



The Vice President of Operations (VPO) is an executive and voting member of the Board of Directors of the Lambda Theta Alpha Foundation and is appointed in a manner consistent with the bylaws. He/she is accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

The VPO will oversee the operational processes and systems for all programs and initiatives in alignment with the pillars of the Foundation. They will manage and work closely with the Director of Programs & Initiatives, and the Operations & Programming Committee.

### **Time Commitment and Term:**

- 15 hours per week
- The VPO term will be for two consecutive years (2025-2027), beginning January 15, 2025, and ending January 14, 2027, and eligible to be renewed for an additional term.

### **Roles and Responsibilities:**

His/her main duties are to:

- The VPO shall work closely with the President to ensure the operations of the organization are carried through.
- The VPO shall lead the development of the organization's Strategic Plan by coordinating and outlining the priorities of the Foundation in collaboration with Board members.
- The VPO shall ensure the carrying out of the Strategic Plan through annual VP and Director progress meetings
- The VPO shall oversee the Director of Programs & Initiatives and provide a status report to the Executive Committee
- The VPO shall oversee the Operations & Programming Committee in collaboration with the Director of Programs & Initiatives.
- The VPO shall be responsible for creating an officer training and transition schedule to ensure all officers are properly trained by the completion of their onboarding.

### **Position Skills and Qualifications:**

- Enthusiasm for the mission of the Foundation.
- Well-organized and detail-oriented.
- Ability to multi-task and coordinate deliverables.
- Ability to build multi-year strategic plans.
- Have good verbal and writing skills.
- Strong people influencing skills.

### **Financial Contribution**

Board members are expected to make a personal meaningful financial contribution of at least \$250 upon acceptance of their position. Board members are also expected to give an additional \$250 each term year, for a total contribution of \$500, by the end of each term year. A total of \$1,000 by the end of each term cycle (2 years).