



## KAPPA ALPHA THETA

# Alumnae District Director (ADD) Job Description

## Summary of Duties

Oversee the alumnae chapters and circles in her district, supporting alumnae group growth, educating chapter presidents on Kappa Alpha Theta policies, and providing resources to enhance chapter operations; participate actively with the alumnae committee on sub-committee projects and implementation of the strategic plan; assist in the organization of new alumnae groups in her district; and serve as a review board member in matters of alumnae discipline. Ideal volunteers have strong communication skills, a desire to work closely with alumnae group leaders, and the ability to commit an average of 10 to 15 hours per month.

## Responsibilities & Authority

### **SUPERVISION OF ALUMNAE GROUPS**

- Oversee the alumnae chapters in her district, conducting virtual visits to support chapter growth and directing chapters to relevant resources.
- Review chapters' Grand Convention awards checklist submissions and determine award winners.
- Educate and coach alumnae chapter presidents on Theta policies, leadership, calendar planning and programming, budgeting, and general operations.
- Promote the attendance of delegates from alumnae chapters in good standing to Grand Convention and review reports of those delegates after Grand Convention.
- Review amendments to alumnae chapter bylaws, including chapter-specific changes (submitted every four years) and changes passed at Grand Convention.
- Encourage chapter participation in and cooperation with local alumnae Panhellenic organizations.
- Oversee the alumnae circles in her district, building relationships with alumnae circle contact(s) and encouraging growth of and engagement in circles.

## COMMUNICATION

- Promptly answer all requests from Grand Council members, headquarters staff, and workforce volunteers.
- Participate in monthly alumnae committee meetings as scheduled.
- Participate in sub-committee meetings and independent work as determined by sub-committee members.
- Communicate regularly and work well with the alumnae committee chair and alumnae services director.
- Participate in individual beginning-of-year (January) and mid-year check-in calls (July).
- Remain informed on each alumnae group in her district and on areas of future alumnae group development.
- Communicate regularly with alumnae chapters and circles. Disseminate information in a timely fashion, facilitate communication between alumnae committee and alumnae groups, and field requests from individual alumnae in her district.
- Field outreach from alumnae interested in joining alumnae groups in her district.
- Coordinate quarterly Kite Calls with alumnae chapter presidents.
- Serve as a review board member in matters of member discipline as outlined in the *Kappa Alpha Theta Constitution and Bylaws*.
- Prepare an annual report of her district to be submitted to the alumnae committee chair by April 1.

## OTHER RESPONSIBILITIES

- Actively support the Fraternity's strategic plan, working to implement the goals and objectives set forth by Grand Council.
- Assist in organizing and onboarding new alumnae chapters and circles in collaboration with alumnae services director.
- Attend Grand Convention and other meetings as requested. Facilitate district meeting at Grand Convention.
- Assist and participate in special projects as assigned by the alumnae committee chair, director of alumnae engagement, and/or Grand Council.
- Fulfill the expectations and responsibilities of a Kappa Alpha Theta workforce member as outlined in the *Workforce Volunteer Handbook*.

