

Title: Volunteer Director of Province Alumnae Chairs

Responsible to: Assistant Director of Lifetime Engagement

Position Summary

The role of the volunteer director of province alumnae chairs (DPACs) is to supervise and support the province alumnae chairs in their pursuits to promote the growth and success of alumnae chapters in the provinces and the overall alumnae experience. This includes providing training and resources to PACs regarding Alpha Chi Omega's policies and procedures, Alpha Chi Omega's strategic plan goals and initiatives, and regular duties of the PAC position; working with PACs to develop goals for their provinces; communicating regularly with PACs, PAC specialist, volunteer director of lifetime engagement volunteers, volunteer director of province collegiate chairs (DPCCs), and the assistant director of lifetime engagement; evaluating PAC performance and providing regular feedback; and serving as an advocate for lifetime engagement and the alumnae experience in Alpha Chi Omega. The volunteer director of province alumnae chairs shall serve as the National Fraternity's representative to the provinces.

Primary Responsibilities:

Province Officer Development

- Communicate regularly with PACs via phone and/or email
- Evaluate and report annually each PAC's progress and performance
- Hold PACs accountable to their job description and responsibilities
- Provide assistance and ongoing support to PACs by
 - Cultivate leadership within each province officer
 - Referring to Alpha Chi Omega policies and strategic plan goals
 - Provide ongoing training and/or develop additional resources as needed
 - Responding in a timely manner to individual needs/requests
- Work with the assistant director of lifetime engagement and PAC specialist in developing and delivering onboarding training to new PACs
- Coordinate regular team conference calls or webinars for PACs
- Recruit new PACs to fill vacancies
 - Make recommendations to the National Council to fill vacant positions and remove officers
- Act as an interim PAC in the case of a vacancy in a province
- Supervise PAC specialist role and delegate duties to her as necessary

Fraternity Leadership

- Work with lifetime engagement staff and volunteer directors to determine goals for the year/term
- Serve on the Province Officer Nominating Committee

- Participate in training opportunities including, but not limited to, Convention and Volunteer Summit
- Support the initiatives and work of the national organization
- 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
- Participate in regular conference calls with the lifetime engagement staff
- Maintain the alumnae chapter leadership and lifetime engagement volunteer Facebook groups

Experience Preferred:

- Prior province officer, alumnae chapter, or other relevant Alpha Chi Omega leadership experience
- Professional or other experience working with volunteers in a leadership role
- Success in managing and mentoring volunteers in a remote environment
- Alumnae Chapter membership

Attributes:

- Excellent verbal and written communication skills
- Flexible, proactive, self-directed and results-oriented
- Proven project management, goal-setting, teamwork and organizational skills
- Ability to give and receive coaching and feedback
- Approachable, diplomatic and open-minded
- Ability and willingness to travel when necessary

Expectations

- Estimated time commitment of 8-12 hours a month
- Attend National Convention
- Pay individual Convention expenses.
- Attend Volunteer Summit
- Support the Alpha Chi Omega Foundation with a tax-deductible financial gift as you are able