



# VOLUNTEER JOB DESCRIPTION ALUMNAE GAZETTE COMMITTEE

## DESCRIPTION

It is the general responsibility of the Alumnae Gazette Committee  
The Alumnae Gazette Committee will partner with the Vice President-Alumnae Experience, Director of Chapter Services and the Director of Educational Programming.

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 hours 1-2 hours per week,  
High-volume time periods could include  
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-Chapter Programming and Vice President-Alumnae

**NATIONAL OFFICE STAFF CONTACT:** Director of Educational Programming

**PROVIDES SUPPORT TO:** Director of the Alumnae Gazette

## RESPONSIBILITIES

**Support development, creation and dissemination of alumnae virtual newsletter.**

**Generating ideas and researching content**

**Reaching out to alumnae for input about content**

**Write and create content**

**Utilize social media to increase awareness and readership of Gazette**

**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