

DISTRICT GOVERNOR JOB DESCRIPTION

District governors (DGs) are official representatives of Sigma Phi Epsilon appointed by the Fraternity's National Board of Directors. DGs are the primary liaison between the national Fraternity and local alumni-volunteers.

District governors are responsible for volunteer recruitment, onboarding and education, and ongoing recognition for the Alumni and Volunteer Corporations (AVCs) in their district. They are solely responsible for appointing and replacing chapter counselors and balanced man stewards for each chapter in their district. Additionally, district governors serve as voting members of the Grand Chapter of Sigma Phi Epsilon.

**Volunteer
Recruitment**

**Onboarding
& Education**

**Ongoing
Recognition**

Focus Areas:

1. 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.
2. Assist the Fraternity staff in providing best practices, service and support to AVCs.
3. Support the recognition of volunteers, undergraduates and chapters in the district.
4. Support and represent the Fraternity at local, regional and national events.

Expectations:

- Coordinate with the volunteer services team to report progress using consistent metrics in the framework provided by the staff.
- Monitor volunteer engagement, so that all AVCs have, at minimum, an active president, treasurer, chapter counselor, balanced man steward and recruitment mentor.
- Communicate at least once a quarter with key volunteers to assess current AVC and mentor committee needs in volunteer recruitment, training and resources.
- Recruit, appoint, periodically evaluate, and remove/replace as needed, a chapter counselor and balanced man steward for each chapter in the district.
- Attend SigEp's leadership programs, including the Carlson Leadership Academy to build relationships with volunteers, support volunteer training and present awards, and Grand Chapter Conclave to uphold responsibilities as a voting member during legislative sessions
- Select recipients for AVC Operational Excellence Award, Outstanding New Volunteer Award and Volunteer of the Year Award in the district