



KAPPA ALPHA THETA

College Committee Chairman/ Director of College Chapters Job Description

ORGANIZATIONAL MISSION

Kappa Alpha Theta nurtures each member throughout her lifetime, offering opportunities for intellectual and personal growth. This position supports this mission through the encouragement of best practices prioritizing care and concern for the well-being of all members.

POSITIONAL SUPPORT & SUPERVISION

This position is supported by the director of collegiate services, who serves as a staff partner to the committee and committee chairman.

RESPONSIBILITIES

- Fulfill duties as outlined by the [Workforce Volunteer Handbook](#) and the [Kappa Alpha Theta Constitution and Bylaws](#).
- Provide guidance and insight to overall strategy, development of resources, policies, and customized college chapter support with following considerations:
 - Fostering a culture of diversity, equity, and inclusion;
 - Ensuring a relevant experience for future members of the Fraternity ; and
 - Optimizing the experience for college members.
- Recruit, onboard, and supervise college district directors (CDDs).
- Collaborate with other workforce leaders.
- Lead regular committee calls, working with the staff partner to develop agendas and topics.
- Participate in high-level chapter discipline investigations and follow-up support of college chapters.
- Serve as a voting delegate at Grand Convention,
- Participate in and/or attend workforce leadership meetings, and other meetings as requested.
- Support the Fraternity's strategic plan, working to implement goals and objectives set forth by Grand Council.
- Willingness to travel to college chapters as necessary.

TIME COMMITMENT

On average, 5-7 hours per week. More time may be necessary if a significant chapter issue arises.

DESIRED QUALIFICATIONS

Ideal volunteers will have experience with college chapter operations, DEI, and supervision; the ability to consistently communicate with/support a large team; a desire to develop consistent committee dynamics; and a willingness to work closely with headquarters staff and fellow workforce volunteers.