

The Vice President of Administration (VPA) 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. They are accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

The VPA will oversee all administrative functions of the organization, including record-keeping, internal communications, meeting logistics, and maintaining compliance with organizational policies and procedures. They will support operations by ensuring timely documentation and coordination across all committees and members. They will manage and work closely with the 1.975 Run Committee.

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

- 15 hours per week
- The VPA term will be for two consecutive years (2026-2028), beginning January 15, 2026, and ending January 14, 2028, and eligible to be renewed for an additional term.

### **Roles and Responsibilities:**

His/her main duties are to:

- The VPA shall schedule Executive Committee meetings.
- The VPA shall create and send out agendas five (5) days in advance of an Executive Committee meeting.
- The VPA shall send an action item reminder email seven (7) days in advance of an Executive Committee meeting.
- The VPA shall take detailed meeting minutes with action items for follow-up.
- The VPA shall assist the Vice President of Communications with reviewing and copyediting email communications.
- The VPA shall serve as a backup to the Vice President of Communications to send email communications.
- The VPA shall be responsible for the upkeep of files in the Foundation Shared Drive and Executive Committee Shared Drive.
- The VPA shall maintain the Google Calendar with reminders, meetings, communication schedules, availability, etc.
- The VPA shall maintain the Foundation's email accounts and Google Groups through G Suite as an Administrator.
- The VPA shall forward or answer inquiries coming in via [info@ltafoundation.org](mailto:info@ltafoundation.org).
- The VPA shall oversee and execute the annual 1.975 Walk/Run.
- The VPA shall partner with the President to plan and execute the Foundation's strategic plan.

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

- Enthusiasm for the mission of the Foundation.
- Well organized and detail-oriented.
- Ability to multi-task and coordinate deliverables.
- Proficient in technology tools such as G Suite, Asana, and MailChimp.
- Have good verbal and writing skills.
- Collaborative and dedicated to team efforts.

### **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).