

PHI MU ALPHA AMONG MEN SINFONIA HARMONY

PROVINCE GOVERNOR VOLUNTEER APPLICATION

Name _____ Year of Initiation _____

Province for which you are Volunteering as PG _____ Chapter of Initiation _____

CONTACT INFORMATION

Home Address _____ Primary Email _____

Home Work

_____ Primary Phone _____

Home Work Cell

Work Address _____

_____ Daytime Phone _____

Use as needed Emergencies only

CAREER INFORMATION

Current Job Title _____ Company _____

of Years in Position _____ Division (if appl.) _____

DEGREE INFORMATION

Degree(s)			
School(s)			
Year(s)			

RELEVANT SKILLS/EXPERIENCE INFORMATION

Please list your skills and experience you believe relevant to the responsibilities of the position for which you are applying.

VOLUNTEER SERVICE INFORMATION

Volunteer Service Experience to Other Organizations (if appl.)

Attach additional sheets if needed.

Position _____ Period of Service _____

Organization _____

Responsibilities _____

Position _____ Period of Service _____

Organization _____

Responsibilities _____

FRATERNITY EXPERIENCE

For reference only; prior Sinfonia volunteer experience is only one factor for consideration.

Past Volunteer Service in Phi Mu Alpha Sinfonia or the Sinfonia Educational Foundation

Attach additional sheets if needed.

Position _____ Period of Service _____

Position _____ Period of Service _____

Position _____ Period of Service _____

Experience as Chapter/Alumni Association Officer or Other Key Responsibilities

Attach additional sheets if needed.

Position _____ Period of Service _____

Position _____ Period of Service _____

Position _____ Period of Service _____

PERSPECTIVE

Have you read, signed, and attached the responsibilities and expectations of this position?

Please print two copies of this completed form (one for you to keep, one to submit), sign below, sign the statement of Responsibilities and Expectations for the position, and submit both by fax to 812.867.0633 or email to volunteering@sinfonia.org.

Signature _____ Date _____

PHI MU ALPHA AMONG MEN SINFONIA HARMONY

PROVINCE GOVERNOR RESPONSIBILITIES AND EXPECTATIONS

Province Governor Responsibilities:

The official responsibilities of the Province Governor are found in the *National Constitution and Bylaws*, Title I, Article XV, Sections Three through Six, which are reprinted below. Please read these sections carefully.

Section 3. Powers and duties of PGs.

Each PG is a member of the National Council and is the representative of the National President in all matters pertaining to activities of the chapters, colonies, and alumni associations in his assigned province. He makes an official visit to each chapter, colony, and alumni association in his assigned province at least once within each triennium. He is responsible for the inspection of new chapters. He considers written requests from collegiate members requesting a transfer to alumni membership pursuant to the National Bylaws Title I, Article I, Section 15. He may place a chapter in his assigned province on reorganizational status or probation for just cause. He may place an alumni association in his assigned province on probation for just cause. The PG may appoint or remove, for just cause, a Province Alumni Coordinator (PAC) for his assigned province. He is responsible for the planning and execution of the Workshop.

With good reason, he may authorize a chapter to initiate up to two men per year into collegiate membership who are eligible but not affiliated with the chapter's sheltering institution. Subject to review by the NEC, he may authorize an alternate requirement for a PM with a disability.

For just cause and with the approval of the National President, a PG may:

- A. replace by appointment any chapter officer within his assigned province or may declare an office vacant and direct the chapter to fill it by election, after consultation with the affected chapter and their Faculty Advisor;
- B. replace by appointment any alumni association officer within his assigned province or may declare an office vacant and direct the alumni association to fill it by election, after consultation with the affected alumni association;
- C. remove from office a CPR or ACPR in his assigned province.

If the PG removes the CPR or ACPR in his assigned province, he fills the office by election or appointment at his discretion if an elected assistant is not available to assume the vacated office. If the PG removes the PAC in his assigned province, he fills the vacated office by appointment at his discretion.

Section 4. Official chapter visits.

The PG makes an official visit for the purpose of constructive evaluation of each chapter in his assigned province at least once in each triennium. Well in advance of the visit, the PG arranges for a mutually acceptable date and makes other suitable arrangements with the chapter, including establishing the agenda for the visit and what the chapter should expect from the visit.

During an official visit he may:

- A. interview the chairperson of the music department;
- B. interview the Faculty Advisor;
- C. attend a formal meeting of the chapter;
- D. meet with the chapter officers as a group;
- E. inspect all chapter books, including specifically those of the Treasurer, the Secretary, and the Alumni Relations Officer;
- F. inspect the condition of the chapter ritual equipment;
- G. observe a performance of the Initiation Ritual;
- H. look into other matters at his discretion.

Following an official visit, the PG prepares a written report of the visit and submits it to the National Headquarters, the Faculty Advisor, the chapter, and the PG Council Chairman.

Section 5. Formal chapter visits.

