



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\*](#).