



## KAPPA ALPHA THETA

# Recruitment Committee Chair 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 to bring in new members to Kappa Alpha Theta.

## Positional Support & Supervision

This position is supported by an assistant director of collegiate services, who serves as staff partner to the committee and committee chair. The staff partner will provide administrative and logistical support to the committee, as well as continued training and development. The staff partner for the recruitment committee will also serve as the chief Panhellenic officer for the Fraternity. This position will fulfill the expectations and responsibilities of a Kappa Alpha Theta workforce member as outlined in the *Workforce Volunteer Handbook*.

## Responsibilities

- Fulfill duties as outlined by the *Kappa Alpha Theta Constitution and Bylaws*
- Actively support the Fraternity's strategic plan, working to implement the goals and objectives set forth by Grand Council, specifically focusing on the following as they relate to recruitment:
  - Fostering a culture of diversity equity and inclusion;
  - Ensuring a relevant experience for future members of the Fraternity; and
  - Securing a future for the Fraternity.
- Provide guidance and insight to overall strategy, development of resources, policies, and college chapter support regarding recruitment.
- Collaborate with the vice presidents Panhellenic (VPPs) on matters related to NPC policies and procedures.
- Recruit and onboard recruitment committee members.

- Delegate college chapter support to recruitment committee members, determined by district assignment.
- Conduct monthly committee calls, working closely with your staff partner to develop agendas and topics.
- Recommend discipline/plans for chapters who do not adhere to Kappa Alpha Theta recruitment policies and provide follow-up support to college chapters.
- 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.
- Willingness to travel to college chapters as necessary.
- Provide review, oversight, recommendation for the following (in conjunction with staff partner).
  - Recruitment data collection
  - Strategic recruitment team direction
  - Recruitment action plans
  - High priority and watch lists
  - Educational leadership consultant (ELC) training
  - Alumnae involvement and education

## **Time Commitment**

On average, 5-8 hours per week, or 20-25 hours per month. Ideal volunteers are available to answer calls, texts, and emails with a critical response time during primary recruitment seasons.

## **Desired Qualifications**

Ideal volunteers have experience with college chapter recruitment, NPC policies, and release figure methodology (RFM), the ability to manage multiple projects at once, and the ability to consistently communicate with/support a large team.

An ideal volunteer has strong communication skills, a desire to develop consistent committee dynamics, and ability to work closely with headquarters staff and fellow workforce volunteers.