### SOUTH ATLANTIC REGION
LEADERSHIP ROLES AND DESCRIPTIONS

#### ELECTED

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<td>Regional Director</td>
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<td>Regional Nominating Committee Members</td>
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#### APPOINTED

**REGIONAL SECRETARY:**
The Regional Secretary is appointed by the Regional Director and should be an alumnae soror. She is responsible to the Regional Director and to the region in which she serves. Her duties are to:
- maintain electronic regional chapter, leadership, and member data bases;
- coordinate the regional calendar and distribute regional communications;
- seat the voting delegates at the regional conference;
- record the minutes of the Regional Conference and for the reproduction of them after the conference;
- review for accuracy the records of the sessions of the regional conference;
- provide copies of the minutes to the chapters of the region;
- assist the Regional Director with duties as assigned.

Skill Set Requirements:
- excellent organizational and time management skills;
- excellent written and verbal communication skills;
- ability to exercise discretion, tact, and diplomacy;
- confidence with managing a variety of data bases and technology platforms;
- ability to attend to detail and is flexible.

**REGIONAL CHAPLAIN:**
The Regional Chaplain is appointed by the Regional Director. Her duties are to set the spiritual tone for the region by providing prayer and inspirational messages and devotions, in addition to her regional conference responsibilities. The Regional Chaplain will serve as the chair of the Regional Chaplain’s Council.

Council members are members recommended by the Regional Chaplain and approved by the Regional Director and Regional Representative.

**STATE COORDINATORS** (North Carolina, South Carolina, Virginia, and Bermuda)
The State Coordinators are alumnae members appointed by the Regional Director, in consultation with the Regional Representative. Their duties are to:
- prepare written reports when required and submit them to the Regional Director within specified time frames;
- forward any noted concerns and issues to the Regional Director and the Regional Representative;
- assist with initial investigative fact finding at requested by the Regional Director;
**APPPOINTED**

- assist with chapter training as requested by Regional Director;
- assist regional officers and the Regional Secretary with correspondences;
- travel at the request of the Regional Director;
- provide assistance with the planning and coordination of the following:
  - statewide activities;
  - college convocations/retreats;
  - statewide Founders Days;
  - Delta Days at the State Capitol;
  - reclamation activities;
- assist the Regional Director with other duties as assigned.

To be eligible to serve as State Coordinator, a soror must:

- be a financial and active member of an alumnae chapter;
- have attended at least one regional conference and one national convention in the past five years;
- be knowledgeable about the organizational structure of the Sorority and Grand Chapter’s Constitution and Bylaws;
- have good communication skills;
- have demonstrated leadership skills in the chapter, state, and/or region;
- attend Advisor and MIT Training.

**STATE FACILITATORS** (North Carolina, South Carolina, Virginia):

State Facilitators are collegiate members appointed by the Regional Representative, in consultation with the Regional Director. Their duties are to:

- assist the Regional Representative with duties as assigned, including activities to promote collegiate/alumnae relationships;
- assist the State Coordinators with duties as assigned;
- provide assistance with planning and coordination of:
  - statewide activities;
  - college convocations/retreats;
  - statewide Founders Days;
  - Delta Days at the State Capitol.
- assist the Regional Representative with other duties that may be assigned.

**APPPOINTED**

**ADVISOR CIRCLE CHAIR:**

The Advisor Circle Chair is an alumnae soror appointed by the Regional Director. Her duties are to:

- monitor training progress for all advisors in the region, ensuring each advisor assigned to a collegiate chapter has completed all necessary and required training;
- act as a regional resource for assistance with advisor questions and challenges, serving as a resource for best practices and helping advisors within the region develop their role;
- facilitate monthly conference calls for chapter advisors in the region to focus on regional advisor/chapter issues and topics provided by the Regional Director and Regional Representative;
- oversee the advisory circle appointed by the Regional Director for the purpose of providing feedback to the Regional Director and Regional Representative regarding best practices as well as trends and strategies of building healthy relationships between collegiates and advisors.
To be eligible to serve as Advisor Coordinator, a soror must:

- have served as an Advisor of a collegiate chapter for at least two years;
- have participated in an alumnae chapter during the last two years;
- have attended one of the last two national conventions or regional conferences;
- have attended an advisor’s workshop within the last two years;
- be knowledgeable about policies, procedures, and programs of the Sorority.

Must be certified.

Circle also includes:
- North Carolina Coordinator
- South Carolina Coordinator
- Virginia Coordinator

ARTS & LETTERS CHAIR AND COMMITTEE:
The Arts and Letters committee, in conjunction with the National Arts and Letters Commission’s initiatives, is responsible for working with chapters in the region to:

- promote the contributions of African Americans in the arts;
- advance positive images of African Americans in our community through awareness of varied forms of artistic expression;
- to collaborate and support organizations in the promotion and focus on artistic endeavors.

