

Volunteer Structure Frequently Asked Questions

In fall 2020, national council created a volunteer structure task force charged with analyzing the Sorority national and local volunteer structure. They were asked to make recommended changes based on the support our chapters need, identify duplication of work, and consider what changes would best support a shift to a national council governance model where council members are not tied to specific subject-matter areas or day-to-day operations and can spend their time in the strategy sphere. Below are answers to some of the questions we think we will receive. If you other questions, please reach out to your national council supervisor or staff liaison or send an email to governance@sigmakappa.org.

Additional resources available:

- [Volunteer structure team diagrams](#)
- [Explanation of governance and why it's beneficial for Sigma Kappa to transition to governance](#)
- [Governance Frequently Asked Questions](#)

Why are we changing the volunteer structure?

- *The Volunteer Structure Task Force was given a charge to analyze the Sorority national and local volunteer structure, make recommended changes based on the support our chapters need, identify duplication of work, and consider what changes would best support a shift to a national council governance model where council members are not tied to specific subject-matter areas or day-to-day operations and can spend their time in the strategy sphere*
- *The revised volunteer structure will help support chapters and members-at-large and institute a work flow that allows for quicker decision making to support our collegiate and alumnae members and chapters.*
- *The revised structure gives volunteers the ability to share their specific skills and talents with members and chapters in a variety of roles with varying levels of time commitment, providing greater support for the membership experience.*

How will this benefit the work of the organization?

- *For volunteers, governance in conjunction with the volunteer realignment creates a flatter structure, allowing for speedier decisions to support our collegiate and alumnae members and chapters. The anticipated outcome is a transition to volunteer roles that require a reasonable time commitment and allow members to volunteer in ways that let them develop and utilize their skills and talents to best support members and chapters.*

When will these changes go into effect?

- *National volunteer positions will be available for application in fall 2021 with appointments beginning in January 2022. Structure changes for local advisory boards will begin January 2022 and will be phased in.*

I have questions, who do I ask?

- *National council members and Sorority staff directors and senior leadership are equipped to answer questions on specific roles or job descriptions.*
- *General structure or governance questions can be sent to governance@sigmakappa.org*

How does this impact collegiate officers/chapters?

- *Collegiate chapters and officers should not see a significant change to their day-to-day operations with the volunteer structure update. Although the titles of their local advisory board members may change, the overall support is still in place (and they may get more support than ever before!).*
- *Collegiate chapter officers will see additional support for the vice president of new member education and vice president for programming specifically as well as additional subject matter experts to assist with ritual, housing, public relations and alumnae engagement.*

How does this impact alumnae chapter officers/alumnae chapters?

- *Alumnae chapter officers and alumnae chapters should not see significant changes to their operations or experience. There are no modifications being made to the alumnae chapter structure. With the shift to eight districts, alumnae chapters will be realigned but they should not feel much difference.*

How does this impact local advisors?

- *To best support our collegiate chapters at a local level, there will be some modifications to the local advisory board that will be rolled out through fall 2022. The Advisory Board Supervisor (ABS) will continue to manage the entire board and, in January 2022, will focus solely on board management rather than supporting chapter officers. Advisory boards will have greater flexibility as well as enhanced training based on the needs of the chapter.*
- *Additional details of local advisor modifications will be shared later this summer as we are gathering feedback from current ABSs to ensure we haven't missed anything.*

Who do I report to? Who will be my supervisor now?

- *Your supervisor will depend on your position. [Structure diagrams](#) have been created to assist in clarifying the reporting structure as well as how volunteers will work with other volunteers/staff.*

- *All director roles, with the exception of the collegiate district directors (CDD) and alumnae district directors (ADD), will be self-governed with staff support and guidance. [Click here](#) to see exactly who you report to!*
- *A benefit to the revised structure is that it empowers volunteers, at all levels, to make decisions while collaborating with peers, thus reducing the amount of time to respond to chapters/members. Job descriptions will include thorough details on each volunteer's responsibilities including which decisions each position will be responsible and accountable for.*

How will volunteers be trained on how to perform their new roles?

