



VOLUNTEERING FOR *Alpha Xi Delta*



Thank you for your interest in becoming an Alpha Xi Delta volunteer! Alpha Xi Delta would not be the organization it is today without the generous contribution of time and talent from our alumnae volunteers. Our volunteers are responsible for the success and growth of our college chapters and alumnae associations alike. There are many volunteer opportunities available for our alumnae – including national and local opportunities. Our national volunteers serve on our National Council, National Housing Corporation, and Alpha Xi Delta Foundation, while our other volunteers serve as Special Officers, National Council Designees, Chapter Advisors, Housing volunteers, National Directors and Territory Directors. While certain volunteer positions are not available at all times, all positions are crucial to the success of Alpha Xi Delta, and the Fraternity is always looking for dedicated volunteers.

Alpha Xi Delta volunteer elections and appointments are done based on the volunteer role. During Convention years, National Council, National Housing Corporation, and the Alpha Xi Delta Foundation board members are elected by the voting body. Chapter advisors and advisory boards are also appointed in Convention years. National Council Designees and the National Directors Network are appointed in non-Convention years.

Please Note: The Volunteer Interest Form is to be submitted for the following volunteer areas: Local chapter advisory boards, local housing volunteers, National Council Designees, and National Directors Network. The The Volunteer Interest Form is used to help place openings in these volunteer areas as needed.

Before you fill out your Volunteer Interest Form, please take a moment to read through to learn more about our volunteer structure. We hope this helps you in gaining a better understanding on being an Alpha Xi Delta volunteer. If you have any questions, please reach out to Courtney Fluty, Director of Lifetime Engagement, at cfluty@alphaxidelta.org.

Qualifications

- Desire to promote a volunteer structure which effectively develops and maintains collegiate and alumnae relations and fosters lifetime membership.
- Ability to generate and implement creative ideas.
- Strong organization and management skills.
- Good oral and written communication skills.

Reporting

- Submit required reports to designated staff liaison and/or National Council.
- Coordinate the appropriate response to requests for assistance from National Council.

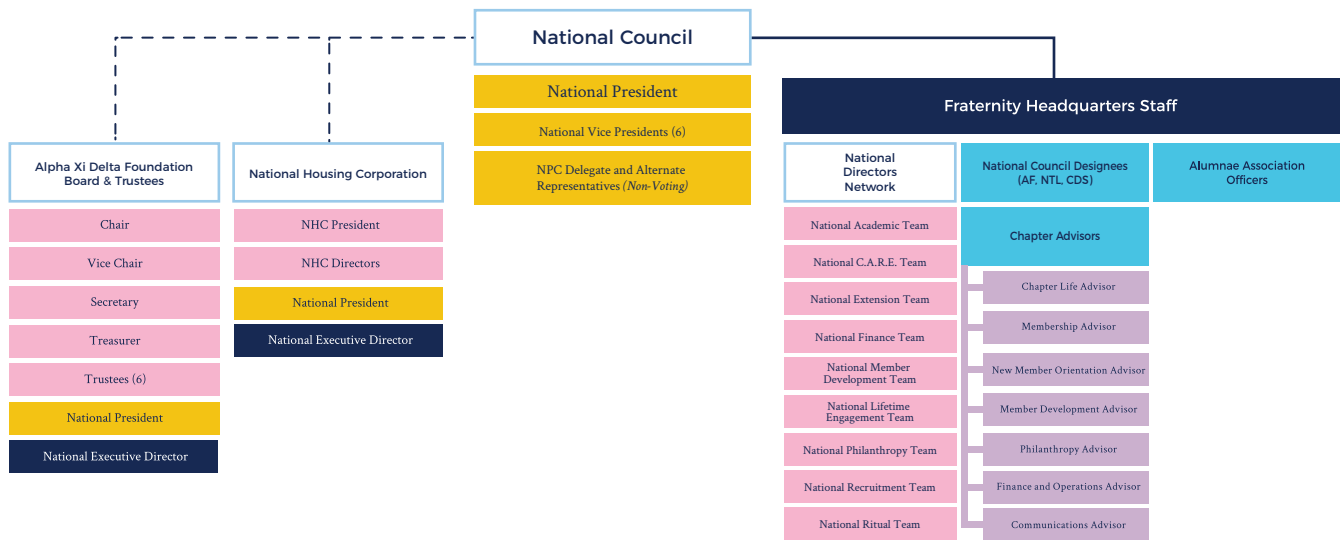
Training and Support Plan

- Volunteer training provided by the Fraternity
- Conference calls and webinars as necessary.
- Support materials as related to position.
- Access to applicable volunteer and/or chapter reporting files.
- Fraternity Resources accessible through Exclusively Xi.

