



# VOLUNTEER JOB DESCRIPTION ALUMNAE ENGAGEMENT COMMITTEE

## DESCRIPTION

This is an evolving volunteer position, with the potential to expand to a committee of volunteers focused on the implementation and development of educational resources and programs for both collegiate and alumnae members of Alpha Epsilon Phi. As this position continues to evolve, this volunteer job description will be revised.

### TIME:

Estimated 1-3 hours per week, varying during the year

Participate in volunteer development training

Travel not required

Attend convention

**TERM:** 2-year term

**APPOINTED BY:** Vice President-Volunteer Engagement

**APPROVED BY:** National President in consultation with National Council

**SUPPORTED BY:** Vice President-Alumnae Experience

**NATIONAL OFFICE STAFF CONTACT:** Director of Chapter Services

**PROVIDES SUPPORT TO:** Vice President-Alumnae Experience, Director of Alumnae Groups and Director of Alumnae Programming

## RESPONSIBILITIES

TBD

**Stay informed and updated on Sorority initiatives, programs and best practices for chapter operations and programs, and positively advocate for their sound implementation**

- Read and be familiar with:
  - Sorority Bylaws and Policies
    - This information is available under HQDocs found on PhiPortal
- Provide positive and consistent support for Sorority decisions, programs and initiatives
- Attend training opportunities in person and online, as requested

**Follow and support general volunteer responsibilities**

- Uphold all state and federal laws
- Uphold all policies and procedures
- Attend biennial Convention, Summer Leadership and/or any other AEPHI development opportunities and meetings, as requested
- Maintain current and accurate information in Sorority database
- Respond promptly within 48 hours to all forms of communication regarding volunteer role
- Maintain confidentiality around Sorority, chapter and member business