



KAPPA ALPHA THETA

Alumnae District Director (ADD) Job Description

SUMMARY OF DUTIES

Oversee the alumnae chapters in her district, supporting chapter growth, educating chapter presidents on Kappa Alpha Theta policies, and providing resources to enhance chapter operations; participate actively with the alumnae committee on projects and implementation of the strategic plan; assist in the organization of new alumnae groups in her district; and serve as a review board member in matters of alumnae discipline. Ideal volunteers have strong communication skills, a desire to work closely with alumnae chapter presidents, and the ability to commit an average of 10 to 15 hours per month.

RESPONSIBILITIES & AUTHORITY

I. SUPERVISION OF ALUMNAE CHAPTERS

- a. Oversee the alumnae chapters in her district, conducting in-person or virtual visits to support chapter growth and directing chapters to appropriate resources including specialists on Fraternity committees.
- b. Review chapters' annual reports and Grand Convention awards criteria.
- c. Educate and train alumnae chapter presidents regarding Theta policies, leadership, calendar planning and programming, budgeting, and general operations.
- d. Promote the attendance of delegates from alumnae chapters in good standing to Grand Convention and review reports of those delegates after Grand Convention.
- e. Review amendments to alumnae chapter bylaws, including chapter-specific changes (submitted every four years) and changes passed at Grand Convention.
- f. Encourage participation in and cooperation with local alumnae Panhellenic organizations and work proactively with Fraternity officers in extending alumnae Panhellenic into new geographic areas.

II. COMMUNICATION

- a. Promptly answer all requests from Grand Council members, headquarters, and members of the workforce.
- b. Participate in alumnae committee conference calls as scheduled.
- c. Communicate regularly and work well with the alumnae committee chairman and director of alumnae engagement.
- d. Remain informed on each alumnae chapter in her district and on areas of future alumnae group development.
- e. Communicate regularly with alumnae chapters. Disseminate information in a timely fashion, facilitate communication between alumnae committee and alumnae chapters, and field requests from individual alumnae in her district.

- f. Coordinate quarterly Kite Calls with alumnae chapter presidents.
- g. Work with alumnae committee specialists as requested.
- h. Serve as a review board member in matters of member discipline as outlined in the [*Kappa Alpha Theta Constitution and Bylaws*](#).
- i. Prepare an annual report of her district to be submitted to the alumnae committee chairman by April 1.

III. OTHER RESPONSIBILITIES

- a. Actively support the Fraternity'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 and other meetings as requested.
- e. Assist and participate in special projects as assigned by the alumnae committee chairman, 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*](#).