Team also includes:
- North Carolina Coordinator
- South Carolina Coordinator
- Virginia Coordinator

CONFLICT RESOLUTION CHAIR/TEAM:
The Conflict Resolution Chair is appointed by the Regional Director. The responsibilities of the team are to provide problem solving and mediation for chapters and/or sorors at the request of the Regional Director. The ultimate goal of the team is to tactfully negotiate and reach a resolution where all parties are satisfied, and matters are resolved.

Required Skills Set:
- Formal, professional training in Conflict Resolution;
- Psychologist, Psychiatricist, Counselor
- Experienced in Conflict Resolution within work environment.

DELTA PEARLS LEADERSHIP DEVELOPMENT CHAIR AND COMMITTEE:
The Delta Pearls Leadership Development Chair and committee are responsible for implementing this Regional Leadership Development Program, which is designed to cultivate and nurture aspiring leaders in Delta Sigma Theta Sorority, Inc.

Committee also includes:
- North Carolina Coordinator
- South Carolina Coordinator
- Virginia Coordinator
**EMERGENCY RESPONSE TEAM (ERT) CHAIR/TEAM:**
The Emergency Response Team (ERT) Chair is appointed by the Regional Director. She provides guidance and direction to state ERT coordinators to make the best and most informed decisions they can to stay safe and to thrive during and after challenging events such as natural or man-made disasters.

Duties include:
- coordinating among national and state ERT representatives to provide awareness, training, communication, and resources for members and communities impacted by emergency events;
- aiding chapter members in developing guidelines and strategies to work toward recovery and normalcy following a disaster that are consistent throughout the region and sorority.

Team Members also include:
- North Carolina Coordinator
- South Carolina Coordinator
- Virginia Coordinator
- Bermuda Coordinator

**HERITAGE & ARCHIVES COMMITTEE CHAIR AND COMMITTEE:**
Duties of H&A chair include:
- providing an organized method of research, categorization, and preservation of South Atlantic Region historical data;
- maintaining records of the Region’s activities, events, and significant milestones for publication and display upon request.

Team Members also include:
- North Carolina Coordinator
- South Carolina Coordinator
- Virginia Coordinator
- Bermuda Coordinator

**INFORMATION, COMMUNICATIONS AND TECHNOLOGY TEAM:**
Information and Communications is chaired by the Regional Journalist. In collaboration with the Technology Committee, duties of the committee include:
- assisting with all regional communication including newsletters, journals, marketing, surveys, graphic arts, directories, postal and electronic mailings, etc.;
- oversight of the region’s social media infrastructure, website, and photographers;
- developing and executing a regional communication strategy with goals for reaching internal and external audiences in an efficient and timely manner;
- contributing to and collectively managing databases/records, training activities (including webinars), and other regional communication to chapters;
- managing logistics for regional events, training, and state cluster meetings;
- tracking and monitoring effectiveness of communication campaigns, soliciting feedback from members to make recommendations for continuous improvement.

Committee Members also include:
- Photographers
- Graphic Artist
- Social Media Coordinator
- Webmaster
- Technology Technical Support

**Skill Set Requirement:**
- Robust expertise, knowledge, and experience in area of appointment (i.e. Photography.)

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**INVESTIGATIVE TASK FORCE CHAIR/TEAM:**
The Investigative Task Force Chair has responsibility to manage all investigations, maintain a list of certified investigators, assign the appropriate certified investigator in conjunction with the Regional Director and/or State Coordinator, and review all questions/paperwork which will allow the Regional Director the opportunity to complete the official disciplinary forms within designated timeframes.

**Must be certified**

**MEMBERSHIP INTAKE REGIONAL CHAIR AND COMMITTEE:**
This position is responsible for providing support to the Regional Director and chapters in all matters related to membership intake to ensure consistency, accountability, and compliance with the expectations required by the membership intake policies and procedures. She also works closely with the Training Development/DID Coordinator to ensure prioritization and coordination of development training related to the membership intake process.

**Must be certified.**

Committee also includes:
- North Carolina Coordinator
- South Carolina Coordinator
- Virginia Coordinator

**MEMBERSHIP SERVICES CHAIR AND COMMITTEE:**
The Regional Services Chair and her committee are responsible for developing and implementing a regional membership strategy to promote sisterhood which aligns with the goals and objectives of the National Membership Services Committee. The strategy should include, but is not limited to:
- activities to stimulate membership retention, reclamation, and chapter transition;
- coordinate the development and implementation of collegiate/alumnae interaction.
- develop, implement, and support activities for Delta Dears, reclamation, Sisterhood, and collegiate to alumnae transition.

