

# Volunteer Director of New Chapter Development

## POSITION DESCRIPTION

### POSITION SUMMARY:

The volunteer director of new chapter development (DNCD) oversees and directs, with staff liaison, new chapter development (NCD) specialists. The director will recruit, train, mentor and coach NCD specialists, and serves as the lead for the new chapter development specialist (NCDS) team. In addition, the director will lead team calls and training efforts, continually update and create resources for the team as needed and serve as the volunteer supervisor for the NCDS team.

### ESSENTIAL ROLE RESPONSIBILITIES:

- Provide supervision and management to the NCDS team.
- Work with staff liaison to recruit NCD specialists.
- Provide onboarding and continual training for NCD specialists.
- Communicate regularly with NCD specialists and staff liaison.
- Create and update resources for NCDS team.
- Hold NCD specialists accountable to their job descriptions and responsibilities.
- Lead monthly NCDS team calls.
- Provide email updates to NCD specialists as necessary and ensure the NCDS team receives pertinent information and updates from headquarters.
- Assist NCD specialists (as needed) with specific new chapter development issues as they arise.
- Assist NCD specialists (as needed) with the advisory board recruitment process for individual projects.
- Read, review, understand and uphold all relevant information and communication from headquarters, including but not limited to policies, Volunteer Acknowledgements, email communication and resources.
- Participate in volunteer director calls as organized through the collegiate experience department.

### ESTIMATED TIME COMMITMENT:

Time may vary, but typically the DNCD volunteers 1-5 hours per week.

### WORKING AND REPORTING RELATIONSHIPS:

- Staff liaison: assistant director of collegiate growth
- Managing department(s): collegiate experience
- This position works closely with headquarters staff, including chapter consultants, and the NCDS team.

### QUALIFICATIONS:

- Alumna in good standing
- Champion for Alpha Chi Omega's values and brand ambassador
- Previous experience as an NCD specialist or province collegiate chair (PCC), or relevant Alpha Chi Omega staff or volunteer experience

### 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.
- 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.

### ORGANIZATION ENCOURAGEMENTS:

- During the 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 attend convention, as she is able.
- The volunteer is encouraged to maintain active membership in an alumnae chapter.