



KAPPA ALPHA THETA

Alumnae Committee Chairman Job Description

SUMMARY OF DUTIES

Oversee the alumnae committee, including alumnae district directors (ADDs) and other alumnae committee volunteers, communicate regularly with the committee and the director of alumnae engagement, and support alumnae growth and engagement; facilitate alumnae committee projects, meetings, and implementation of the strategic plan; and serve as review board member in matters of alumnae discipline. Ideal volunteers will have strong communication skills, a desire to work closely with all alumnae and with alumnae engagement personnel, and the ability to commit an average of 15 to 20 hours per month.

RESPONSIBILITIES & AUTHORITY

I. GENERAL RESPONSIBILITIES

- a. Oversee the alumnae committee and guide/coach volunteers as necessary, providing an annual evaluation of each ADD's performance.
- b. Review annual report of each ADD's district and stay informed of overall district health.
- c. Work to increase alumnae engagement through chapters, circles, etc.
- d. Assist in programmatic planning and facilitation of education/professional development for officers, volunteers, and alumnae.
- e. Review amendments to alumnae chapter bylaws, including chapter-specific changes (submitted every four years) and changes passed at Grand Convention.

II. COMMUNICATION

- a. Promptly answer all requests from Council members, headquarters, and members of the workforce.
- b. Facilitate alumnae committee conference calls as scheduled.
- c. Communicate regularly and work well with the alumnae committee and director of alumnae engagement.
- d. Facilitate communication between alumnae committee and Fraternity, and field requests from individual ADDs in a timely fashion.
- e. Coordinate annual one-on-one calls with ADDs and specialists.
- f. Serve as a review board member in matters of member discipline as outlined in the [*Kappa Alpha Theta Constitution and Bylaws*](#).

III. OTHER RESPONSIBILITIES

- a. Actively support Kappa Alpha Theta's strategic plan, working to implement the goals and objectives set forth by Grand Council.
- b. Assist in organizing new alumnae chapters and circles, working with director of alumnae engagement and appropriate specialists.
- c. Facilitate sessions at international and district meetings as requested.
- d. Attend Grand Convention, alumnae committee meetings (serving as meeting chairman), and other meetings as requested.
- e. Assist and participate in special projects as assigned by the director of alumnae engagement and/or Grand Council.
- f. Fulfill the expectations and responsibilities of a Kappa Alpha Theta workforce member as outlined in the [*Workforce Volunteer Handbook*](#).