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| POSITION:          | District Director (V)   |
| TERMS:             | Two-year term with a three-term limit   |
| QUALIFICATIONS:    | District Directors shall be alumnae in good standing who have served the Fraternity within 10 years prior to election as a member of Fraternity Council, Regional or Province Director, District Director, Content Director, Content Specialist, member of a Fraternity standing or special committee, Fraternity Council Assistant, Field Representative, or member of the Foundation Board of Trustees.   |
| REPORTS TO:        | Fraternity Council (V)  |
| STAFF PARTNER:     | Director of Chapter Services (S)  |
| KEY COLLABORATORS: | Chapter Services partner (S), Content Directors (V), Content Specialists (V), District Directors (V), Field Representatives Chairman (V)  |
| OVERVIEW:          | The District Director serves as a central point of contact and project manager in her assigned district. She manages her district team of Content Specialists, in cooperation with the Content Directors, with the goal of fostering growth and development of chapters, Advisory Boards, House Boards, and alumnae associations within the district by setting goals and objectives and developing an action plan to achieve them. She strives to build partnerships with her key collaborators to further the objectives of the Fraternity Strategic Plan. She and her district team collaborate with their Chapter Services partner to oversee the delivery of chapter support and direct collegiate operations of the district. She utilizes Fraternity documents and resources as the basis for decision-making, guiding, and problem-solving with her district team and Chapter Services partner. |
| TIME COMMITMENT:   | 20–25 hours per week  |
| RESPONSIBILITIES:  | Chair the district team, which is composed of Content Specialists. Develop relationships with Content Specialists, Content Directors, the Director of Chapter Services, and Chapter Services partner. Partner with these roles to identify and monitor data, create new initiatives and programs, and resolve problems within the district.   |

Provide supervision and support to the Content Specialists, including feedback on their performance in the role, recommendations for improvement, conflict resolution between members of the district team, and, in collaboration with the Content Directors and Alumna Leadership Coordinator, removal of those behaving inappropriately or failing to fulfill the duties of their role.

Complete and provide statistics, reports, and other information to Fraternity Council as requested.

Coordinate and lead monthly conference calls with Content Specialists.

Annually update the Fraternity *Leadership Guides* for the chapter President and Secretary/Administration Director as well as all related resources. Collaborate with Kappa Headquarters staff to get documents approved and made available electronically.

Build partnerships and communicate regularly with chapters, alumnae associations and chapter advisers. Serve as a key point of contact for chapter Presidents, and Executive Board Advisers. Partner with the Chapter Services Department and communicate regularly.

Manage the chapter bylaws and standing rules review and update process.

Conduct an evaluation of chapters and alumnae associations in collaboration with your Chapter Services partner and the Content Specialists in your district as requested.

Develop a plan to provide support and assistance for each alumnae association and chapter in your district. Collaborate with the Content Specialists in your district, Chapter Services partner or Alumnae Experience team to execute the development plan.

Partner with the Leadership Consultant and Collegiate Membership Manager in determining chapter visits. Conduct preparatory conversation(s) with Leadership Consultants prior to visits. Following Leadership Consultant visits, review reports as a district team in a timely manner.

Identify at-risk chapters. Make a request to Fraternity Council and/or the Chapter Services Department for additional assistance. If necessary, place chapters on Fraternity Council Action and develop a Chapter Action Plan in partnership with your Chapter Services partner.

Ensure each chapter is visited by a district team member, Leadership Consultant, or Fraternity visitor at least once each biennium.

Facilitate collaboration across content areas to address mutual problems and connect Content Specialists, other Fraternity volunteers, and staff.

Review reports on chapters and associations as they are submitted in a timely manner.

Assist with writing Fraternity Council Action letters and scheduling delivery. Present the vote for chapters on Fraternity Council Action.

Serve as the central point of contact for district communication.

Communicate at least monthly with assigned Chapter Services liaison.

Monitor and respond to daily communication. Delegate to a Content Specialist as needed.

Communicate in a timely fashion with Fraternity constituents.

Upon request, provide information on campus extension and participate in the establishment and installation of new chapters within the district.

TRAVEL:

Conduct chapter and alumnae association visits as needed.

Attend General Convention held in June of even-numbered years.

Attend collegiate leadership training as needed.

Attend Fraternity Leadership Institute in June of odd-numbered years.

Attend additional meetings, events and activities as requested.

**PERSONAL BENEFITS:** Personal and professional growth in team building, interpersonal relationships, project management, conflict resolution, and strategic planning.

Opportunities to work with collegians and alumnae in varied settings and situations and build relationships with other Kappa Kappa Gamma officers and volunteers.

Opportunities for building close friendships, participating in mentor/mentee relationships, and representing the Fraternity.

The expense of Fraternity-required travel is paid by the Fraternity.

**COMPETENCIES:** Coaching  
Conflict Resolution  
Effective Judgement  
High Standards  
Strategic Thinking  
Trust

For a detailed list of competencies, please refer to the Position-Level Competency Model.