

1. NATIONAL PRESIDENT

RESPONSIBILITIES: Act as official spokesperson for all external matters. Presides during all national meetings, calls special/emergency meetings when deemed appropriate. Sign all binding documents and/or contracts. Ensures that IΓΨ complies with local, state, and national laws; and is responsible for renewing Sorority incorporation & trademarks annually. Responsible for ensuring the Sorority Bylaws and policies of the Sorority are fully executed and carried out as outlined in the Bylaws. May appoint committees for any purpose and oversees all IΓΨ operations. Reviews Sorority finances quarterly with the Treasurer for oversight.

2. NATIONAL VICE PRESIDENT

RESPONSIBILITIES: Serves as the primary point for all internal (Sorority) matters, and the secondary point for contact for all external matters. Responsible for ensuring the operations and assigned duties of the National Leadership are executed as tasked. Serves as disciplinarian and mediator when such occasions warrant action; providing written and verbal reprimand, if required. Ensure coordination of all Sorority-wide activities, events and operations. Supervises all committee chairs. Ensures all monthly reports are being conducted and objectives are being met. Reports monthly progress of Sorority operations to the National President and makes recommendations on the way ahead. Presides in the absence of the National President and conducts meetings, as prescribed. Supervises all committees and appointed officers. Performs such other duties as may be assigned or required by the National President.

3. NATIONAL SECRETARY

RESPONSIBILITIES: Conducts all national level administrative functions and support. Maintains Sorority calendar of events (including meetings, local events and Chapter activities). Records and maintains pertinent information during all leadership and official meetings for the Sorority. Maintains accurate Sorority member roster/files; plans and coordinates all logistical support for national meetings. Report on upcoming events, dates of importance, outcome of any recent votes, and the last update to the Sorority roster. Keep an accurate record of all proceedings (minutes and votes) at all meetings of the Iota Gamma Psi Military Sorority, Inc. Performs other duties as assigned or required by the National Leadership.

4. NATIONAL TREASURER

RESPONSIBILITIES: Presides over all financial matters pertaining Iota Gamma Psi Military Sorority, Inc. Accounts for all Sorority funds; keeps accurate accountability, reporting, conducts financial transactions, disbursements and all financial operations for the Sorority. Conducts annual budgeting, document compilation and record verifications. Presents Sorority status and operational reporting at each meeting; compiles financial records and prepares files for financial audits. Maintain a permanent record with a

detailed account of all money received and disbursed. Ensures the integrity of the financial state of the Sorority; ensuring accuracy of all bank statements, transactions and reports all discrepancies to the Vice President. Serves as the advisor and manager of the Resource Committee and technical expert for the Sorority on all financial matters. Oversees the general budget for each committee and program. Performs other duties as assigned or required by the National Leadership.

5. NATIONAL MEMBERSHIP DIRECTOR/COORDINATOR:

RESPONSIBILITIES: Conducts complete processing and operations for all candidates seeking Sorority membership. Manages and oversees all applicants for national line and local Chapter rosters; contacts references and notifies candidates of their eligibility for membership. Conducts background checks. Forwards all eligible applicants (who have met all requirements to start the Diamond Development Process) to their nearest local Chapter or the designated hosting area. Authorizes all requests for initiations and reviews waivers; manages exceptions to policies and all actions that influence membership and processing. Specializes in systems management and maintenance for the Sorority membership roster. Oversees and conducts all training for membership committee; works closely with Diamond Process to ensure operations of applicant processing. Track status of applicants, report update of membership operations to national leadership; attend all meetings as prescribed. Interviews/Assess and assigns the Dean & Diamond Cutters. Performs other duties as assigned or required by the National Leadership.

6. NATIONAL CHIEF INFORMATION OFFICER (CIO) WEBMASTER

RESPONSIBILITIES: Serves as the technical expert and manager for all IT matters for the Sorority. Maintains all of the Sorority's official websites and applications; provide social media and security mitigation; maintain the Sorority Information Technology platform, which includes management of all official accounts. Provides technical support to leadership/Sorority for all Sorority-wide events and activities. Oversees the IT Committee and performs additional IT related tasks as requested by National Leadership. Establish and maintain sorority email accounts including unlocking and resetting passwords.

7. NATIONAL CHAPLAIN

RESPONSIBILITIES: Serves as the liaison for Soror religious wellness and organization climate. Overseer of the Sorority Core Initiatives, Provides support to Sorors, leaders and within the community in support of the Sorority's mission. Provides training and resources to maintain a positive climate within the Sorority. Assists in all areas to improve the environment of the organization. Reports to leadership and Sorors on pertinent Soror/Chapter news. Conduct religious and inspirational observances including ceremonies and benedictions at meetings and other events as directed. Sends bereavement flowers, cards or letters on behalf of the sorority. Performs other duties as assigned or required by the National Leadership.

8. NATIONAL HISTORIAN

RESPONSIBILITIES: Record pertinent Sorority historical information. Maintains an active record of the Sorority timeline. Takes photos during events. Solicits photos from across the Sorority - initiation photos and any historic details of ceremonies or events. Preserves all records and archives of the organization. Document evolving national leadership and archives the Sorority membership roster. Create an annual scrap book containing a pictograph of each year's events. Creates monthly newsletters for distribution throughout the sorority capturing monthly events and photos. Oversee the Honorary Member Program; set standards for honorary membership and approve local Chapters request to initiate honorary members. Performs other duties as assigned or required by the National Leadership.

