

Alpha Epsilon Phi Director Job Descriptions

Director of Alumnae Gazette

- Responsible for soliciting input for, and writing of, quarterly Alumnae Gazette, AEPhi's internal newsletter for alumnae with AEPhi "current events" and features
 - Works with VP-Alumnae and National President on content
 - Works with Assistant Executive Director on production and distribution of the Gazette
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Director of Alumnae Groups

- Develop a checklist for how to form an alumnae group.
 - Develop a resource manual for alumnae groups.
 - Help AEPhi alumnae form new alumnae groups and serve as contact person and resource person for developing groups.
 - Serve as contact person and resource person for existing alumnae groups.
 - Identify key cities and work with local alumnae to form alumnae groups.
 - Work with VP-Alumnae, Director of Alumnae Program Development, Director of Communication, and Director of Alumnae Gazette to provide opportunities for alumnae to connect with AEPhi.
 - Work with VP-Alumnae, Director of Alumnae Gazette, Director of Communication and Assistant Executive Director to communicate and publicize alumnae groups.
 - Utilize social media to assist with forming groups
 - Develop programming for alumnae groups
 - Supervise Regional Coordinator
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Director of Alumnae Program Development

- Provide leadership for Third Avenue, AEPhi's alumnae development program.
 - Further develop Third Avenue.
 - Develop programs for Third Avenue focusing on personal and professional development topics.
 - Determine best vehicle for sharing alumnae development information (e.g. web-based programs, programs at Summer Leadership or Convention, etc.)
 - Work with VP-Alumnae, Director of Alumnae Groups, Director of Communication, and Director of Alumnae Gazette to provide opportunities for alumnae to connect with AEPhi.
 - Work with VP-Alumnae, Director of Alumnae Gazette, Assistant Executive Director, and others to communicate volunteer and personal development opportunities to alumnae.
 - Convention programming
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Director of Alumnae Resources

- Provide AEPhi alumnae and soon-to-be alumnae with tools to help them in their careers.
- Utilizing myAEPhi for the following:
 - Career advice blog
 - Resume writing tips and sample resumes
 - Cover letter templates
 - Blogs with different career information
 - Spotlights on internships
 - Tips on social media and reputation
 - Personal branding

- Job postings
 - Resume bank
 - Reaching out to alumnae to post jobs and internships on our LinkedIn group.
 - Work in conjunction with the Alumnae Gazette to have a career-related feature.
 - Research what other sororities are offering to make sure we are staying competitive in our post-graduation offerings.
 - Develop a career match or mentoring program.
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Director of Awards

- Oversees the annual awards selection process
 - Chairs committee, appointed by National President, to review Annual Chapter Reports submitted by each chapter and colony for selection of awards presented each summer in the areas of:
 - Activities
 - Community Service
 - Philanthropy
 - Jewish Communal Service
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Director of By-laws

- Resource for chapters and colonies regarding creation and/or revision of chapter by-laws
 - Works with committee, appointed by National President, to propose Constitution and By-law amendments to be presented at National Convention
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Director of Colonization

- Work with colonies on installation requirements prior to installation.
 - Serve as a resource for chapter support team members that have colonies on their teams.
 - Develop and deliver training for volunteers working with colonies.
 - Work with the Assistant Executive Director on training and supervision of TECs working with colonies.
 - Work with team captain's to assess each colony's readiness for installation and when ready, recommend such to National Council.
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Director of Extension

- Lead the process for new extension opportunities including, but not limited to, updating and utilizing the assessment tools, developing and revising the extension packet and presentation for each opportunity and coordinating campus visits.
 - Work with appropriate staff members (Executive Director, Assistant Executive Director and TECs) and volunteers (National President, VP-Membership, VP-Alumnae, chapter support team members) to coordinate process and provide support for each extension and colonization.
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Director of Finance/Investments

- Oversees the sorority investment accounts
 - Works closely with the sorority's professional investment advisor, executive director and VP-Finance
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Director of House Corporations

- Maintain current directory of house operating chapters by support team. Roster includes name, phone number and e-mail address for house corporation (include mailing addresses for hc), chapter accountant (if applicable) and house director.
 - Send updated directory whenever a change is made
 - Update the House Corporation Manual and ensure that all house directors, house corporations and VP-Finance have a copy.
 - Train new house corporation members.
 - Serve as a resource for house corporation members and house directors on house operations, national housing policies, chain of command, best practices, staff and hiring issues, etc.
 - Refer serious disagreements between chapters and house corporations to the VP-Finance
 - Refer financial matters to the VP-Finance
 - Maintain copies of current house director contracts and housing agreements for all chapters.
 - Report to VP-Finance monthly on contact with chapters and house corporations.
 - Submit an annual report to the VP-Finance by May 1st. Include chapters & house corporations communicated with, issues (resolutions or what is outstanding) and general duties performed during the term in office.
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Director of Human Resources

