

# Alumnae Chapter Supervisor

**Supervisor:** Alumnae Chapter Team Leader

**Department:** Alumnae Engagement

**Date Created or Revised:** January 2025

## Purpose

The alumnae chapter supervisor is responsible for the effective operations of the alumnae chapters in their designated region through building relationships with chapter officers and alumnae in the area.

## Responsibilities

- Evaluate the general health of the alumnae chapters in assigned region and report monthly to the alumnae chapter team leader and director of alumnae engagement.
- Communicate with alumnae chapter officers on a frequent basis to ensure their needs are being met.
- When requested, hold virtual meetings with alumnae chapter officers to achieve success in key areas of chapter life, including dues collection, philanthropy, event planning, officer onboarding and member recruitment and retention.
- Partner with other team volunteers to develop resources and deliver educational programming for alumnae chapter officers, with approval from the director of alumnae engagement on resource development and training topics.
- Participate in the planning and execution of annual and special projects that support alumnae chapter initiatives, serving as either a project lead or contributing team member.
- Attend and actively participate in monthly team meetings led by the alumnae chapter team leader.
- Assist chapters in successfully completing all requirements to be considered in good standing with Gamma Phi Beta.
- Assist chapters in annual submission of the Alumnae Order of the Crescent to recognize the efforts of alumnae chapters in your assigned region.

## Expectations

- This role is appointed for a two-year term ending on July 31 of odd-numbered years. This role is eligible for reappointment for a total of three terms.
- This role requires three to nine hours per week on average.
- Volunteers in this role will be expected to travel up to three days per year. Travel will include attendance at the REAL Leadership Institute (RLI).
- Volunteers in this role will be expected to participate in the Belonging, Equity, Diversity and Inclusion (BEDI) Summit. The BEDI Summit is a synchronous, virtual program.
- Meet all expectations as outlined in Gamma Phi Beta's [Appointed Volunteer Expectations Agreement](#).

**Preferred Competencies and Experiences**

- Communication.
- Mentorship.
- Teamwork.
- Membership in an alumnae chapter with preference to those with alumnae chapter leadership experience.
- Sound understanding of International Gamma Phi Beta bylaws and rules and procedures as they relate to alumnae chapters and their members.