



Communications Specialist – National Finance Team

Bold Goals:

- To ensure that National Fraternity communications to college chapters regarding financial best practices are successfully and timely shared across social media and chapter officer resource platforms.
- To strive towards all members, volunteers and staff understanding their role in positive communications for Alpha Xi Delta.

Outline of Responsibilities:

- Be familiar with Alpha Xi Delta's style guide and branding.
- Serve as an administrator for the National Finance Team Facebook group.
- Serve as an administrator and moderator for the Chapter Finance & Operations Team (F&O) Facebook group.
- Monitor Chapter F&O Team Facebook group postings to ensure positive and correct information is being shared.
- Share relevant officer newsletter information to the Chapter F&O team via all relevant platforms.
- Share relevant vendor partner information to the Chapter F&O team via all relevant platforms.
- Attend all National Finance Team meetings.
- Take team meeting notes and post relevant information or a link to the minutes in the platform used for sharing materials with the National Finance Team.
- Submit reports of trends, concerns, and recommendations prior to national finance team meetings.
- Promote consistency in communications with Alpha Xi Delta's branding and style and accurately reflect the character of the Fraternity, as defined by our vision and mission statements.

Time Commitment:

- Approximately 1-2 hours per week.
- Attend training and educational opportunities provided by the Fraternity.

Staff Liaison:

- Assigned staff member for National Directors Network team