



KAPPA ALPHA THETA

Compliance Committee Chairman

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. The staff partner will provide administrative and logistical support to the committee, as well as continued training and development.

RESPONSIBILITIES

- Fulfill duties as outlined by the [Workforce Volunteer Handbook](#) and the [Kappa Alpha Theta Constitution and Bylaws](#).
- Oversee college chapter compliance with Fraternity laws by ensuring chapter practices are aligned with the spirit of the college chapter bylaws and [Kappa Alpha Theta Constitution and Bylaws](#).
- Support collegians, advisors and the Fraternity workforce by offering guidance, support and education.
- Review and audit college chapter bylaws to track trends to ensure standardize policy and procedures.
- Recruit, onboard, and supervise committee members.
- Lead regular committee calls, working with the staff partner to develop agendas and topics.
- Attend Grand Convention, workforce leadership meetings, and other meetings as requested.
- Actively support the Fraternity's strategic plan, working to implement the goals and objectives set forth by Grand Council.

TIME COMMITMENT

On average, 15 hours per month.

DESIRED QUALIFICATIONS

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