Additional Expectations

- Access to e-mail with attachment capability.
- Response to requests within 48 hours.
- Demonstrate an ease and willingness to work in virtual settings (*ie. Web-based platforms, teleconference, webinars, etc.*)
- Become educated about and advocate for Alpha Xi Delta Foundation and participate in Foundation giving to the best of your ability.
- Annually support Alpha Xi Delta's National Alumnae Dues program through **Be The Heart** or your local alumnae association.

Volunteer Structure Explanations & Time Commitments



Benefits of Volunteering

- Opportunity to give time, talent and treasure back to the Alpha Xi Delta membership.
- Sense of accomplishment in helping shape lives by inspiring women to realize their potential.
- Recognition and appreciation from the National Fraternity for dedication and support.
- Opportunity to network with Alpha Xi Delta Sisters.
- Satisfaction of helping perpetuate the ideals of Alpha Xi Delta.

Purpose of Volunteering

- To support Alpha Xi Delta's vision, mission and goals.
- To uphold the Fraternity's policies and procedures.
- To understand and support the strategic priorities set forth by Alpha Xi Delta's National Council.
- To assist all members, college chapters and alumnae associations in achieving the Fraternity's expectations and to communicate across the Fraternity that membership in Alpha Xi Delta is for a lifetime.

Below you will learn more about each of the areas you can apply for through the Volunteer Interest Form. **To review specific volunteer job descriptions, please go to: Exclusively Xi/Resource Center/Volunteer Resources.**

Chapter Advisors and Advisory Boards

Time Commitment: approx. 5-7 hours/week

These volunteers provide on-the-ground guidance, assistance and positive direction to their assigned chapter(s). Chapter Advisors and advisory boards build positive relationships and deliver consistent communication to serve the chapter. Chapter Advisors are appointed and trained by their National Council Designee. They work closely together with the chapter to set goals and action steps. The Chapter Advisor also appoints an advisory board. A full advisory board can include, but is not limited to (*depending on the needs of the chapter*): Chapter Life Advisor, Membership Advisor, New Member Orientation Advisor, Member Development Advisor, Philanthropy Advisor, Finance and Operations Advisor, and Communications Advisor. These advisors closely work with their assigned collegiate officer and/or team to provide guidance on their goals. *The time commitment can vary based on the time of year and advisory board position.*

Area Facilitators, Chapter Development Specialists and National Team Leads

Time Commitment: approx. 5-10 hours/week

National Council Designees serve as the liaison between their assigned chapter(s), advisory board(s), and the National Fraternity. They provide consistent leadership, mentorship, and support to the chapter(s) and advisor(s) they serve. During

their appointment, they provide strategic planning, problem solving and adaptability in decision making. Part of their role is to interpret, and when necessary, grant exception to policy. They also appoint, train and lead Chapter Advisors.

Territory Directors and Specialists

Time commitment: approx. 1-5 hours/month

Trained and experienced in their specific areas of expertise, these volunteers work with chapters/associations as assigned.

National Directors Network

Time Commitment: approx. 5-10 hours/month

This is a network of national volunteers with expertise in the following areas: Academics, C.A.R.E., Extension, Finance, Lifetime Engagement, Member Development, Philanthropy, Ritual, Recruitment. The National Directors Network helps Territory Directors and Specialists find answers to questions for the chapters or associations.

Local Housing Corporation Boards

Time Commitment: approx. 1-3 hours/week (in “non-peak” periods)

Housing volunteers may serve a local housing corporation board as a general board member or an officer. They are often voted into their role and serve a variety of functions. Considering the scope of the property, campus norms, and chapter needs housing volunteers help to manage member contracting, financial reporting, vendor relations, employee recruiting/evaluation, capital project planning, communication to chapter alumnae, and more. These volunteers serve 1-3 year terms and can be remote or located near the chapter they support. Fraternity Headquarters staff can connect you with a local corporation if you have interest in this role.

Short-term/as-needed projects

Time Commitment: approx. varies depending on project scope

Short-term and as-needed projects usually have a firm end date. Volunteers can serve the Fraternity in a variety of ways depending on the project. Typical short-term projects include: Writing content for Fraternity publications; reconnecting Sisters with and through the Fraternity; opportunities to provide educational training and facilitation at different Fraternity events; event planning and event production.



Click here to complete the online Volunteer Interest Form! Once you have completed a Volunteer Interest Form, please allow time for processing, as we will forward your information to the appropriate volunteer and/or staff member.



Still have questions? Contact Courtney Fluty, Director of Lifetime Engagement, at cfluty@alphaxidelta.org.