

# Province Collegiate Chair

## POSITION DESCRIPTION

### POSITION TITLE:

Province collegiate chair

### POSITION SUMMARY:

The province collegiate chair (PCC) is charged with recruiting, training and developing chapter advisors to assist and support collegiate chapters. Additionally, the PCC is instrumental in resolving chapter and province issues and has the ability to provide historical context for a chapter. She manages the overall well-being and success of the collegiate chapters in her province. It is expected that the PCC will work closely and collaboratively with Alpha Chi Omega headquarters staff and the collegiate experience volunteer specialists in her province to coordinate resources and provide the support necessary to ensure Alpha Chi Omega's strength on a regional level.

### ESSENTIAL ROLE RESPONSIBILITIES:

- Recruit, train, coach and develop chapter advisors to assist and support collegiate chapters.
- Provide targeted support to resolve chapter issues as those needs arise and utilize the volunteer structure and relevant resources to connect chapters with necessary supports (e.g., specialists, staff, Policies of Alpha Chi Omega).
- Collaborate with the province alumnae chair (PAC) to: 1. help provide leads in resolving chapter advisor and position advisor vacancies; and 2. help chapters build stronger connections with local alumnae near collegiate chapters.
- Partner with headquarters staff (including chapter consultants), collegiate chapter officers, chapter advisors, specialists and volunteers to support growth for each individual collegiate chapter in assigned province.
- Facilitate ongoing communication between collegiate chapters, chapter advisors and volunteers regarding chapter/province needs and volunteer openings. This communication includes regular calls and/or emails with chapter advisors, chapter presidents, collegiate experience volunteer specialists, the PCC team and headquarters staff (including chapter consultants).
- Stay informed on current Policies of Alpha Chi Omega and Alpha Chi Omega's organizational and volunteer structure including but not limited to strategic initiatives from the Enterprise.

- Read and promptly respond to all communications related to the PCC team and province-related topics.
- Attend regularly scheduled monthly PCC team calls.
- Provide requested reporting to volunteer director and staff regarding the status of chapters within the province.
- Manage and operate within the annual budget for the province.

#### ESTIMATED TIME COMMITMENT:

Province collegiate chairs can expect to volunteer 5-10 hours of time a week, although involvement may fluctuate depending on the time of year and chapter needs.

#### WORKING AND REPORTING RELATIONSHIPS:

- Volunteer supervisor: volunteer director of province collegiate chairs
- Staff liaison: associate director of collegiate experience
- Managing department(s): collegiate experience
- Volunteer team: collegiate experience volunteers
- Supervises: chapter advisors
- Province counterpart: province alumnae chair
- This position works closely with headquarters staff, including chapter consultants, as well as chapter advisors and volunteer specialists.

#### QUALIFICATIONS:

- Alumna in good standing
- Champion for Alpha Chi Omega's values and brand ambassador
- Chapter advisory board experience or other relevant Alpha Chi Omega volunteer/professional experience
- Success in managing and mentoring volunteers long distance
- Ability to be flexible, self-driven, dependable and proactive
- Ability to meet deadlines

#### ORGANIZATION EXPECTATIONS:

- The volunteer will participate in the annual evaluation process.
- The volunteer will sign the Volunteer Acknowledgements, annually.
- The volunteer will attend Volunteer Summit and other in-person or virtual trainings as requested.
- Occasionally the volunteer may be asked to travel on behalf of Alpha Chi Omega. It is expected that the volunteer adheres to all volunteer travel guidelines.
- The volunteer will be a positive financial steward of the Fraternity's monetary resources.
- As a national volunteer, province officers are unable to hold multiple volunteer roles.

- As a voting delegate at our biennial convention, it is expected that the PCC attend all conventions during her term as she serves as the National Fraternity's representative to the collegiate chapters within her province.

**ORGANIZATION ENCOURAGEMENTS:**

- During the term, the volunteer is encouraged to support the Alpha Chi Omega Foundation with an annual tax-deductible gift of any amount.
- The volunteer is encouraged to maintain active membership in an alumnae chapter.