- Will be responsible for the training of new alumnae volunteers on the following topics:
 - AEPHI policies and procedures
 - Team and Council structure
 - Leadership
 - Working with today's collegians and other volunteers
 - Will train advisors within two weeks of placement.
 - Will contact team captain and Council liaison post training to notify them
 - Follow-up with new volunteer within one month to do a check-in and see if further training is required
 - Handle any conflict resolution between team or members of an advisory board should it arise.
 - Evaluate training process and make recommendations for improvements or changes.
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Director of Jewish Programming

- Utilize PR and marketing to increase AEPHI's branding in the Jewish community.
 - Develop and maintain strategic partnerships with Jewish organizations (e.g. Hillel, Jewish youth groups, etc.).
 - Develop a toolbox of ideas that chapters can use to honor our heritage (work with programming specialists through VP-Chapter Programming).
 - Address identity while being inclusive and accepting of all of our members.
 - Have a clear, concise message of who we are
 - Help us define what it means to be a Jewish sorority
 - What do we put in our recruitment books?
 - What do we say during recruitment?
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Director of Officer Transition:

- Works with Officer Transition Committee to review and update officer transition resources and on-going officer and chapter member leadership development.

- Serves as a resource for operations specialists and chapters regarding officer transition and leadership development.
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Director of Parents' Club

- Serve as the main contact for the chapter/colony Parents' Club chairs.
 - Serve as the main contact for local Parents' Club officers and members.
 - Maintain and update the Parents' Club manual.
 - Develop an annual report form to be submitted by each chapter/colony with a Parents' Club.
 - Develop an annual report form to be submitted by each Parents' Club.
 - Assist with the establishment of a Parents' Club for all operating chapters/colonies.
 - Understand all National Policies, be able to answer questions, and seek additional advice from VP-Operations or the National Office, if necessary.
 - Submit reports to VP-Operations, on or before the specified dates.
 - Maintain regular contact with VP-Operations.
 - Maintain regular contact with chapters and Parents Clubs'.
 - Attendance at Summer Leadership (if applicable) and/or Convention is encouraged.
 - Travel is not required.
 - Other miscellaneous responsibilities as assigned by VP-Operations or National Council.
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Director of Public Relations/Marketing

- Work to promote Alpha Epsilon Phi externally, including with our Greek advisors and faculty advisors, other NPC groups, the general public, and media, to enhance organization's credibility.
 - Develop, implement and manage the marketing affairs for the sorority by customizing key messages for intended audience and tailoring communication appropriately.
 - Guide the organization and chapters in utilizing press releases. Answers questions of colonies, chapters and alumnae Associations in public relations matters.
 - Participate in strategic planning and manage and coordinate the development, implementation and completion of comprehensive projects related to external communications and public relations initiatives.
 - Understand Alpha Epsilon Phi's strategic goals and brand; analyze the industry's creative environment, processes, technologies, etc. to determine areas needing improvement; and build and direct an aligned creative function.
 - Ensure all marketing concepts and creative development efforts are in alignment with the Strategic Plan of the Sorority.
 - Update the PR Manual.
 - Serve as a resource to the National President and National Office in the event a situation warrants communication with the media.
 - Lead a team of volunteers to address public relations, internal communication, and external communication.
 - Employ social media marketing to support marketing and communications objectives to key target audiences and stakeholders (in conjunction with the Director of Technology).
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Director of Ritual Education

- Act as key contact for all chapter ritual education.
- Provide initial ritual training for colonies.

- Provide ongoing support for chapters to ensure rituals are set up and performed at written.
 - Educate chapters on the importance, intent and meaning of AEPHi rituals.
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Director of Technology

- Develop of a comprehensive technology plan for AEPHi that includes, but is not limited to):
 - Guiding the organization and chapters in utilizing Facebook and other means of social networking and social marketing
 - Creating chapter website guidelines and/or a chapter website template
 - Developing a process for monitoring chapter websites
 - Identifying ways of utilizing technology for education and training
 - Identifying ways of utilizing technology for office efficiency and effectiveness
 - Work with the Director of Communication to incorporate technology into the sorority's overall communications plan.
 - Lead a team of volunteers to implement the technology plan and address and monitor technology needs.
 - Stay abreast of advancing technologies and applies new technologies to current projects to help achieve organizational goals as well as to support the diverse needs of our membership and other key audiences/stakeholders.
 - Evaluate and implement as needed other technologies to support AEPHi goals, such as online training, web conferencing/webinars, instant chat (in conjunction with the Director of Communication).
 - Maintain websites for chapters/colonies housed on the national website and work with those chapters/colonies to set up their own websites.
 - Implement forms automation (focusing on the top five most frequently used forms and then continuing forms automation analysis and implementation).
 - Future -Analyze the need for, and costs associated with, creating an AEPHi mobile app and/or making aephi.org mobile-friendly.
 - Future – Ensure that the functionality between the online forms and the back-end database if completely functional, easily maintained and allows for ad-hoc queries without external partner support.
 - Lead a team of volunteers to address technology needs.
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Director of Website

