

Province Alumnae Chair

POSITION DESCRIPTION

POSITION TITLE:

Province alumnae chair

POSITION SUMMARY:

Province alumnae chairs (PACs) support the needs of alumnae chapters and officers through ongoing communication and oversight. Each PAC is responsible for the overall well-being and success of her province, consisting of a specific grouping of alumnae chapters based on location. It is necessary for the PAC to understand how each of her assigned chapters functions while nurturing powerful, transformative and everlasting connections of real, strong women. Through training, networking and ongoing development opportunities, PACs become the experts on best practices for alumnae chapter operations, engagement and growth.

ESSENTIAL ROLE RESPONSIBILITIES:

- Manage the needs of individual alumnae chapters and alumnae chapter officers through ongoing communication, guidance and training.
- Apply innovative thinking and creative tactics to help alumnae chapter leadership expand and strengthen the alumnae chapter experience.
- Contribute to assigned province growth by assisting chapters with membership recruitment efforts and supporting the cultivation and installation of new alumnae chapters where appropriate.
- Identify, recruit and retain top alumnae talent to alumnae chapter leadership roles.
- Serve as a resource for best practices in alumnae chapter management, programming, conflict management, membership engagement trends, and Alpha Chi Omega policies and procedures.
- Identify at-risk alumnae chapters and implement strategies for improved leadership, membership engagement and growth.
- Support ongoing communication between alumnae chapters, lifetime engagement volunteer teams and headquarters staff regarding chapter/province needs and volunteer openings.
- Collaborate with Province Collegiate Chair (PCC) to support communication and collaboration between alumnae and collegiate chapters in the province.

- Assist chapters with the alumna initiate process for candidates in the province.
- Encourage volunteerism by helping alumnae find opportunities to contribute time, talent and/or resources.

ESTIMATED TIME COMMITMENT:

On average, less than 5 hours a week. Time commitment may fluctuate based on time of year and chapter needs.

WORKING AND REPORTING RELATIONSHIPS:

- Volunteer supervisor: volunteer director of province alumnae chairs (DPAC)
- Staff liaison: assistant director of lifetime engagement
- Managing department(s): lifetime engagement
- Volunteer team: alumnae volunteers
- Province counterpart: province collegiate chair

QUALIFICATIONS:

- Alumna in good standing
- Champion for Alpha Chi Omega's values and brand ambassador
- Innovative thinker and reliable communicator
- Alumnae chapter leadership experience or other relevant Alpha Chi Omega volunteer/professional experience
- Success in managing and mentoring volunteers remotely
- Ability to be flexible, self-driven, dependable and proactive
- Ability to use standard technology systems (e.g., email, spreadsheets, databases, video conferencing software, scheduling software, etc.)

ORGANIZATION EXPECTATIONS:

- The volunteer will participate in the annual evaluation process.
- The volunteer will sign her Volunteer Acknowledgements, annually.
- The volunteer will attend Volunteer Summit and other in-person or virtual trainings as requested.
- The volunteer will maintain active membership in an alumnae chapter.
- 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 voting delegate at our biennial convention, it is expected that the PAC attend all conventions during her term as she serves as the National Fraternity's representative to the alumnae chapters within her province.
- As a national volunteer, province officers are unable to hold multiple volunteer roles.

ORGANIZATION ENCOURAGEMENTS:

- During her 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.