



## **Alpha Chi Omega Operational Volunteer Position Description**

**Position Title:** Ritual and Fraternity Appreciation Specialist

**Position Summary:** RFA specialists assist VP RFA, Chapter/ RFA Advisors, and Province Collegiate Chairs in optimizing the Ritual experience for each chapter. RFA Specialists serve as a liaison between chapter officers/advisors and Alpha Chi Omega Headquarters staff to ensure Ritual and Fraternity Appreciation activities align with HQ requirements and guide chapters toward best practices. RFA Specialists mentor chapter officers and advisors on Ritual as well as how to instill Ritual into daily chapter life.

### **Essential Role Responsibilities:**

#### *1. Communication*

- a. Respond to all communications related to the volunteer role within 48 hours.
- b. Participate in monthly team calls, biannual Province Collegiate Chair calls for the province(s) served, and biannual Collegiate Experience Volunteer Team calls.
- c. File quarterly reports summarizing work done/ communications with assigned chapters.
- d. Use the tools provided to assess the Ritual and RFA needs of chapters and members through phone calls, e-mails, conference calls, video chats, etc.
- e. Contact each chapter's VP RFA in her province(s) at the beginning of each semester to touch base and devise an action plan for the term.

#### *2. Knowledge-based*

- a. Read and become well acquainted with the most updated white Ritual binder (especially the Bond), green Ceremonies binder, Ritual Best Practices, Ritual Roadmap, The Symphony of Alpha Chi Omega, and the RFA collegiate officer handbook.
- b. Be familiar with the resources in the Ritual & Ceremonies and VP RFA sections of the Alpha Chi Omega website.
- c. Work in collaboration with the RFA Specialist Team to develop educational ideas and tools to aid chapters as they develop strong Ritual and RFA programs.
- d. When requested, assist chapters in educating all chapter members regarding financial responsibility.
- e. Contribute to small group or team-wide projects to create and develop tools/presentations/resources for VP RFAs, and advisors to clarify roles and responsibilities, policies and best practices, and assist officers and advisors in communicating financial information to the chapter as a whole.

3. Mentor less experienced RFA Specialists and fill in for other team members if needed.
4. Travel to chapters is not required. Participation in Province Day or State Day events, if applicable, is encouraged. Travel to training events approximately every two years, usually in Indianapolis, is expected.
5. Estimated time to commit is approximately 4-6 hours a month.

**Working and Reporting Relationships:** Reports to Ritual and Fraternity Appreciation Lead Specialist and works in tandem with Education and Leadership Initiatives staff and directly with collegiate chapter officers and advisors.

**Qualifications:**

- Alumna in good standing
- Willingness to learn and support the Ritual growth of the chapter.
- Belief in Alpha Chi Omega's values and brand identity
- Ability to coach and mentor others
- Organizational and leadership ability
- Have a passion for Ritual and willingness to instill that passion onto others

Lead Specialists and Specialists may not serve in more than one role on the Collegiate Experience Volunteer Team at a time. Additionally, Lead Specialists and Specialists may not serve as Province Collegiate Chairs or Province Alumnae Chairs.

**Organization Expectations:**

- During the term, the volunteer will support the Alpha Chi Omega Foundation with an annual tax-deductible gift of any amount.
- Become a Life Loyal Alpha Chi Omega as you are able.