



## KAPPA ALPHA THETA

# Risk Prevention Committee Member

## JOB DESCRIPTION 2020-2021

### ORGANIZATIONAL MISSION

Kappa Alpha Theta nurtures each member throughout her lifetime, offering opportunities for intellectual and personal growth. Risk Prevention Committee members provide continual education, support and empowerment of officers and advisors to carry out risk prevention best practices and abide by policies. 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 risk prevention committee chairman and assistant director of collegiate services, who serves as a staff partner to the committee. This position will fulfill the expectations and responsibilities of a Kappa Alpha Theta workforce member as outlined in the [Workforce Volunteer Handbook](#).

### RESPONSIBILITIES

- Serve in a consultative role to chapter officers, advisors, and college district directors of assigned district
- Correspond regularly with assigned chapters, including but not limited to:
  - Conduct frequent touchpoints with chapter officers and advisors
  - Response to questions/concerns within 48 hours
  - Review of PEC submission and correspondence prior to social events with alcohol as needed
- File monthly chapter reports via SmartSheet detailing communication and upcoming chapter events
- Host or market one educational experience (i.e. webinar, phone call, workshop etc.) per semester, per chapter
- Prepare for and participate in monthly risk prevention committee calls
- Participate in district team correspondence, as determined by the college district director
- Contribute to the development of risk prevention resources and special projects
- Willingness to travel to college chapters as necessary, for in-person support (cost covered by the Fraternity)

### TIME COMMITMENT

On average, 1-3 hours per week, or 5-15 hours per month.

### DESIRED QUALIFICATIONS

An ideal volunteer has strong communication skills, a desire to work closely with college chapter officers and advisors and a dedication to the importance of health and safety within the Theta experience.