

Alumnae Chapter Team Leader

Supervisor: Director of Alumnae Engagement

Department: Alumnae Engagement

Date Created or Revised: January 2025

Purpose

The alumnae chapter team leader is responsible for the effective management of the alumnae chapter supervisors and operations of alumnae chapters.

Responsibilities

- Manage the alumnae chapter supervisors and alumnae chapter compliance specialist by providing support and direction for the team.
- Work directly with the director of alumnae engagement to communicate relevant information pertaining to general alumnae matters and participate in the creation of the goals and action plans relative to alumnae chapters.
- Coordinate and lead monthly team calls for all team members to attend.
- Host one-on-one calls with alumnae chapter supervisors and specialists on a regular basis.
- Attend one-on-one calls with director of alumnae engagement to address ongoing projects, items of concern and timely alumnae chapter needs.
- Review and analyze monthly ACS reports to evaluate the general health of the alumnae chapters and inform the director of alumnae engagement of key findings.
- Oversee the development of resources and educational programming for alumnae chapter officers, providing direction to team volunteers and coordinating with the director of alumnae engagement for approval of resource content and training topics.
- Coordinate team efforts in the planning and execution of annual and special projects supporting alumnae chapter initiatives, providing guidance and support to volunteers serving as project leads or contributing team members.
- Provide an annual final review and confirmation of alumnae chapter good standing status.
- Provide an annual final review and confirmation of Alumnae Order of the Crescent ratings for alumnae chapters participating in the recognition program.

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

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