POSITION PROFILE – SISTER DEVELOPMENT CHAIRMAN (SDC)

KEY SKILLS	• Ability to cultivate relationships • Administrative skills • Advocating for others • Attention to detail • Creative problem solving • People Management • Running Meetings
KEY RESPONSIBILITIES	• Implementing the Phi Program • Presenting and facilitating all education as detailed in the Phi Program • Planning and managing all events associated with the new member process • Following all Fraternity and campus guidelines regarding the new member process • Ensuring all new members pay their fees before initiation • Educate new members on the Fraternity's history, mission, values, and virtues. • Sister Development within the chapter beyond the new member program • Attending all necessary Phi Sigma Sigma HQ trainings • Collaborating with the MRC on Bid Day plans
KEY PARTNERS	• New Member Education Board • Advisory Board • Phi Sigma Sigma HQ staff
A SDC IS NOT…	• A "pledge mom" • In charge of filling the new members social calendars • The big/little drama manager • Required to be an education major
TIME COMMITMENT	• High effort during peak times

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