



Title: Province Collegiate Chair

Responsible to: Director of Province Collegiate Chair

Province Team: Collegiate Experience Department Staff, Consultants, Chapter Advisors, Advisory Board members, Province Alumnae Chair, Collegiate Experience Volunteer Specialists

Position Summary

As a representative of the National Fraternity, the Province Collegiate Chair (PCC) is responsible for growing, supporting and maximizing the long-term success of Alpha Chi Omega collegiate chapters in her province. The PCC role is integral to the successful operation of our collegiate chapters. She manages the overall well-being and success of the collegiate chapters in her province. She provides guidance, inspiration, and encouragement and ensures that education and training are provided to the collegiate chapters and their advisors through personal contact and correspondence.

The PCC is charged with recruiting, training, and developing chapter advisors to assist and support collegiate chapters. Additionally, the PCC is instrumental in resolving chapter and province issues, and has the ability to provide historical context for a chapter. It is expected that the PCC will work closely and collaboratively with Alpha Chi Omega headquarters and the collegiate experience specialists in her province to coordinate resources and provide the support necessary to ensure Alpha Chi Omega's strength on a regional level. Finally, as a voting delegate at our bi-annual Convention, it is expected that the PCC will attend all Conventions during her term as she serves as the National Fraternity's representative to the chapter advisors, collegiate chapters, and collegiate members within her province.

Primary Responsibilities

Chapter Advisor Development: Work with local volunteers and province alumnae chairs to champion chapter advisory board volunteerism and ensure strength of leadership among chapters within her province.

Chapter Development: Partner with Headquarters staff (including chapter consultants), collegiate chapter officers, chapter advisors, specialists and volunteers to support growth and achievement for each individual collegiate chapter in her province.

Ongoing Communication and Development: Facilitate ongoing communication between collegiate chapters, chapter advisors, and volunteers regarding chapter/province needs and volunteer openings. This communication includes regular calls and emails with chapter advisors, chapter presidents, chapter consultants, collegiate experience volunteer specialists, the PCC team, and headquarters staff.

Province Leadership: Collaborate with Alpha Chi Omega province stakeholders and staff to enhance the experience of Alpha Chi Omega collegiate members and enhance the operations of each chapter.

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 advisors and chapter members
 - Gain in-depth knowledge of different aspects of Alpha Chi Omega

- The experience of:
 - Assisting collegiate chapters in being successful
 - Fostering a positive volunteer experience for alumnae members of Alpha Chi Omega
 - Developing and enhancing skills that are applicable in your personal and professional work
 - Leaving a legacy with collegiate chapters and your assigned province that is lasting and impactful

Preferred Experience:

- Chapter advisory board experience or other relevant Alpha Chi Omega volunteer/professional experience
- Success in managing and mentoring volunteers long distance

Attributes:

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

Expectations:

- Time commitment fluctuates through a PCC's term
 - Typically, PCCs commit 12-14 hours of volunteer time per week.
- Serve as voting delegate while attending the National Convention
- Contribute to individual Convention expenses
- Ability and willingness to travel within the province when necessary
- Donate to the Alpha Chi Omega Foundation, as you are able
- Support Alpha Chi Omega Fraternity by becoming a Life Loyal Alpha Chi Omega
- 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 and attend training opportunities including, but not limited to Volunteer Summit, Convention, and conference calls led by the Director of Province Collegiate Chairs.
- Manage and operate within the annual budget for the province.