Committee also includes:
- North Carolina Coordinator
- South Carolina Coordinator
- Virginia Coordinator
- Bermuda Coordinator
**PROGRAM PLANNING & DEVELOPMENT CHAIR AND COMMITTEE:**
Duties of this committee include:
- receiving information from chapters in the region regarding their activities and the dates;
- in conjunction with the Regional Secretary, maintaining a regional calendar with the dates and activities of the chapters for informational purposes and coordination;
- serving as a resource for chapters concerning national programs and ideas for chapters;
- developing and administering the region’s awards and recognition program;
- assisting in the preparation of the regional conference report regarding the programs and activities in the region; and
- acting as a liaison between the region and the National Program Planning and Development Committee regarding programs and projects.

Committee also includes:
- North Carolina Coordinator
- South Carolina Coordinator
- Virginia Coordinator
- Bermuda Coordinator

**PROTOCOL CHAIR AND COMMITTEE:**
The Regional Protocol Chair and team are appointed by the Regional Director. Her primary duty is to manage the Protocol Team during state, regional meetings, special events, and conferences. The chair and team are responsible for ensuring that proper protocol is adhered to for all events/activities regarding Regional Officers. The Protocol Chair is also responsible for serving as a resource and to provide training to chapters in the region regarding matters of protocol.

The team shall also include:
- North Carolina Coordinator
- South Carolina Coordinator
- VA Coordinator
- Bermuda Coordinator

**REGIONAL MUSIC DIRECTOR:**
The Regional Music Director is appointed by the Regional Director. She is responsible for organizing and directing a regional choir, when assembled. She is also responsible for coordinating other musical entertainment as needed for special regional events and activities.

**RISK MANAGEMENT CHAIR AND COMMITTEE:**
The Risk Management Committee develops and implements a strategy to provide knowledgeable counsel to chapters in the region to ensure appropriate application of Grand Chapter’s Risk Management Guidelines. The overall strategy includes training, a recognition program to share chapter innovative risk management approaches, and maintaining a record of risk management concerns.

**RITUAL & CEREMONIES CHAIR AND COMMITTEE:**
The Ritual and Ceremonies Committee is responsible for ensuring that all ritualistic ceremonies are conducted in accordance with the Delta Ritual. The committee will be available to chapters to provide training as well as serve as a resource for information.

Team also includes:
- North Carolina Coordinator
- South Carolina Coordinator
- Virginia Coordinator
**SMALL CHAPTER SUPPORT TEAM CHAIR AND TEAM:** *(new)*
The Regional Small Chapter Support Team Chair and team are appointed by the Regional Director. The primary responsibility is to assess the needs of each individual small chapter (chapters with 75 or less members) and help them to develop strategies to facilitate successful programs and effective chapter operations. The Small Chapter Support Team Regional Chair will be the intermediary between small chapters and the Regional Director.

**SOCIAL ACTION CHAIR AND TEAM:**
Develops and implements strategies that encourage effective advocacy at the national, regional, state, and local levels, consistent with the sorority’s overall mission. Team’s responsibilities include:
- implement National Social Action Commission’s goals and objectives at the regional level;
- plan state Delta Days at state capitals;
- provide guidance to chapters in planning local Delta Days at City Hall and other local governmental bodies, such as School Boards, etc.
- keep chapters informed on current legislative issues impacting local communities.

**SPECIAL PROJECTS/EVENTS COORDINATOR:** *(new)*
The Regional Special Projects/Events Coordinator is appointed by the Regional Director. She is responsible for coordinating special regional projects and events as deemed necessary by the Regional Director or Regional Representative. She will work directly with chapters in managing the logistics of hosting state and/or regional events.

Required skills set:
- knowledge of Delta events as well as protocol;
- experienced events planner/coordinator

**STATE SECRETARY:** *(North Carolina, South Carolina, Virginia)*
State Secretaries are appointed by the Regional Director. Her duties are to assist the Regional Secretary and the State Coordinators with transitioning of state and regional paper documents to digital and electronic files. Will be responsible for providing updated technical assistance and training to chapters. A robust knowledge of technology and related applications is essential.

**TRAINING/DELTA INTERNAL DEVELOPMENT (DID) CHAIR AND COMMITTEE:**
The Training/Delta Internal Development Chair, has the primary responsibility to manage the training and development team members and schedule all assignments. She also works closely with the Membership Intake Coordinator to ensure prioritization and coordination of development training related to the membership intake process.

**Must be certified.**

Team also includes:
- North Carolina Coordinator
- South Carolina Coordinator
- Virginia Coordinator