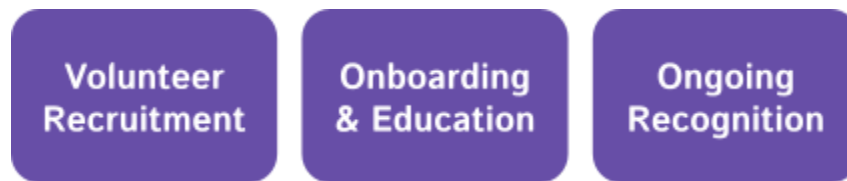


DISTRICT GOVERNOR JOB DESCRIPTION

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 volunteers.

District governors are responsible for supporting volunteer recruitment, onboarding and education, and recognizing the exemplary work of the volunteers and 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 at SigEp's biennial Conclave.



Focus Areas:

1. Coaching AVCs 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. Assisting the Fraternity staff in identifying best practices for servicing and supporting AVCs.
3. Supporting, with positive reinforcement and recognition, volunteers/AVCs in the district.
4. Supporting and representing SigEp at local, regional and national events.

Expectations:

- Volunteer Recruitment
 - In tandem with Volunteer Services and the Fraternity Services Team, monitor volunteer needs, engagement level, and impact quality at all chapters and AVCs to **determine an action plan for each AVC in the district**. DGs should be communicating at least once a quarter with key volunteers of each AVC to assess needs and update an action plan.
 - Recruit, appoint, periodically evaluate, and remove/replace, as needed, a chapter counselor and balanced man steward for each chapter in the district. **Both positions should be filled at each chapter in the district.**
 - Monitor all potential volunteer leads in *mySigEp* and make initial contact within 48 hours of receiving the notification email message.
 - Utilize the Blue Ribbon List to identify local alumni to re-engage or recruit as volunteers.
- Onboarding & Education
 - Support the warm hand-off of new volunteers from Volunteer Services after onboarding to the chapter and AVC including: responding to Volunteer Services welcome emails to new volunteers when they are connected with the AVC President and Chapter Counselor, and connecting by phone or email with new Chapter Counselors, Balanced Man Stewards prior to appointment and during onboarding.

- Support and encourage volunteers to attend SigEp's leadership programs, including the Carlson Leadership Academy to build relationships with their peers.
 - Coordinate local volunteer education opportunities within their district and deliver training developed by Volunteer Services.
- Ongoing Recognition
 - Select recipients for AVC Operational Excellence Award, Outstanding New Volunteer Award and Volunteer of the Year Award in the district. District governors may be asked for input on a number of other national awards, including Distinguished Alumnus, Exemplary Service, Sunago, and Order of the Golden Heart nominees/recipients.
- Represent SigEp Nationally
 - Attend the Grand Chapter Conclave to uphold responsibilities as a voting member during legislative sessions.