

# Alumnae Chapter Supervisor

**Supervisor:** Alumnae Chapter Team Leader

**Department:** Alumnae Engagement

**Date Created or Revised:** April 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.
- Coach alumnae chapter officers to be successful in areas of chapter life, such as dues collection, philanthropy, sisterhood, event planning and recruitment and retention of members.
- Host or participate in regularly scheduled training for alumnae chapter officers on a specified topic.
- Work with the alumnae chapter supervisors and alumnae specialists to determine needs and trends within alumnae chapters.

## Expectations

- This role requires two to three hours per week, on average.
- Volunteers in this role will be expected to travel three to five days per year, as necessary or requested.
- Complete all assigned Fidelity volunteer online lessons within four weeks of appointment and have subsequent training conversations with alumnae chapter team leader within six weeks of appointment.
- Learn and use Beta Base, the chapter reporting system, for assigned chapter(s).
- Participate in annual alumnae team meeting, monthly team calls and monthly one-on-ones with the alumnae chapter team leader.
- Respond to all communication within 48 hours.
- Be in good standing by paying **annual international alumnae dues** or being a **Life Loyal** member.

## Preferred Competencies and Experiences

- Self-awareness of strengths, challenges and motivation for volunteering.
- Effective, clear and timely written and verbal communication.
- Experience working on a team to meet established goals.
- Desire to mentor and coach other alumnae members.
- Ability to think critically about issues to propose a solution.

