

Description of Project/Purpose of Assignment:

- The ARIC serves as a resource to collegiate women seeking a recommendation, as a resource to collegiate chapters when they need a recommendation on a candidate, and as a resource to alumnae members when they are submitting a recommendation and need more information.

Outline of Volunteer's Responsibilities or List of Tasks:

- Serves on the AXA Board, attends all board meetings
- Serves as the recruitment contact for HQ, TAAP, alumnae members, collegiate chapters, and potential new members
- Be knowledgeable about and promote the Alpha Chi Omega Foundation
- Maintain open communications with members, chapters, and local housing corporations

Outcomes/Goals:

- Tulsa area alumnae have a reliable resource for information as they recommend potential new members
- Be knowledgeable on recruitment procedures at the collegiate level.
- Be knowledgeable on recruitment procedures of the Alumnae Initiate Program.
- Strategic plan goals are met

Training and Support Plan:

- Online training manual at www.alphachiomega.org
- HQ contact for continuous training and support
- Teamwork from alumnae chapter president

Reporting:

- Communicates with the Tulsa Area Alumnae Panhellenic
- Communicates with collegiate chapters regarding recommendations and recruitment procedures
- Communicates with the AXA Board
- Communicates with AXΩ National Headquarters

Time Commitment (Term of office-annual commitment, renewable)

- 3 hours a month/average

Personal Qualifications Needed:

- Self-starter/self-manager; takes initiative, anticipates needs, and accomplishes tasks consistently on time.
- Responsive; demonstrates a high level of responsiveness within the board and to our membership; communicates effectively and swiftly verbally, through email, social media, or phone
- Strong organizational skills (record-keeping, calendar management, projects, events, etc.)
- Goal-oriented; results-driven, gets excited about reaching and exceeding goals.
- Committed to excellence; exceeds expectations in everything and reflects positively on the chapter.
- Positive attitude; can-do spirit, fun to be around, and does not complain, make excuses, or gossip.
- Demonstrates loyalty to the Fraternity, and recognizes that membership is a lifetime commitment
- Positive spokesperson on the benefits of Alpha Chi Omega and appreciation for the Fraternity

Other skills helpful but not necessary: _____

- Knowledge of both 501(c)(7) and 501(c)(3) not-for-profit organizations
- Ability to articulate and model the core values of Alpha Chi Omega

Benefits:

- Recognition and appreciation as a volunteer for Alpha Chi Omega
- Friendship, leadership, learning and service opportunities
- Ability to contribute to the mission and values of Alpha Chi Omega