



**Title:** Director of the District Program  
**Category:** Volunteer  
**Reports To:** Executive Council

**Number:** JD 03  
**Effective:** 09/21/2020  
**Last Modified:** 09/21/2020

### Position Summary

The Director of the District Program provides strategic and tactical leadership over the Tau Beta Pi Association, Inc., (the Association) District Program. This is a trial position that expires June 30, 2022.

The District Program<sup>1</sup> was established in the 1970's to guide the chapters of the Association and serve as a liaison between the chapters in each of the Districts and the Association. It focuses on ensuring chapter continuity by providing training to chapter officers, visiting chapters, presenting information sessions at the annual Association Convention, and helping chapters succeed. It accomplished this via a team of volunteer Association alumni who serve as District Directors.

### Duties and Responsibilities

The Director of the District Program shall:

- Develop, collect, and analyze metrics to determine the effectiveness of the District Program and suggest improvements to the program;
- Coordinate with the District Directors to ensure each District team submits an annual budget, operating plan, and annual survey;
- Prepare an annual program budget using input from each District team and coordinate with the District Directors to remain within the approved budget;
- Develop metrics to evaluate the success of the District Program;
- Monitor the performance of District Directors via student feedback and chapter surveys, and take action, as appropriate, to ensure all districts are performing to the highest standards;
- Prepare an annual status report on the state of the District Program;
- Develop and maintain a set of best practices and chapter operations training materials to be used by District Directors at District Conferences;
- Work with the District Directors to ensure adequate staffing levels and continuity in each District team;
- Plan and execute training for new and incumbent District Directors;
- Attend the annual Association Convention and several District Conferences each year;
- Recommend District Directors to serve as members of the District Program Planning Committee;
- Convene and facilitate District Program Planning Committee meetings to develop plans for the District Program and establish procedures for implementing those plans;
- Comply with all Association policies and procedures.

### Qualifications and Experience

The Director of the District Program must:

- Be an alumnus or alumna member of Tau Beta Pi;
- Be, or have served as, a District Director, preferably for two or more terms.
- Have the ability to devote an average of four hours per week to the work of the position.
- Have the ability to travel several times each year to attend meetings, participate in District Conferences, and spend four consecutive days at the annual Association Convention.

Experience in project or organizational management is desirable.

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<sup>1</sup> Association Constitution Article XI, Section 6