

Alumnae Initiate Specialist

Supervisor: Alumnae Initiate Team Leader

Department: Alumnae Engagement

Date Created or Revised: January 2025

Purpose

The alumnae initiate specialist reports to the Alumnae Initiate Team Leader. The alumnae initiate specialist is responsible for the outreach, promotion, education and facilitation of the alumnae initiate program. This person may serve as a sponsor for an alumna initiate.

Responsibilities

- Actively educate and bring awareness to the alumnae initiate program through established resources.
- Assist potential alumna initiates and/or sponsors to obtain completed application packet.
- Support the alumna initiate in completing Fidelity for New Members prior to Initiation.
- Ensure all materials necessary for Initiation are accurately completed.
- Help facilitate virtual Initiation ceremony for alumnae initiates.
- Serve as a sponsor for alumna initiates, if needed.
- Prior to Initiation, review the candidate's answers to the Gamma Phi Beta New Member Exam (as part of the last online lesson).
- Maintain communication with alumnae initiate team leader on status of alumnae initiates by meeting once a month and communicating pertinent information via email.
- Serve as a positive role model and promote lifetime membership to all members of the Sorority.
- Perform other duties as assigned.

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 one to three hours per week on average. Peak times for this role include October and March, during which time volunteers may exceed the estimated time commitment.
- 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

- Teamwork.
- Mentorship.
- Communication.

