

High Theta – Second Vice President

Job Overview

The High Theta (Second Vice President) is charged with guiding and supporting the external involvement of each chapter/colony. The position requires that the elected individual spend most of his time and energy ensuring that the chapter/colony and its members are involved in the greater campus and local community through service and philanthropy efforts. The High Theta is also in charge of promoting and championing all chapter/colony public relations efforts. This position is for people who can communicate effectively, collaborative, and are passionate about service and philanthropy.

Strategic Work for Chapter Support Coach

- Acting as the primary ambassador to and communicating with external constituents
- Enhancing the brand of Lambda Chi Alpha and a positive image for the chapter
- Driving community partnerships

Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

- Educating chapter/colony on partnerships and what causes they support
- Creating a calendar of events related to events supporting strategic partnerships
- Completing event planning requirements for philanthropy and community service events
- Creating and managing an ongoing list of community service hours and opportunities
- Building, delivering, and championing a public relations plan for the chapter/colony using Lambda Chi Alpha's branding and communications guidelines
- Tracking and monitoring service hours for all members of the chapter/colony
- Researching events and opportunities related to community service and philanthropy
- Hosting at least one philanthropic event by the chapter/colony each year
- Preparing and managing the High Theta's budget

Competencies

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
<ul style="list-style-type: none">• Collaboration• Communication• Creativity• Influence• Purpose/Vision• Resourcefulness	<ul style="list-style-type: none">• Balance Stakeholders• Inclusiveness• Motivates Others• Relationship Building	<ul style="list-style-type: none">• Presence

Other Responsibilities

- Acting as representative of the chapter/colony.
- Working with various constituents and external audiences in communicating and achieving chapter/colony initiatives.
- Adhering to and enforcing all applicable organization policies, procedures, and practices.
- Using the Zeta Management System.

Desired Qualifications

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience is preferred, but all members are welcome to run for this role. Candidates should be able to demonstrate proficient use and understanding of social media platforms and must be actively involved on campus and in the greater community.

The position requires at least 10 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the High Alpha.

OFFICE OF ADMINISTRATION

(317) 872-8000

LAMBDA CHI.ORG

10 West Carmel Dr.

Suite 220

Carmel, IN 46032