- Manage all aspects of the sorority's website including working with Executive Director and Assistant Executive Director to update content and images, as well as working with vendors for maintenance and improvements.
 - Conduct a complete content audit to ensure that all site assets, including web page content, images, documents, are up to date and effective.
 - Work with the Executive Director and Assistant Executive Director to develop an ongoing plan for updating and maintaining the national website.
 - Evaluate back-end technology and CMS to ensure that the infrastructure meets the front-ends needs.
 - Ensure that myAEPHi is well-managed, kept current and maintains high levels of security.
 - Utilize analytics to determine the most effective type of content to be posted on the website.
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EGPAF Liaison

- Work with AEPHI's liaison at EGPAF to provide information on the organization and pediatric AIDS to our chapters.
 - Work with finance specialists and chapter philanthropy chairs to encourage chapters to raise money for EGPAF.
 - Give chapters fundraising ideas.
 - Give chapters ideas for EGPAF projects and education during philanthropy recruitment rounds.
 - Maintain a record of the money our chapters raise for EGPAF.
 - Write articles about fundraising successes for the Alumnae Gazette and Columns.
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Sharsheret Liaison

- Work with AEPHI's liaison at Sharsheret to provide information on the organization and breast cancer to our chapters.
 - Work with finance specialists and chapter philanthropy chairs to encourage chapters to raise money for Sharsheret.
 - Work with programming specialists to encourage chapters to do a breast health awareness program as part of Second Avenue.
 - Give chapters fundraising ideas.
 - Give chapters ideas for breast health projects and education during philanthropy recruitment rounds.
 - Maintain a record of the money our chapters raise for Sharsheret.
 - Write articles about fundraising successes for the Alumnae Gazette and Columns.
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Alumnae Regional Coordinators: (9 coordinator positions available)

- Develop and recruit members for new alumnae associations with your specified region.
- Maintain monthly communication with each alumnae association in her region.
- Encourage alumnae association officers to set and attain goals.
- Encourage alumnae associations to participate in activities that reflect the needs and interests of all members and that are consistent with AEPHI values.
- Work with the Director of Alumnae Groups to provide additional resources to alumnae association.
- Foster positive Panhellenic spirit in her district.
 - Encourage alumnae associations to actively participate in Alumnae Panhellenic Associations.
- Receive, acknowledge, and maintain alumnae associations reports, correspondence, etc. and provide additional resources as needed.
- Share successful alumnae association ideas, events, and programs with the Director of Alumnae Groups.
- Monitor convention allowance eligibility for alumnae associations and encourage alumnae associations to stay in compliance with eligibility requirements.
- Assist in alumnae association training/programming as needed during alumnae association visits and/or convention.
- Other duties as assigned by the Director of Alumnae Groups or VP-Alumnae.

CHAPTER ADVISOR JOB DESCRIPTION

- ❖ To assist and support the chapter with its ongoing operations.
- ❖ To act as a liaison between the chapter, the team and the national organization.
- ❖ To provide guidance in following national policies with special regard to Alpha Epsilon Phi's Mission and Core Values Statement.

Minimum Expectations

Know the AEPHI chain of command and how it works. The advisor must realize that the chain goes both directions meaning information should be channeled both "above" and "below" the advisor. Maintain contact with the team captain and submit all reports required by the National organization.

Be familiar with All Encompassing Phacts and be knowledgeable about major policies and programs (i.e. member education, anti-hazing); and be familiar with college Panhellenic and campus policies and remember that if campus policies are more stringent than AEPHI policies, the campus policies supersede AEPHI's.

Attend at least one executive board meeting and one chapter meeting a month and receive copies of minutes from all chapter meetings. Maintain weekly contact with the chapter president.

Monitor the chapter's scholastic standing.

Attend or be aware of what occurs at each of the following: chapter meetings and executive board meetings. An advisor must be present for officer elections, membership selection and standards board hearings when disciplinary action will be taken. An advisor should be present during officer transition and rituals.

Assist the treasurer in preparing realistic budgets.

Submit timely reports to the National Office and as otherwise applicable.

Make every effort to take advantage of all training offered by the national organization including Summer Leadership and National Convention.

