

## National Executive Secretary Position Information

August 2023

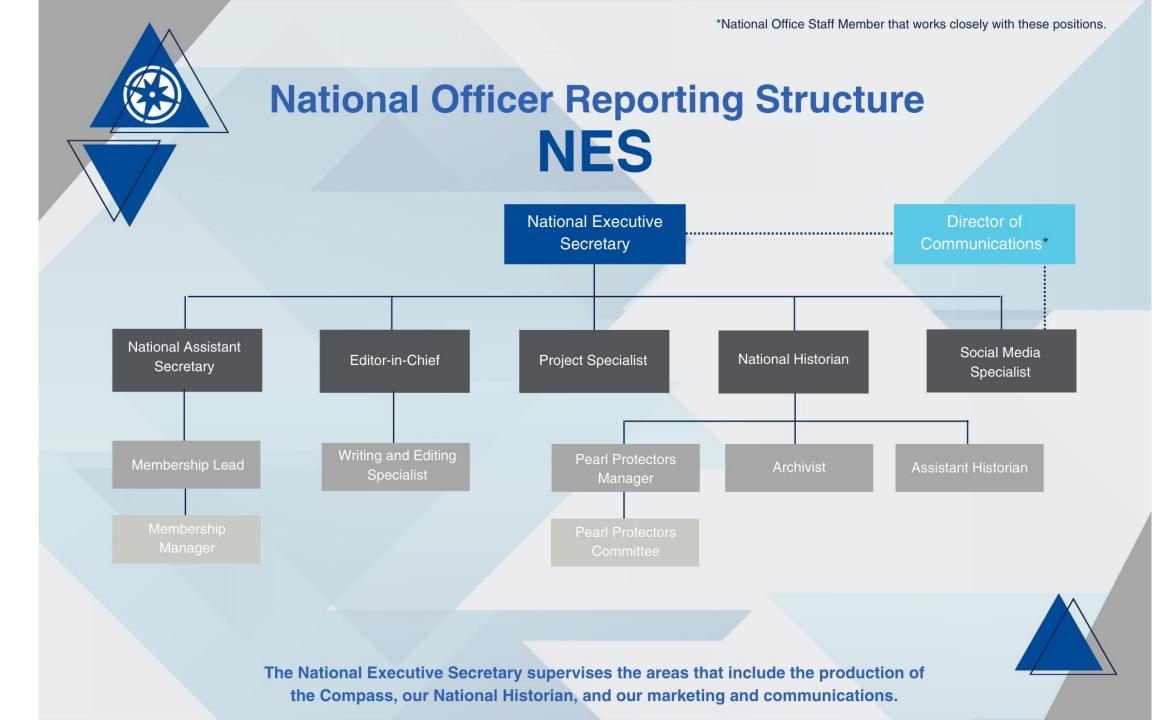
### NES Job Description

#### **Elected Officer**

According to the National Constitution & Bylaws, the National Executive Secretary shall execute the duties of her office in accordance with national policy. NC&B Bylaw III, Section III.

- Strategize & oversee the areas of Membership,
   History & Record Retention, Communications, & Technology.
- Support the Fraternity's fundraising efforts, including the Foundation & National Housing Corporation.
- Coach & mentor NES volunteer team.
- Support & thank the staff and volunteers!





Web Pages for NES Area www.thetaphlalpa.org

General Resources <u>Theta Phi Alpha > Intranet ></u>

Resources > General

**Volunteer Opportunities** 

https://thetaphialpha.org/Alumnae/Alumnae-Connections

Calendar of Due Dates:

Chapters Theta Phi Alpha > Intranet > Resources >

**Chapter Officers and Chairmen** 

Associations Theta Phi Alpha > Intranet > Resources >

<u>Alumnae Association and Club Resources</u>

Officer Portal (Recommendations to Suspend) Theta

Phi Alpha: Officer Portal Login



# Other Things to Know About the NES Position

- NES@thetaphialpha.com email address through GSuite
- Google Drive for documents, organization, & officer transition
- Work with National Office Staff to accomplish strategic goals of the Grand Council, membership, and staff areas



### Sample Week

- Check and reply to emails sent to the NES throughout the week.
- Check on suspensions with office staff.
- Communicate with team on anything that needs to be answered or addressed.
- Attend meetings that are scheduled throughout the week with different members of GC, team, and staff.
- Send out minutes to be reviewed if there was a meeting that week.



### **Favorite Part** of Being **National Executive Secretary**

- Working with the other board members daily.
- Working with the board on strategic goals for our organizations future.
- Interacting with members and volunteers of our organization.
- Helping our organization for its future needs.



### Sample Challenge

- Being strategic about what we can update and streamline to make things easier for chapters and staff.
- Finding new volunteers for my team.
- Understanding there are staff and volunteers to assist you when needed. Not always needing to do everything on my own.