- *We know that training our volunteers is crucial and is a strategic priority. To ensure everyone feels confident in their positions, we will be providing more consistent training to national officers as well as to our local volunteers. We are developing team specific training as well.*
- *Training will be a combination of skill specific as well as basic advisory skills and Sigma Kappa knowledge. Training will be offered in fall 2021/winter 2022.*

You mean I need to apply and interview for a volunteer position I'm already in?

- *Yes, national council has made the decision that because all volunteer job descriptions are changing, everyone will need to apply and interview for positions.*
- *If your current volunteer role is in the new structure you will need to apply to show interest in that role or any others.*
- *Specific details about the application process will be shared later this summer.*
- *Requiring all volunteers to apply for positions ensures that all positions are available to anyone interested and increases the accessibility of national volunteer positions to more alumnae members.*

What do I do if my position is going away?

- *Some positions are evolving and there are a number of new positions being created. In an effort to increase transparency of the appointment process and to increase the number of members volunteering, all positions will be posted for interviews in fall 2021.*
- *If your position is no longer listed in the updated structure, don't stress - there are plenty of volunteer opportunities available! A full list of all volunteer vacancies will be posted later this summer. Details about the application and interview process will be shared in July (and yes, you can apply for more than one position!).*

Will annual evaluations be a part of the process?

- *The long-term annual evaluation plan for director and coordinator evaluations is still being discussed.*
- *For 2021, the evaluation process will be simplified and optional, as it was in 2020. Later this fall, volunteers will receive a short check-in form to complete. The purpose of the check-in form is for volunteers to reflect on their year. Upon the completion of the form, volunteers should have a one-on-one conversation with their current volunteer supervisor to wrap-up the year.*

What will be the interview process for the new volunteer structure?

- *A national Personnel Committee will coordinate the interview process for all teams.*
- *Specific details about the application process will be shared later this summer.*
- *Two members of the personnel committee and a subject matter expert (likely a staff member) will participate in all interviews for a specific position and then will recommend an appointment. Appointments will still be approved by national council for 2022 appointments.*

Who makes up the personnel committee?

- *National council is accepting applications for a new personnel committee that will serve from August 2021 – July 2022.*
- *The personnel committee will facilitate an interview process for all positions to be appointed for 2022. Details on the personnel committee will be shared in mid-July.*
- *Please note that applicants may not currently serve as a Sigma Kappa volunteer (national or local). If an applicant is currently serving in a volunteer role and is appointed to the committee, the member must step down from their current role for the duration of this appointment. This initial appointment will run from August 2021 – July 2022.*

How are members of the personnel committee selected?

- *The personnel committee will be selected from members that apply who have experience in human resources and/or non-profit management including interviewing and application review. Members may not hold another local or national volunteer (Sorority, Foundation or NHC) position if they are serving on the personnel committee.*
- *A selection committee will be created to review and interview those who are interested.*

How does this impact convention allowances and/or who is now getting allowances?

- *The Bylaws currently authorize national council to determine allowances for national officer voting delegates, which includes all directors, coordinators, chairwomen and editors.*

How will this impact work with Sorority staff?

- *Staff has been preparing for this transition for years by hiring professional individuals who are able to manage the day-to-day operations of the Sorority, with the assistance of national and local volunteers.*
- *A consultant is working with the Sorority executive director to ensure that the staff structure will appropriately support the change in governance for national council and the volunteer structure.*
- *Details of any staff structure changes will be shared in fall 2021 including details of the rollout. The rollout plan is dependent on available budget dollars.*

Can nationally appointed volunteers (directors/coordinators) also serve as a local volunteer (advisory or corporation board)? For example, can a collegiate finance coordinator CFC serve as a financial advisor?

- *A nationally appointed volunteer may be able to serve in this capacity. The volunteer should have this conversation with her supervisor to discuss options and ensure there is capacity to do all the work.*

Who will provide training to the FINA on the new housing component of their position? CFCs provide the financial training, but the complementary housing training is not clear.

- *Sorority staff is developing new training for all levels of volunteers to cover the 'new' pieces to each role, such as the housing component in the CFC role. Additional details regarding training will be shared later this fall.*