



Title: Province Alumnae Chair Specialist

Responsible to: Assistant Director of Lifetime Engagement

Province Team: Director of Lifetime Engagement (staff), Assistant Director of Lifetime Engagement (staff), Province Alumnae Chairs (volunteer), Director of Lifetime Engagement Volunteers (volunteer), and the Director of Province Collegiate Chairs (volunteer)

Position Summary

As a representative of the Fraternity, the Province Alumnae Chair Specialist is responsible for supporting the Province Alumnae Chairs (PACs) and Director of Province Alumnae Chairs (DPAC). She serves as a resource to Province Alumnae Chairs, recruits and trains PACs, encourages active interest in Alpha Chi Omega among PACs, and serves as a representative of Alpha Chi Omega.

Primary Responsibilities

- Inform staff of all PAC vacancies
- Recruit volunteers to fill any PAC vacancies, interview interested alumnae, and recommend an alumna to the National Council to fill the vacancy
- Facilitate province officer training
- Stay informed of issues affecting PACs and coordinate training to address needs
- Stay in close communication with Lifetime Engagement staff liaison
- Co-facilitate two conference calls per fiscal year with all PACs
- Be a goodwill ambassador from the national organization to the collegiate and alumnae chapters
- Deliver a prepared message at a chapter or event, if necessary, to assist the PAC
- Serve as a liaison between DPACs, PACs and Lifetime Engagement staff
- Assist with assessing individual PAC's performance annually
- Serve on the Alumnae Chapter Awards Committee
- Serve on the Province Officer Nominating Committee

What You Can Expect

The opportunity to:

- Build relationships with Province Alumnae Chairs, as well as with Alpha Chi Omega staff and other national volunteers
- Serve as a coach to Province Alumnae Chairs
- Foster relationships with sisters across the country
- Gain in-depth knowledge of different aspects of Alpha Chi Omega including policies, procedures, and volunteer management
- Develop and enhance skills that are applicable in your professional and personal work

Requirements

- Maintain membership in an alumnae chapter during term of service
- Strong computer skills with ability to navigate Lyre Links, and various computer programs and social media platforms



Preferred Experience

- Previous PAC experience
- Alumnae chapter, Local House Corporation, or other Alpha Chi Omega leadership/advisory experience
- Demonstrated record of volunteer experience, preferably in a leadership capacity

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
- Attend Convention and contribute to individual Convention-related expenses
- Purchase a Life Loyal membership during the term of service
- Support the Alpha Chi Omega Foundation with a tax-deductible financial gift as you are able
- Ability and willingness to travel 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 Summit, and conference calls