

National Council Position Descriptions

National Council formulates the policies by which the Fraternity functions and coordinates the activities of the entire Fraternity. It also acts as a fiduciary of the organization and exercises due diligence, care, financial responsibility, and loyalty with the best interest of the organization.

Every role on National Council has its respective duties and responsibilities, as listed below and also as additionally assigned by National Council. Every Council member should visit chapters at her discretion and submit a written report of her official acts during her term of office at Convention.

National President

- Have general supervision of the execution of the laws of the Fraternity.
- Act as Chair of National Council meetings and of the International Convention.
- Direct the work of International Office with the advice of National Council.
- Direct the preparation of the budget.
- Attend the National Panhellenic Conference meetings, if possible.
- Act as an ex-officio member of the National *Constitution & Bylaws* Committee and the Ritual Committee.
- Sign all charters for collegiate and alumnae chapters.
- Serve as a member of the Board of Directors of the Zeta Tau Alpha Fraternity Housing Corporation and the Zeta Tau Alpha Foundation.

Vice Presidents Alumnae

- Guide and support alumnae chapters throughout a geographical area as designated by National Council.
- Promote the establishment of alumnae organizations.
- Work to increase alumnae engagement and involvement.
- Direct work of the Alumnae National Officers and other special appointments in her designated geographical area.

Vice Presidents Collegiate

- Guide and support collegiate chapters throughout a geographical area designated by the National Council.
- Guide and support all personnel of collegiate chapters in a geographical area designated by the National Council.
- Direct the work of the Collegiate National Officers and other special appointments in her area.

Vice President Growth & Development (*formerly Extension Director*)

- Guide and support Fraternity extension/reorganization with the advice and consent of the National Council.
- Guide and support collegiate chapters as designated by the National Council.
- Guide and support all personnel of assigned chapters, except as herein otherwise assigned.
- Direct the work of the National Officers under her supervision.

Vice President Operations

- Direct the core operations of the Fraternity.
- Act as secretary of National Council, of the Convention, of the Fraternity at large, and perform duties usually assumed by that office.
- Direct the work of the National Committees with the advice and consent of the National Council.

Vice President Panhellenic Relations (*formerly NPC Delegate*)

- Act as the Chief Panhellenic Officer for the Fraternity to the National Panhellenic Conference, including the attendance of National Panhellenic Conference meetings.
- Serve as the Council of Delegates representative to the National Panhellenic Conference as appointed by National Council.
- Guide and support Panhellenic activities of the Fraternity with the advice and consent of the National Council.
- Direct the work of the Coordinators and Specialists under her supervision and other special appointments as designated by National Council.