***THE NATIONAL FOURTH VICE PRESIDENT (N4thVP):***

**Position Summary**

The N4thVP must receive and properly process all applications for new Chapter and Department charters. She will interact with all Chapter and Department Presidents and those who are designated at the Chapter and Department levels to complete online forms for Chapters and Departments. The N4thVP must have a working knowledge of all Corporation Governing Documents, proper understanding of the sequence of the Governing Documents and relative federal requirements. She will obtain required information regarding state registration and compliance and work with chapters to ensure their EIN and IRS reports are completed by deadlines. The N4thVP is expected to attend and participate in NEB meetings and participate in any and all other duties as assigned, needed or required.

**Major responsibilities:**

**Receive and Process Applications for new Chapter and Department Charters**

1. Reply to all requests regarding new Chapters and supply current startup packet when required;

1. Assist new Chapters, as needed, with any and all State registration;
2. Work with existing Chapters to ensure all government and organizational registration and reporting is completed;
3. Respond to phone calls and email questions from pending, new and existing Charters;
4. Follow up with new Chapters and ensure they have received all documents and have access to online document library;
5. Assist Chapter in adding new members to database when Charter approved and/or request the help from the N1stVP;
6. Validate pending members that have joined online when Chapter has been approved for Charter and/or request the help from the N1stVP;
7. Create packets for inclusion when mailing out Charters. Assemble and include all documents and items from checklist, website instructions, membership cards, and Affiliation Agreement;
8. Assist new and existing Chapter Officers in form completion;
9. Notify NEB, Department (if applicable) and NW of new Chapters Chartered:
   1. Mail out completed Charters and packets;
   2. Install Chapters when required and ensure installation takes place for all new Charters;
   3. Assist the N1stPV in maintaining a current list of all Chartered Chapters;
   4. Requires a close working relationship with the NFS and N1stVP to confirm timely form completion.
   5. Attend monthly NEB Meetings where the N4thVP will report Chapter Chartering and Chapter status; and
10. Provide education and support for existing Chapters.

**Key capabilities:**

1. Member in good standing;

1. Computer Proficiency;
2. Proficient Knowledge of Microsoft Excel and Microsoft Word;
3. Excellent Communication skills, verbal, phone, email;
4. Utilize Mass Mailing Feature from the Corporation’s Website;
5. Ability to proficiently use the Corporation’s Database to input data and pull data for reports;
6. Technical writing skills to accurately communicate how the chapters and departments are to update the membership and submit reports to the Corporation’s Database;
7. Ability to work in a team environment;
8. Good working knowledge for the use of Parliamentary Procedure in all meetings; and
9. Professionalism at meetings and when interacting with all members.

**Interdependencies with other functions:**

1. NP;

1. N1stVP;
2. N2ndVP;
3. N3rdVP;
4. NRS;
5. NT;
6. NFS;
7. NW;
8. Responding and giving guidance relative to Department and Chapter issues or conflicts;
9. Participation in Monthly NEB Meetings; and
10. Research and participation on NEB Committees or NEB Projects when need arises.

**Reporting relationships:**

1. Prepare statistics for NEB meetings;

1. Prepare Reports for monthly executive board meetings;
2. Report to the NP and NEB on problems and for improvements to the chartering processes;
3. Prepare statistics and reports in preparation for the National Convention; and
4. Requires at least a sixty (60) day commitment to be available after her term ends to inform and train the newly elected N4thVP.

**Time required per week:**

Twenty-five (25) to thirty (30) hours per week.

**Length of Commitment:**

One (1) year term upon election; may serve two (2) terms upon election consecutively or non-consecutively.

**Key performance indicators:**

1. Timely preparation and distribution of all monthly Chapter and Department reports to the NEB;

1. Timely completion of Chapter and Department State registration and reporting;
2. Timely completion of Chapter and Department Federal reporting requirements.
3. Timely responses for Chapter Charter startup materials;
4. Timely responses for chartering when all paper work is properly filled out and

returned;

1. Timely responses and interactive communication through NEB email discussion; and
2. Attendance and participation at NEB Meetings.