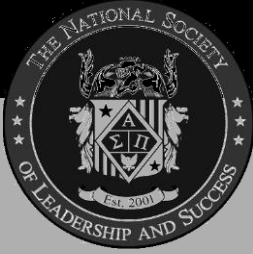


# The National Society Of Leadership and Success



We Build Leaders Who Make a Better World

**Position:** Vice President of Viterbo Chapter of National Society of Leadership and Success & Community Service Coordinator

**Responsibilities:**

1. Work collaboratively with the NSLS Advisors and other E-Board Members on advising the pending members through NSLS requirements.
2. Step into other leadership board positions when asked or when needed, primarily the President's role.
3. Help facilitate ice breakers, activities, Orientation, and Leadership Training Day.
4. Share the responsibility of host at Speaker Presentations with other E-Board Members. Serve as secondary technology coordinator for events.
5. Contact Viterbo University's Campus River Watch Representatives (with input from La Crosse PD if possible) to organize volunteer opportunities during Oktoberfest weekend and several weekends in March. Serve as liaison between NSLS and River Watch Representatives.
6. Coordinate other community service opportunities as needed or as they become available.
7. Help select recipients for chapter awards when needed.

**Supervision Received:** Supervision for the position of Secretary is provided by both the Director of Campus Activities and Orientation (Advisor) and the Administrative Assistant in Campus Activities and Orientation (Co-Advisor) in the Office of Campus Activities & Orientation.

**Qualifications:** Full-time Viterbo University student, minimum cumulative GPA of 3.0, inducted member.

**Dates of Obligation & Length of Position:**

- E-Board meetings as scheduled, typically once a month, and as needed throughout the academic year
- Attend and promote NSLS at the Welcome Back Bash during the first week of the academic year
- Help with Orientation & Leadership Training Day
- Help with the Induction Ceremony
- Attend all speaker broadcasts, unless approved otherwise
- Attend the E-Board leadership retreat
- Position will begin immediately and will transition to president following one academic year

I have read and understand the above position description and agree to follow it.

\_\_\_\_\_  
Signature of Student Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Campus Activities & Orientation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Assistant Campus Activities & Orientation

\_\_\_\_\_  
Date