The PG visits a chapter in his assigned province that is not represented at the Province Workshop as soon as possible within that academic year and submits a written report to the National Headquarters, the Faculty Advisor, the chapter, and the PG Council Chairman.

Section 6. Informal chapter visits.

With appropriate notice, the PG may visit a chapter in his assigned province at his discretion or at the request of the chapter.

In addition to these Constitutional duties, each Province Governor is expected to fulfill the additional responsibilities listed below, as directed in other sections of the *National Constitution and Bylaws* and other governing documents.

1. He uses his best efforts to encourage his chapters to fulfill promptly their financial and reporting obligations to the Fraternity and proactively intervenes when necessary.
2. He reports any potential violations of the Fraternity's risk management policies to the Executive Director immediately.
3. At the direction of the National Staff and Commission on Standards, he participates in on-site investigations of risk management violations by chapters in his province.
4. He is responsible for exploring opportunities for the development of colonies (prospective chapters) and alumni associations within his province and coordinates these activities with the National Headquarters.
5. He reviews and approves or denies all applications for colonization and alumni associations, oversees the support of colonies, and is responsible for the coordinating the installation of chapters when approved by the Commission on Standards.
6. He reviews and approves or denies nominations for honorary memberships and Orpheus Awards from chapters in his Province.
7. He serves as a representative for the Fraternity at other public opportunities not necessarily related to chapter operations.
8. He attends the annual Province Governor Convocation, and serves as a delegate at the National Convention (held once every three years; next is July 2021).

Preliminary Activities:

Each Province Governor should complete the following activities within a month of his appointment.

1. Receive files and documents from the previous Province Governor or the National Headquarters. All documents should be organized and filed systematically.
2. Activate MySinfonia profile at www.sinfonia.org, verify your personal contact information, and familiarize yourself with the online resources available to Province Governors and chapters. You should notify the National Headquarters immediately of any changes to your mailing address(es), e-mail address(es) or telephone number(s).
3. Establish contact with the Deputy Province Governor (if appl.); Collegiate Province Representative (and Assistant, if appl.); Province Alumni Coordinator; all chapter, colony and alumni association presidents; and all faculty advisors.
4. Establish contact with the Chairman of the Province Governors' Council.
5. Send a letter of introduction to the province (chapters and colonies, their faculty advisors, alumni associations and province officers) that includes goals and ideas for the province.
6. Familiarize yourself with the *National Constitution and Bylaws*, the policies of the Fraternity, and all of the content available on www.sinfonia.org.
7. Submit the appropriate paperwork for a background check at the direction of the national staff in accordance with Fraternity policy.

Fraternity's Expectations of Province Governors:

- Make adequate annual progress toward the completion of the Constitutional requirement of making an official visit to each chapter, colony, and alumni association in your Province. This means that I expect you to complete one third of

your required visits each year. I intend to check in on progress at the end of this school year, and I will make changes at that time if necessary.

- Fully complete the other Constitutional duties of your office, including:
 - Represent the National President in all matters pertaining to activities of the chapters, colonies, and alumni associations.
 - Plan and execute an annual Workshop.
- Be acquainted with the governing documents and history of the Fraternity and the resources available from the National Fraternity and support the efforts and objectives of the Fraternity.
- Abide by the risk management policies of the Fraternity and immediately report potential violations of those policies.
- Be supportive of the national staff and your fellow leaders, and appropriately address concerns through the National President or the Chair of the Province Governors Council rather than air those concerns publicly.
- Remain in consistent communication with chapters, colonies, and alumni associations within his province, responding to telephone and e-mail messages usually within 48 hours.
- Respond in a timely fashion to communications from the National Headquarters, National President, Chairman of the Province Governors' Council, and any other national officer.
- Make a donation to the Sinfonia Educational Foundation in each year of service as a Province Governor and to encourage other Sinfonians to do the same, as the SEF will play a major role in the achievement of the Fraternity's vision through substantial funding for new and enhanced programs.
- Keep detailed records to aid in the transfer of historical documents and institutional, experiential knowledge to his successor.

Province Governors' Expectations of Fraternity:

- To be aided in his work through resources, training, and mentoring.
- To be supported in his decisions and actions by the officers and staff of the Fraternity.
- To be indemnified from liability in the execution of his duties.
- To receive timely reimbursement for all reasonable expenses incurred in the execution of his duties when reimbursement is properly claimed.

Appointment Process:

- Applicants must be a Sinfonian in good standing for at least three years in order to be eligible.
- Applications to be reviewed by National President, and one appointee will be proposed to the National Executive Committee for ratification.
- Term of appointment is for three years. or through the next September 1 following a National Convention, whichever is shorter. Province Governors may be reappointed without term limitations.

Acknowledgement:

I have read the responsibilities and expectations of Province Governors and pledge to fulfill them consistently throughout my service to the Fraternity in this capacity.

Signature: _____

Date: _____