1. SERGEANT AT ARMS

Performs duties to maintain order and structure within the Sorority at all times. Ensures that official procedures are followed at meetings and all Sorority functions. Instills loyalty and discipline by supporting the mission of the Sorority. Advises local level Sergeant at Arm representatives. Ensure Sorors follow bylaws, policies and procedures. Notify National Treasurer of sorors that have violations or infractions and fined IAW Fines Schedule. Serves as timekeeper for all events and functions. Performs other duties as assigned or required by the National Leadership. This is an appointed position.

Other Officers:

Initiatives Program Coordinator Duties

The Initiatives Program Coordinator (IPC) is responsible for ensuring that community services meet the objectives of the 7 Core Initiatives. This is an appointed position. The IPC will advance the Sorority's core functions by supporting a wide range of events and operational tasks. The Coordinator will help to take-and keep-the pulse of the Sorority by finding meaningful activities within the community that will help the women of the sorority feel enlightened, encouraged and empower so that they can give back to the community through community service.

Primary responsibilities relate to supporting events and operational functions of the Sorority and will include, but are not limited to:

Planning, organizing, and implementing programs/activities that allow sorors to assist the community through Women's Advocacy and Support Programs, assist with providing women with resources that will allow them to complete and file restraining orders, assist with setting up a personalized, practical plan that includes ways to remain safe while in a relationship, planning to leave, or after. Information Referrals: Connect those with self-identifying needs to resources and support services to help them get through, over or

under hurdles they are facing, Community Education: Raising awareness about domestic violence and the support services available for individuals and their families. Establishing partnership with other non-profit organizations that support women of the community including Domestic Violence, Battered Women's & Women & Children shelters.

Find and plan workshops and training on leadership, team building, financial management, resume building, confidence building, stress management, health & fitness education, career development and more.

Design, Implement & Oversee IΓΨ H.E.W (Health, Education & Wellness)

Work with the National VP on IΓΨ Diamond's Mentorship Program

Recruit young women for IΓΨ Baby K.A.R.A.T.S (Kimberlite Apprentice Reaching Achievable Targets) program and design a curriculum.

Work with the Chaplain to build programs designed around IΓΨ WMC (Women's Ministry Coalition) program

Other duties and responsibilities as required by the National Vice President.

Membership Recruiter

The Membership Recruiter reports to the Membership Director. This is an appointed position.

The core function of the Membership Recruiter is to identify and recruit new members. Related duties include but are not limited to:

Identifying geographic areas, technology sectors, and industries providing opportunity for membership growth. Leading creative new member recruitment campaigns. Working closely with the Diamond Director or National Membership Coordinator to integrate recruitment plan with existing member retention efforts.

Working with the Diamond Director or National Membership Coordinator to create effective membership recruitment materials. Creating a pre-event, on-site, and post-event plan, including systematic follow-up with potential members. Performing activities related to the membership booth at Iota Gamma Psi sponsored events.

Assisting members with questions about membership. Representing and advocating the role of Iota Gamma Psi to existing and prospective members. Shared team tasks such as updating the member database, renewal processing, file update and maintenance and other tasks as assigned.

National Auditor

The National Auditor's duty shall be to examine all Policies and Standard Operating Procedures (SOP) presented to the sorority, examine the books, vouchers and accounts of the Treasurer and report in detail at the stated period; semiannually and at other times required by the National President, National Treasurer or Local President. The National Auditor shall audit semiannually the books of the Secretary and Treasurer and annually the books of the Membership Coordinator and submit a report. No financial record shall be adopted by the sorority which has not been authenticated by the National Auditor.

Paraphernalia Coordinator

Paraphernalia Coordinator are positive, inspiring and make you want to run out to buy the sorority's newest product. They are responsible for finding and approving vendors that are willing to use our trademark on their merchandise and ensuring that members of the sorority adhere to the Paraphernalia Guide. They will also ensure that vendors are up-to-date with their vendor fees (paid annually) or informing leadership when vendors fail to pay so that appropriate action can be taken.

Fundraising Coordinator

One of the most important functions of a fundraising coordinator is to help an organization determine what money it is likely to raise during the year. This helps the board decide what activities it can pursue, contributions it can make, and how much it will have to run the administrative operations of the organization and how much is available for donations. The fundraising coordinator will work hand in hand with the treasurer.

Probates Chairperson

The Probates Chairperson provides the leadership for the entire probate planning process as the leader, the Chairperson will recruit and motivate committee members and event volunteers and act as the spokesperson for the entire group. The probate chairperson reports to the Membership Director.

Section 4: Terms of Office and Vacancies.

1. TERM OF OFFICE

A Term of Office for elected and appointed positions is two (2) years. National Leadership can be elected for two consecutive terms (maximum); serving in an elected National Leadership position for total of (4) years.

2. APPOINTED AND VACANT POSITIONS

The National President will appoint a member to fill vacancies during the year (or) if vacancies occur following the National elections. The National Leadership will compile a

list of suitable replacements and promote from within to fill all positions. Interested applicants should be active Sorors which meet the criteria of the position desired.