CHAPTER SUPPORT TEAM JOB DESCRIPTIONS

TEAM CAPTAIN

Key responsibilities include:

- Team building and management of the chapter support team
- Disbursement of information about chapter support team to the chapter president and advisor
- Assist chapter with risk management issues
- Assist chapter with by-law issues
- Facilitate new advisor training
- Maintain regular contact with and have a general knowledge about the specialists on their team and the issues they have dealt with
- Maintain regular contact with and have a general knowledge about the chapters on their team and the issues they are dealing with
- Understand all National Policies, be able to answer questions, and seek additional advice from Vice President -Chapter Administration or the National Office, if necessary
- Submit captain reports to VP-Chapter Administration on or before the specified dates
- Maintain regular contact with VP-Chapter Administration
- Have a minimum of one conference call with all team specialists, chapter presidents, and chapter advisors per semester
- Yearly attendance at Summer Leadership/Convention
- Minimal travel is required
- Other miscellaneous responsibilities as assigned by VP-Chapter Administration or National Council

OPERATIONS SPECIALIST

Key responsibilities include:

- Main contact for the chapter president
- Provide feedback and support for issues regarding day-to-day chapter operations (i.e. chapter meetings), executive board development, elections, officer transition and standards.
- Assist with officer transition, leadership training and goal setting
- Assist with standards
- Maintain regular contact with and have a general knowledge about the chapters on their team and the issues they are dealing with
- Understand all National Policies, be able to answer questions, and seek additional advice from VP-Operations or the National Office, if necessary
- Submit Captain reports to VP-Chapter Administration on or before the specified dates
- Maintain regular contact with team and VP-Operations
- Yearly attendance at Summer Leadership/Convention
- Minimal travel is required
- Other miscellaneous responsibilities as assigned by VP-Operations or National Council

MEMBERSHIP SPECIALIST

Key responsibilities include:

- Supports chapter recruitment chair, COB/COR chair, and new member educator
- Assist chapters with formal recruitment preparation
- Assist chapters with continuous open bidding (COB) preparation
- Assist chapters with ritual preparation
- Assist chapters with new member selection processes during recruitment

- Assist chapters with public relations/marketing for membership
- Assist chapters with new member education planning
- Assist with standards board hearings regarding recruitment and new member matters
- Assist with determining whether chapters need recruitment assistance
- Direct chapter to VP-Membership on legacy issues
- Understand all National Policies, especially those pertaining to recruitment and new member education
- Submit team reports to captain and VP-Membership, as required
- Maintain monthly contact with chapters
- Conference calls with team and other membership specialists, as needed
- Minimal travel is required
- Yearly attendance at Summer Leadership/Convention
- Liaison between chapters and VP-Membership
- Answer all recruitment/COB/new member education/ritual questions and seek additional advice, if needed, from Vice President-Membership or the National Office
- Other miscellaneous responsibilities as assigned by team captain or VP-Membership

FINANCE SPECIALIST

Key responsibilities include:

- Assist chapters with budget preparation
- Assist chapters with determining adequate dues structures
- Interact with chapter accountants, if necessary
- Provide fundraising ideas
- Provide philanthropy ideas
- Assist with standards board hearings regarding financial matters
- Assist with the development of payment plans for members in arrears
- Understand all National Policies, especially those pertaining to financial matters and house operating procedures
- Submit team reports to team captain and VP-Finance, as required
- Maintain monthly contact with chapters
- Conference calls with team and other finance specialist, as needed
- Minimal travel is required
- Yearly attendance at Summer Leadership/Convention
- Liaison between chapters and VP-Finance
- Assist with the collections of funds due to National (dues, initiation, convention, badges etc.)
- Answer all financial/fundraising/philanthropy/house management questions and seek additional advice, if needed, from VP-Finance or the National Office
- Other miscellaneous responsibilities as assigned by team captain or VP-Finance

PROGRAMMING SPECIALIST

Key responsibilities include:

- Maintain monthly contact with chapters
- Answer all questions pertaining to academics, programming/Second Avenue, activities, community service, and Greek/Panhellenic participation, and seek additional advice, if needed, from VP-Chapter Programming or the National Office
- Assist chapters with their scholarship/academics programs
- Assist chapters with implementation of Second Avenue

- Provide ideas for activities
- Provide ideas for educational programming/Second Avenue
- Provide ideas for scholarship programming
- Provide ideas for community service
- Encourage chapters to submit information to Columns for House Calls
- Encourage chapters to do the Temple Degree ceremony
- Understand all National Policies, especially those pertaining to academics and Second Avenue
- Submit team reports to captain and VP-Chapter Programming, as required
- Participate in conference calls with team and other programming specialists, as needed
- Yearly attendance at Summer Leadership/Convention
- Act as a liaison between chapters and VP-Chapter Programming
- Perform other miscellaneous responsibilities as assigned by team captain and/or VP-Chapter Programming