National Vice President-Programming
Position Information

August 2023

NVP-P Job Description

Elected Officer

According to the National Constitution & Bylaws, the National Vice President-Programming shall execute the duties of her office in accordance with national policy. She shall:

1. Supervise and direct the activities of all appointed programming officers.
2. 2. Create, maintain and update all programming efforts established by the Grand Council.

Other Duties of the NVP-P

1. Be responsible for all programming areas of the Fraternity.
2. Oversee the Programming Directors, National Convention Chairmen, and National Convention Programming Chairmen.
3. Work with the Convention Chairman to plan and execute National Convention.
4. Plan and coordinate officer leadership training in collaboration with the National Vice President–Collegians.
5. Evaluate My Sister, My Friend and other major programs on a yearly basis.
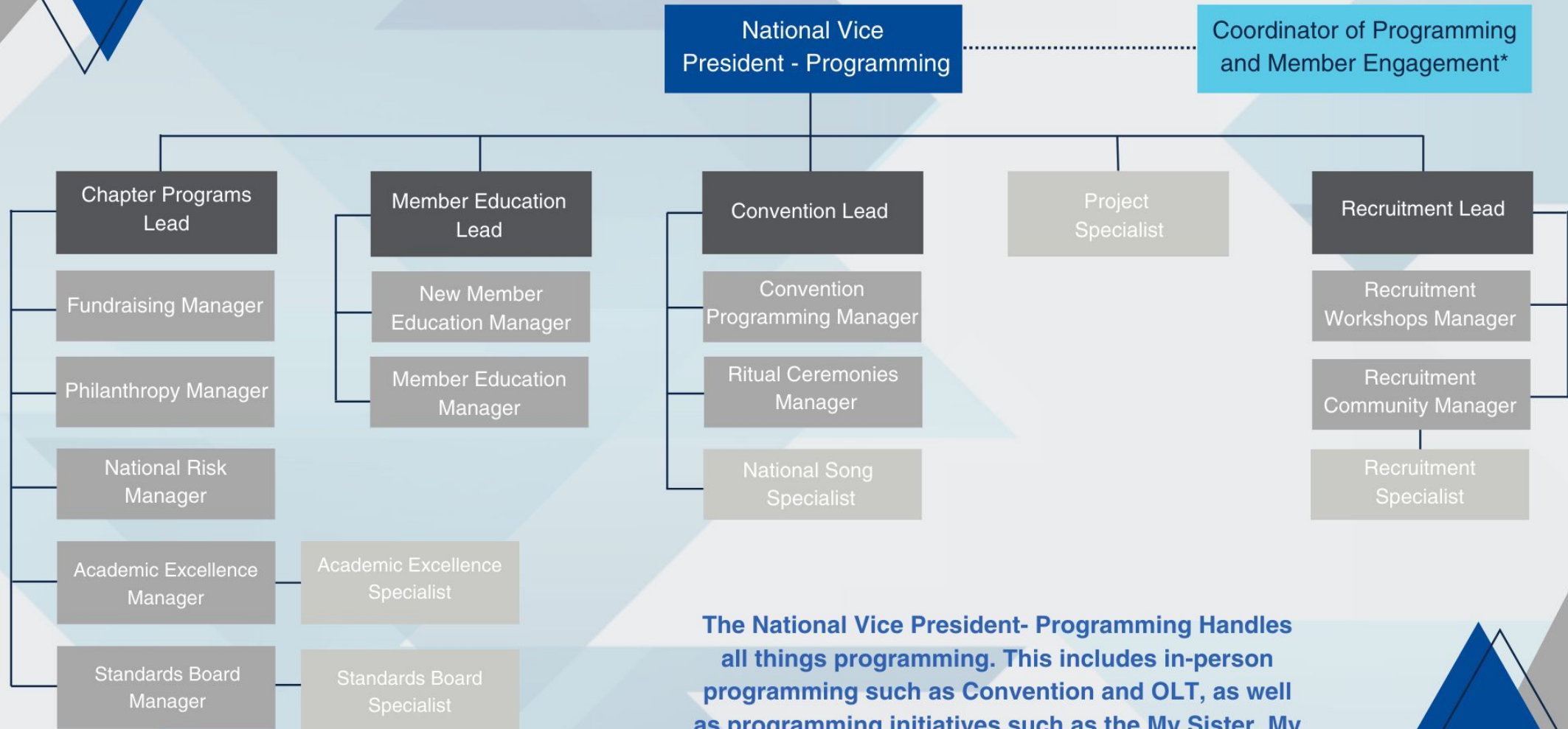
Programming Team 2022—24 Biennium

National Vice President - Programming

National Officer Reporting Structure
NVP-P

National Vice President - Programming ..... **Coordinator of Programming and Member Engagement***

Chapter Programs Lead
- Fundraising Manager
- Philanthropy Manager
- National Risk Manager
- Academic Excellence Manager → Academic Excellence Specialist
- Standards Board Manager → Standards Board Specialist

Member Education Lead
- New Member Education Manager
- Member Education Manager

Convention Lead
- Convention Programming Manager
- Ritual Ceremonies Manager
- National Song Specialist

Project Specialist

Recruitment Lead
- Recruitment Workshops Manager
- Recruitment Community Manager
- Recruitment Specialist

The National Vice President- Programming Handles all things programming. This includes in-person programming such as Convention and OLT, as well as programming initiatives such as the My Sister, My Friend program and more.

Web Pages for Programming Area - www.thetaphialpa.org

https://thetaphialpha.org/Intranet/Resources/National-Officers-and-Volunteers/National-Vice-President-Programming

Other Things to Know About the NVP-P Position

- Your role is strategic, not operational. We set the vision and philosophy for the programming areas, and then the staff and volunteers will execute the vision. You focus on how we can sustain Theta Phi Alpha for the next 5, 10, 25, and 100 years.
- You are part of several key committees.
- You advocate for what our members need based on their feedback. Out team educates and nurtures our members in Recruitment, New Member Education, Ritual, Standards, Academic Excellence, Risk Management, Fundraising, and Philanthropy.
- Work with National Office Staff to accomplish strategic goals of the Grand Council in the area of programming. Expect to work more closely with staff than volunteers, as the staff oversees operations, and volunteers help execute them.
- Understand the trends of college enrollment and help determine how best to support struggling chapters
- Google Drive for documents and organization.
- View National Officer Reports - officers.thetaphialpha.org

Sample Week

- Monday evenings - Theta Phi Virtual Meetings (could be GC meeting or chat, Membership Experience Committee, Ritual Review Committee, or Convention Improvement Committee /Subcommittees)
- Checking emails daily and voting on mail votes.
- Keeping track of which volunteer positions need to be filled, and engage alums to fill out the volunteer interest form to see where they best fit.
- Calls with ED or President as needed (usually 1-2x per month).
- A few hours to focus on projects/ committee tasks.

Total average commitment per week: 5-10 hours.

Favorite Part of Being National Vice President- Programming

- Helping to set the vision and direction for our chapters by reviewing their feedback data and incorporating it into our strategic plans.
- Seeing the WINS that come from our programs.
- Working out the challenges that are presented and finding creative solutions that benefit the most people.

Sample Challenge

- How do we ensure all chapters are meeting our programming standards while ensuring they don't have too many reports to fill out.
- How do we support all of the chapters that need recruitment support without our volunteers getting burnt out.
- What do we prioritize - Alumnae (who potentially could donate money) or collegians (who currently support 85% of the budget). How do we find a good balance to support both while being realistic with our budget?
- Making convention and leadership training events accessible and cost effective for both the fraternity and the attendees.