u>	To ensure effective, long-term volunteer support and education at each AVC in the district
<u>Focus Areas</u>	<ul style="list-style-type: none"> • Support Alumni and Volunteer Corporations in recruiting, training, and engaging volunteers to effectively address the four core competencies of an AVC- corporate health, asset management, alumni cultivation, and undergraduate mentoring. • Assist the fraternity staff in providing best practices, service, and support to AVCs • Support and represent the Fraternity at local, regional, and national events • Support the recognition of volunteers, undergraduates, and chapters in the district
<u>Expectations</u>	<ul style="list-style-type: none"> • Establish and achieve goals annually with your assigned Chapter Services Director • Coordinate with your assigned Chapter Services Director to report progress to the National Board of Directors using consistent metrics in the framework provided by the staff • Monitor volunteer engagement so that all AVC Boards have, at a minimum, an active president, treasurer, chapter counselor, and balanced man steward. • Communicate, at least once a quarter, with each AVC President to assess current AVC needs in volunteer recruitment, training and resources • Work with each AVC Board in the district to complete the AVC Assessment (to be created) annually in an effort to highlight strengths and opportunities for growth of each AVC • Recruit, appoint, periodically evaluate, and remove/replace as needed, a chapter counselor and Balanced Man steward for each chapter in the district • Communicate, at least once a quarter, with each chapter counselor and Balanced Man steward to provide counsel as needed and/or required. • Attend the Carlson Leadership Academy designated for the District to build relationships with volunteers, support volunteer training, and present awards. • Select recipients for the AVC Operational Excellence, Volunteer of the Year, and J. Edward Zollinger Senior Awards in the district • Attend the Grand Chapter Conclave to build relationships with volunteers, support volunteer training, serve as a voting member of the Grand Chapter of Sigma Phi Epsilon and uphold all responsibilities as a voting member as outlined in the Grand Chapter By-Laws
<u>Key Performance Indicators</u>	<ul style="list-style-type: none"> • # of new volunteers recruited this academic year • # of vacancies in key AVC Board positions (president, treasurer, chapter counselor, and BM Steward) • ___% of chapters submitted individual awards applications (Distinguished Alumnus, Volunteer of the Year, Zollinger Senior, Ruck Leadership) • ___% of chapters submitted chapter awards applications (Buchanan Cup, AVC Operational Excellence) • Average AVC Assessment proficiency score in your district (to be determined) • ___% of priority AVCs have set goals • ___% of priority AVCs goals achieved this academic year • # of district wide goals set • ___% of district wide goals achieved this academic year

Position Relationships

National Board of Directors: District Governors are appointed by the NBD for a two-year term, but serve at the pleasure of the Board. They shall have such powers & responsibilities as prescribed by the NBD. The District Governor is to be managed by the Chief Executive Officer (or their designee) of the Fraternity but reports directly to the National Board of Directors.

Alumni and Volunteer Corporations: District Governors may attend any AVC meeting and events, however may not sit on an AVC as a voting member.

Fraternity Staff: District Governors are to collaborate with Chapter Services Directors (CEO's designee) to help meet the needs of all AVCs within the district including the development of AVCs for new chapters. Specifically, Chapter Services Director and District Governor will set goals for priority AVCs and district-wide initiatives. The Chapter Services Director will serve as the main point of contact and coordinate with other staff members to respond to the requests of a District Governor and achieve the mutually agreed upon goals. When necessary, the District Governor will work with the Chapter Development Team to recruit, educate, and support volunteers at potential new chapter development sites and SECs.

Lieutenant District Governors: The NBD recognizes the District Governor role is demanding. District Governors are encouraged to appoint one or more Lt. District Governors to assist in the focus areas and responsibilities of the District Governor role and consider those Lt. District Governors in any succession planning that may be necessary.