



KAPPA ALPHA THETA

Risk Prevention Committee Chair Job Description

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 associate 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. 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 *Workforce Volunteer Handbook* and the *Kappa Alpha Theta Constitution and Bylaws*.
- Provide guidance and insight into overall strategy, development of resources, and college chapter support as it relates to risk prevention.
- Recruit, onboard, and provide continuous support to risk prevention specialists.
- Develop and deliver content for monthly risk prevention committee meetings, in partnership with the committee's staff partner.
- Participate in high-level college chapter investigations related to risk and provide continued support to involved officers, members, and advisors.
- Represent the committee at Grand Convention, workforce leadership meetings, and other events/meetings, as requested.

- Provide review, approval, and recommendation for college chapter events and exemptions, as outlined in the *Kappa Alpha Theta Constitution & Bylaws*.
- Support the Fraternity's strategic plan, working to implement goals and objectives set forth by Grand Council.
- Willingness to travel to college chapters for in-person support, as necessary (cost covered by the Fraternity).

Time Commitment

On average, 3-4 hours per week, or 12-20 hours per month.

Desired Qualifications

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