



**Title: PROVINCE ALUMNAE CHAIR**

**Responsible to: Volunteer director of province alumnae chairs**

**Province Team:** Director of lifetime engagement, assistant director of lifetime engagement, volunteer director of province alumnae chairs, alumnae chapter presidents, volunteer engagement leads and specialist(s), province collegiate chair

### **Position Summary**

As a representative of the Fraternity, the province alumnae chair (PAC) is responsible for growing and supporting an active and engaged alumnae community in her province. Expectations include serving as a primary resource to alumnae and alumnae chapters; educating members about Alpha Chi Omega strategic plan initiatives and alumnae programs; fostering communication with and between alumnae, collegians, headquarters and regional volunteers; and serving as an advocate for lifetime engagement in Alpha Chi Omega.

### **Primary Responsibilities**

**Promote excellence in alumnae chapter development and management:** Collaborate with headquarters staff, alumnae chapter officers, and regional volunteers to maximize growth and long-term success of alumnae chapters in her province.

- Manage the needs of individual chapters and volunteer leaders through ongoing communication, guidance and training.
- Apply innovative thinking and creative tactics to help alumnae chapter leadership expand/strengthen alumnae membership.
- Contribute to regional growth by supporting the cultivation and installation of new alumnae chapters where appropriate.
- Assist chapters (both collegiate and alumnae) with the alumna initiate process for candidates in the province.
- Identify, recruit and retain top alumnae talent to alumnae chapter leadership roles.
- Serve as a resource for best practices in alumnae chapter management, conflict management and Alpha Chi Omega policies and procedures.
- Identify at risk alumnae chapters and implement strategies for new leadership, Fraternity engagement and growth.

**Lead, guide and impact alumnae in the province:** Work with headquarters staff and regional volunteers to create and ensure a relevant and meaningful alumnae experience for current and future alumnae in her region.

- Support ongoing communication between alumnae chapters, volunteer engagement specialists and headquarters staff regarding chapter/province needs and volunteer openings.
- Encourage volunteerism by helping alumnae find opportunities to contribute time, talent and/or resources, be it in an alumnae or collegiate chapter, or in other national or regional volunteer capacities.
- Plan and implement province/state gatherings and ensure that each collegiate chapter has an annual Hall of Commitment.

What You Can Expect:

- The opportunity to:
  - Build relationships with members of different chapters within the province, as well as with Alpha Chi Omega staff and other national volunteers.
  - Serve as a mentor to alumnae chapter officers.
  - Reach out and develop relationships with sisters across the country.
  - Gain in-depth knowledge of different aspects of Alpha Chi Omega.
  - Develop and enhance skills that are applicable to your professional and personal work.
  - Impact the lifelong commitment of our members to Alpha Chi Omega.

Preferred Experience:

- Alumnae chapter officer, local house corporation board member, or other Alpha Chi Omega leadership/advisory experience.
- Experience working with volunteers in a leadership capacity.
- Alumnae chapter membership.

Attributes:

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

Expectations:

- Commit 8-10 hours of volunteer time per month.
- Complete all reports by the required due dates.
- Be able to assist the alumnae chapters with Lyre Links.
- Contribute \$300 towards individual Convention expenses.
- Support the Alpha Chi Omega Foundation with a tax-deductible financial gift as you are able.
- Ability and willingness to travel within the province as necessary.
- 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 training opportunities including, but not limited to: convention, volunteer leadership summit and conference calls led by the director of province alumnae chairs.
- Manage and operate within the annual budget for the province.
- Serve as voting delegate to the national convention.
- Produce a semi-annual province newsletter and/or maintain an online presence to share province information, news and accolades.
- Travel to each chapter at least once during the two-year term.
- Maintain a dues-paying membership with at least one alumnae chapter in your province throughout your term.



- Become a member of Life Loyal during your term.